

An aerial photograph of the York College campus in the City University of New York. The image shows several large, multi-story brick buildings, green lawns, and parking lots. In the background, a dense urban area with various apartment buildings and a train line is visible under a clear blue sky.

# YORK

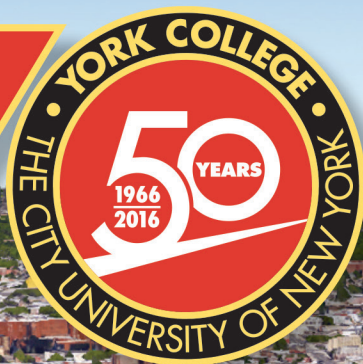
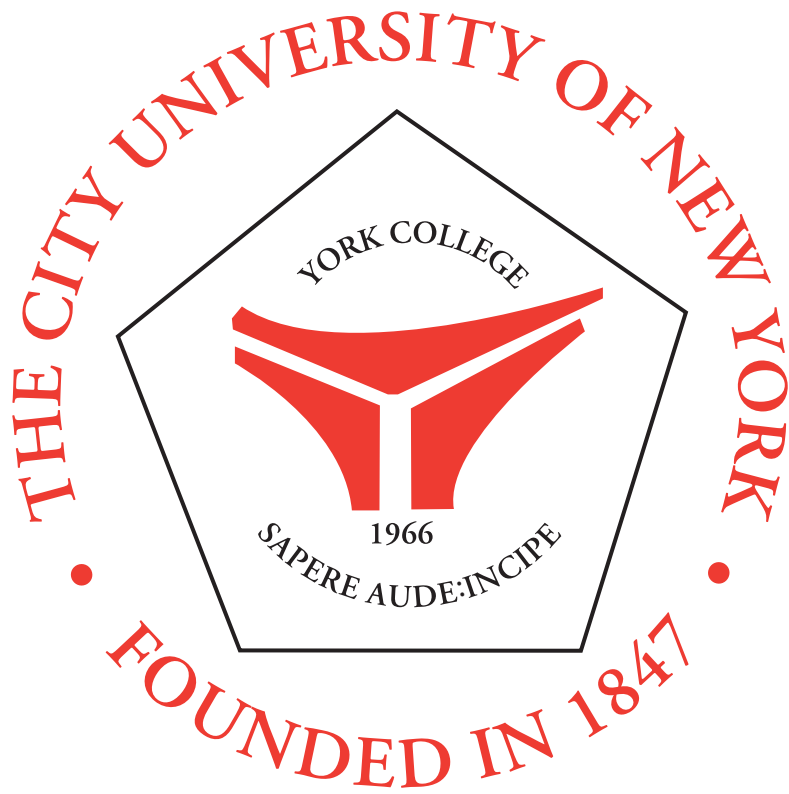


Image: Google Earth, Landsat

## 2016-2017

# GRADUATE BULLETIN







## 2016 -2017 GRADUATE BULLETIN 1

### Hours of Operation:

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**Every effort has been made to make the material presented herein timely and accurate.** As changes occur, they will be communicated via traditional and electronic media and reflected on the College's website. Students are encouraged to check the website to determine the most up-to-date program and course information and to make use of the Student Degree Audit System (DegreeWorks) to track progress toward graduation. Critical points of fact or interpretation should be considered subject to confirmation by the appropriate office or department of the College.

**Statement of Nondiscrimination:** York College is an Equal Opportunity and Affirmative Action institution. The College does not discriminate on the basis of race, color, creed, national or ethnic origin, ancestry, religion, age, gender, sexual orientation, gender identity, marital status, disability, genetic predisposition or carrier status, alienage or citizenship, military or veteran status, or as a victim of domestic violence in its student admissions, employment, access to programs, and administration of educational policies. The College follows the laws and mandates of the Federal Government as articulated by Executive Order #11246, and as amended by the Chancellor of The City University of New York on 12/ 9/ 76, to include Italian Americans.

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## Doctoral Programs with CUNY

York College, in conjunction with the Graduate School and University Center, contributes faculty, and in some cases facilities, for the following doctoral programs of The City University of New York:

Art History	English	Music
Biochemistry	French	Physics
Biology ( <i>Plant Science doctoral program at Lehman College</i> )	Hispanic and Luso-Brazilian Literatures	Political Science
Chemistry	History	Psychology
Comparative Literature	Linguistics	Sociology
Computer Science	Mathematics	Speech and Hearing Sciences
Earth and Environmental Sciences		Theatre

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Office of the President

January 2016

Dear Student,

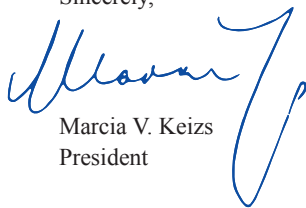
I am proud to introduce the Spring 2016-Fall 2017 Graduate Bulletin and to let you know how delighted I am that you have selected York College/CUNY for your graduate studies. We look forward to taking this journey together and to celebrating the completion of your program with you—just as we recently did with the proud Class of 2016. We are committed to living up to our vision as expressed in our Strategic Plan: "York College enriches lives and enables students to grow as passionate, engaged learners with the confidence to realize their intellectual and human potential as individuals and global citizens."

At York College, our values are integrity, diversity, intellectual discovery and creativity, intentional interactions, self-reflection, accountability and civic engagement. We remain steadfast in our commitment to foster a culture where research is nurtured and we strive to provide not only the dedicated faculty mentors to nurture inquiry and discovery, but as well the opportunities for you as students to present the results of your scholarship on campus, at conferences across the country and on occasion, in peer-reviewed publications. We look forward to your scholarly contributions to your field of study at York and to your successful career as a consequence of it.

Remember, should you need to discuss a concern or make a suggestion, do make an appointment to visit with me during one of my "Chat with the President" appointments or send me an email at [president@york.cuny.edu](mailto:president@york.cuny.edu). All of us at York College are here to help you fulfill your goal.

Thank you again for choosing York College/CUNY for this important leg of your educational journey.

Sincerely,



Marcia V. Keizs  
President

# Academic Calendar

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## FALL 2016

Monday	<b>August 1</b>	Last day for continuing non-matriculated students to apply for matriculation for Fall 2016 semester.
Thurs – Fri	<b>August 18 - 19</b>	Registration.
Mon – Wed	<b>August 22 - 24</b>	Registration.
Wednesday	<b>August 24</b>	Last day to drop course(s) for 100% tuition refund.
Thursday	<b>August 25</b>	<b>First day of classes.</b>
Thurs – Fri	<b>August 25 - 26</b>	*Late Registration and Program Changes.
Mon – Wed	<b>August 29 - 31</b>	*Late Registration and Program Changes.
Wednesday	<b>August 31</b>	*Last day to drop course(s) for 75% tuition refund. *Last day to add/swap course(s). <b>Last day to drop without the grade of WD.</b>
Thursday	<b>September 1</b>	Course Withdrawal Drop period begins. A grade of WD is assigned to students who officially drop a course(s).
Saturday	<b>September 3</b>	No classes scheduled.
Monday	<b>September 5</b>	Labor Day – College is closed.
Wednesday	<b>September 7</b>	*Last day to drop course(s) for 50% tuition refund.
Wednesday	<b>September 14</b>	*Last day to drop course(s) for 25% tuition refund. Course Withdrawal Drop period ends. *Last day to drop course(s) <b>WITHOUT</b> a grade of <b>W</b> . <b>Last day to change/declare a Major/Minor to be effective for Fall 2016.</b> <b>Last day to file for June 2017 Graduation.</b>
Thursday	<b>September 15</b>	Census date – Form-A cutoff. Course Withdrawal period begins. A grade of <b>W</b> is assigned to students who officially drop course(s). Fall 2016 Convocation.
Sun – Tues	<b>October 2 - 4</b>	No classes scheduled.
Thursday	<b>October 6</b>	<b>Classes follow a Monday schedule.</b>
Saturday	<b>October 8</b>	Saturday office hours for selected areas of Student Support Services.
Monday	<b>October 10</b>	College is closed – no classes.
Tues – Wed	<b>October 11 - 12</b>	No classes scheduled.
Friday	<b>October 14</b>	<b>Classes follow a Tuesday schedule.</b>
Thurs – Fri	<b>October 13-21</b>	Midterm Assessment Period.
Thursday	<b>November 10</b>	Last day to apply for Pass/Fail option. Course Withdrawal period ends. Last day to withdraw from course(s) <b>WITH</b> a grade of <b>W</b> without Committee on Academic Policy and Standards approval. <b>Last day for INC grade changes for Spring 2016 and Summer 2016 to be received by the Office of the Registrar.</b>
Saturday	<b>November 12</b>	Saturday office hours for selected areas of Student Support Services.
Thurs – Sun	<b>November 24-27</b>	College is closed – no classes.
Monday	<b>December 12</b>	<b>Last day for classes.</b> Last day to rescind pass/fail option.
Tuesday	<b>December 13</b>	Reading Day.

\*Students may still be liable for tuition.

Dates listed above are subject to change without prior notification.

Wed – Tues	<b>December 14 - 20</b>	<b>Final Examinations.</b>
Wednesday	<b>December 21</b>	<b>Final Examinations for mass exams only.</b>
		<b>End of Fall 2016 term.</b>
Fri – Mon	<b>December 23 - 26</b>	College is closed.
Fri – Sat	<b>December 30 - 31</b>	College is closed.
Sun – Mon	<b>January 1 - 2, 2017</b>	College is closed.
Wednesday	<b>January 11, 2017</b>	Fall 2016 Conferral date.

## WINTER 2017

Monday	<b>January 2</b>	Last day to drop course(s) for 100% tuition refund.
Tuesday	<b>January 3</b>	<b>First day of classes.</b> *Late registration and program changes. *Last day to drop course(s) for 50% tuition refund. *Last day to add a course(s). <b>Last day to drop without a grade of WD.</b>
Wednesday	<b>January 4</b>	Course Withdrawal Drop period begins. A grade of WD is assigned to students who officially drop a course(s).
Saturday	<b>January 7</b>	*Last day to drop course(s) for 25% tuition refund. Course Withdrawal Drop period ends. Census date – Form-A cutoff. *Last day to drop course(s) <b>WITHOUT</b> a grade of <b>W</b> .
Sunday	<b>January 8</b>	Course Withdrawal period begins. A grade of <b>W</b> is assigned to students who officially drop a course(s).
Monday	<b>January 16</b>	College is closed – no classes.
Tuesday	<b>January 17</b>	Course Withdrawal period ends. Last day to withdraw from a course(s) <b>WITH</b> a grade of <b>W</b> without Committee on Academic Policy and Standards approval. Last day to apply for Pass/Fail Option.
Monday	<b>January 23</b>	<b>Last day for classes.</b> Last day to rescind Pass/Fail Option.
Tuesday	<b>January 24</b>	<b>Final Examinations.</b> End of Winter 2017 Session.

## SPRING 2017

Tuesday	<b>January 3</b>	Last day for continuing non-matriculated students to apply for Matriculation for the Spring 2017 semester.
Mon – Fri	<b>January 23 – 27</b>	Registration.
Sunday	<b>January 29</b>	Last day to drop course(s) for 100% tuition refund.
Monday	<b>January 30</b>	<b>First day of classes.</b>
Mon – Fri	<b>Jan 30 – Feb 3</b>	*Late registration and program changes.
Sunday	<b>February 5</b>	*Last day to drop course(s) for 75% tuition refund. *Last day to add/swap course(s). <b>Last day to drop without the grade of WD.</b>
Monday	<b>February 6</b>	Course Withdrawal Drop period begins. A grade of WD is assigned to students who officially drop a course(s).
Sunday	<b>February 12</b>	*Last day to drop course(s) for 50% tuition refund.
Monday	<b>February 13</b>	Lincoln's Birthday – College is closed.

\*Students may still be liable for tuition.

Dates listed above are subject to change without prior notification.



Wednesday	<b>February 15</b>	<b>Classes follow a Monday schedule.</b>
Thursday	<b>February 16</b>	Spring Symposium.
Sunday	<b>February 19</b>	*Last day to drop course(s) for 25% tuition refund. Course Withdrawal Drop period ends. *Last day to drop course(s) <b>WITHOUT</b> a grade of <b>W</b> . <b>Last day to change/declare a Major/Minor to be effective for Spring 2017.</b> <b>Last day to file for January 2018 Graduation.</b>
Monday	<b>February 20</b>	Census date - Form-A cutoff. President's Day – College is closed. Course Withdrawal period begins. A grade of <b>W</b> assigned to students who officially drop course(s).
Saturday	<b>March 11</b>	Saturday office hours for selected areas of Student Support Services.
Mon – Sun	<b>March 13 – 19</b>	Midterm Assessment Period.
Saturday	<b>April 8</b>	Saturday office hours for selected areas of Student Support Services.
Mon – Tues	<b>April 10 - 18</b>	Spring Recess.
Wednesday	<b>April 19</b>	Last day to apply for Pass/Fail option. Course Withdrawal period ends. Last day to withdraw from course(s) <b>WITH</b> a grade of <b>W</b> without Committee on Academic Policy and Standards approval. <b>Last day for INC grade changes for Fall 2016 and Winter 2017 to be received by the Office of the Registrar.</b>
Thursday	<b>April 20</b>	<b>Classes follow a Monday Schedule.</b>
Thursday	<b>May 18</b>	<b>Last day for classes.</b> Last day to rescind Pass/Fail option.
Friday	<b>May 19</b>	Reading Day. <b>Final Examinations for mass exams only.</b>
Sat – Fri	<b>May 20 – 26</b>	<b>Final Examinations.</b>
Friday	<b>May 26</b>	<b>End of Spring 2017 term.</b>
Monday	<b>May 29</b>	Memorial Day – College is closed.
Friday	<b>June 2</b>	Commencement.
Wednesday	<b>June 14</b>	Spring 2017 Conferral date.

# Mission, Vision and Values

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## Mission

York College enriches lives and enables students to grow as passionate, engaged learners with the confidence to realize their intellectual and human potential as individuals and global citizens.

## Vision

“York College will be a transformative urban institution and cultural hub.”

## Values

### Integrity

York College/CUNY embraces integrity as a central value in all aspects of its engagement including teaching, learning, research and service. Integrity will emerge from committed, continuing and rigorous evaluation of all college policies, procedures and processes.

### Diversity

York College values cultivating a climate of acceptance, mutual respect and appreciation of unique differences across the human spectrum.

### Intellectual Discovery & Creativity

York College values providing an intellectual environment where students and faculty will take ownership for and responsibility to excel in academic inquiry, creativity, scholarship, research, interdisciplinary collaboration and professional growth.

### Intentional Interactions

York College creates opportunities for productive and creative intentional interactions among the various groups of the college to foster a small college atmosphere.

### Self-Reflection & Accountability

Each member of the York Community, on an ongoing basis, will reassess their effectiveness, identify challenges, create a plan to meet the challenges, and improve decision-making and institutional effectiveness.

### Civic Engagement

Each member of the York College community assumes personal responsibility and awareness of our respective communities and strives to serve the common good.

# About York College

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York College, a senior college of The City University of New York (CUNY) in Jamaica, Queens, was founded in 1966 under the temporary name, Alpha College. York spent 20 nomadic years throughout Queens until pressure from students, faculty, staff and the external community of political, religious and generally engaged citizens, materialized in the magnificent 50-acre campus York now calls home.

In fall 2009, York reorganized its academic units into three distinct schools: Arts and Sciences, Business and Information Systems; and Health Sciences and Professional Programs. New programs have been added in aviation management, journalism and pharmaceutical sciences, and a four-year nursing program was implemented in 2011, which includes a high tech state-of-the-art simulation laboratory. York currently offers a BS in Gerontology and a BS/MS in Occupational Therapy, the only ones of their kind within CUNY. In 2014, the School of Health and Behavioral Sciences was re-organized and renamed the School of Health Sciences and Professional Programs.

Since its first commencement exercises in 1971, York has graduated more 20,000 students and counts among its proud graduates, hundreds of physicians, research scien-

tists, educators, attorneys and business executives in media, finance, technology and leaders in the United States Military.

The college's physical environment is constantly evolving to meet the changing requirements of students, faculty, programs and staff. Interior and exterior spaces are being upgraded and modernized to enhance learning, teaching and co-curricular experiences. In early 2011, the CUNY Board of Trustees approved a master plan amendment for the college, the first since 1996. The centerpiece of the new plan is the Academic Village and Conference Center (AVCC). The new building will replace the 4,000 square foot Classroom Building and will house state-of-the-art classrooms, laboratories, student lounges and recreation spaces, student services offices, and the School of Business as well as a conference center and museum that will be open to the public.

The Academic Village and Conference Center will transform educational experiences at all levels of engagement at the college and will help to continue fulfilling the founders' vision of strengthening the relationship between the college and the surrounding business and residential communities. The AVCC will serve as an iconic landmark in Jamaica, Queens.

# Admission Requirements

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## SCHOLASTIC REQUIREMENTS

Depending on the intended master's program, an applicant must have earned a bachelor's from an accredited institution whose requirements for the degree are substantially equivalent to those of York College. Additionally, the applicant must complete the prerequisites specified by the program, and be approved by the admissions committee of the program in which he or she intends to specialize.

## GENERAL REQUIREMENTS

The Graduate Admissions Committees consisting of the Chairs and faculty from the different Masters programs render their admission decisions based on the evaluation of the overall academic potential of applicants. Applicants should refer to the appropriate departmental listing in this *Bulletin* for specific admissions requirements. All students applying for admission as master's degree matriculants must have a bachelor's degree from an accredited college or university, or the foreign equivalent, with an undergraduate record indicating good preparation for the proposed area of graduate study. If ten years have elapsed since completion of undergraduate work, additional undergraduate courses may be required as a condition of admission.

**\*The Physician Assistant has a five year limit on Anatomy & Physiology prerequisite and a ten year limit for all other science prerequisites.**

## ADMISSION CRITERIA

The minimum graduate admission requirements are:

- A bachelor's degree or recognized equivalent from an accredited institution;
- A satisfactory scholastic average, usually a minimum grade-point average (GPA) of 3.0 (B) on a 4.0 scale;
- Sufficient undergraduate course work to complete graduate work in your chosen program.

**\*Satisfying minimum standards, however, does not guarantee admission, since the number of qualified applicants exceeds the number of places available. As a result, many well-qualified applicants cannot be accommodated in competitive programs. Specific program GPA requirements differ.**

## Application Fee

A nonrefundable \$125 application fee is required of all applicants. You can pay your application fee by check or money order payable to York College Office of Admissions.

## Application Procedure

To receive an application for admission to the **Physician Assistant Program**; apply online at [www.caspaonline.org](http://www.caspaonline.org). For information about the Physician Assistant program contact:

**York College**  
Physician Assistant Program  
Department of Health Professions  
School of Health Sciences & Professional Programs  
Telephone: 718-262-2823

Information and applications for the **Pharmaceutical Science and Business Program** contact:

**York College**  
Office of Admissions  
94-20 Guy R. Brewer Blvd.  
Jamaica, New York 11451  
Telephone: 718-262-2650

## ADMISSION STATUS

An applicant may be admitted to graduate work without regard to residence or citizenship under one of two categories:

1. Fully matriculated: those students who have fulfilled all general and special admissions requirements.
2. Nonmatriculated: those students who may take courses for credit but has not been formally admitted to a degree program.

**Matriculated** – For matriculation, students have fulfilled all the requirements for admission.

**Nonmatriculated** – A formal application must be filed in the Office of Admissions, 94-20 Guy R. Brewer Blvd., Jamaica, New York, NY 11451, approximately two months before registration. The undergraduate degree must be equivalent to at least a U.S. bachelor's degree. If the application and supporting material are acceptable, registration material will be sent with further instructions. The nonmatriculation application fee of \$125.00 will be charged when the student registers. Acceptance to nonmatriculated status does not imply approval to take a specific course. This approval rests solely with the graduate program advisor involved. Students



should consult the graduate program advisor in the appropriate department for specific information.

### **Approval of Credit from Nonmatriculant to Matriculant Status**

Approval will automatically be granted for courses taken in support of the degree if the grades received are B or higher. Approval is not automatic for courses in which the grade received is less than B, nor for courses not required for the degree. To have such a course considered for approval, the student must submit a credit approval form, which may be obtained in the Office of Registrar.

### **FULL-TIME/PART-TIME STATUS**

A full-time graduate student registers for 12 credits. A part-time graduate student registers for fewer than 12 credits. Program directors may give permission for students to register for 15 credits. For F-1 visa students, full-time enrollment is registration for 9 credits.

### **Transfer of Credit**

Students may request transfer credit for relevant graduate courses taken at regionally accredited institutions, whether or not the master's degree was awarded. Transfer of credits is subject to the approval of the department or graduate adviser and to the regulations of the York program in which

the student is matriculated. The following additional limitations apply:

1. In order to be counted toward graduation, the course(s) for which transfer credit is requested must have been completed within five years prior to the awarding of the York graduate degree.
2. Credits for courses in which the student earned a grade below B, or took a non-letter grade such as a pass/fail option, are not transferable.
3. A maximum of 12 credits may be transferred.

### **ALL APPLICANTS MUST SUBMIT:**

1. Official transcript(s) from all universities and colleges attended. Transcripts must arrive in envelopes sealed by the institution's Registrar office. Nondegree applicants need only to submit unofficial transcript(s).
2. Three letters of recommendation must be submitted; at least two letters must be from instructors who are in a position to attest to the applicant's capacity to successfully complete a program of graduate studies.
3. The applicant may be required to submit test results for the GRE or GMAT. Students should refer to the application instructions section of the online application or seek advice from the appropriate department Chair or Graduate Advisor.

4. Most programs require completion of a sequence of undergraduate pre-requisite courses, before being admitted into the Master's program.

## International Students

Graduates of foreign colleges and universities who meet the standards of admission equivalent to those described above may be considered for admission to the York College's graduate programs. The applicant must present authoritative evidence of sufficient competence in the English language to pursue a regular course of study at York College. An applicant who has not studied in an English-speaking country must take the Test of English as a Foreign Language (TOEFL) or International English Language Testing System (IELTS).

If the applicant plans to enter or remain in the U.S. on an F-1 or J-1 visa, it will be necessary to complete a Certification of Finances form and provide documented proof of financial support confirming that he or she has the funds necessary to cover all college tuition and personal expenses (approximately \$27,000-\$31,000 per year). You will need the Form I-20 (Certificate of Eligibility) to obtain the F-1 visa; Form DS-2019 to obtain the J-1 Visa. This procedure takes place after determination of academic eligibility and before registration for the first semester, and is carried out under the auspices of the International Student Advisor in the Office of Admissions.

International students must review financial requirements for visa applications. All students on F-1 or J-1 visas must be full-time students every semester, carrying a course load of at least 9 credits, to qualify for and maintain this visa status. Form I-20 or DS-2019 will be issued to full-time students who have provided the required financial documentation to the Office of Admissions and have been admitted to the College.

If you are currently in the United States as a tourist, temporary worker, diplomat, exchange visitor or any other kind of non-immigrant classification and need to change to F-1 student status, please contact the International Student Advisor at [intl@york.cuny.edu](mailto:intl@york.cuny.edu)

## English Proficiency and the TOEFL and IELTS

Proof of proficiency in the English language is required of all applicants:

1. Whose first language is not English, and
2. Who were educated in a country where English is not the official language.

This requirement is *not* based upon country of citizenship or permanent residency, but on the two stated conditions.

## ADMISSION TO MASTER'S DEGREE PROGRAM

Admissions decisions are made by the Graduate Advisory Committee of the department and the divisional dean. Students may be admitted to the graduate program as fully matriculated or nonmatriculated.

## APPLICATION DEADLINE DATES:

Application deadlines for fall admissions vary. Visit our website for program deadlines.

## REACTIVATION

### Appeals Policy

Applicants who are denied admission may appeal directly to the Program Director of the Master's program to which they have applied. Reactivation of an application for admission by students who have been admitted but have failed to register for classes will proceed as follows: no fee will be charged for reactivation requests for the next semester. After one semester, students must pay the \$125 application fee, and have their record reevaluated based on current requirements. Applicants may not request more than two reactivations. Deadlines for students reapplying are the same as those for new applicants.

## READMISSION

Graduate students who have not registered for one or more semesters must apply for readmission.

- If the student was in good standing with a grade point average of 3.0 or better, the Registrar's Office processes and approves the application.
- Students not in good standing (having a grade point average lower than a 3.0), must schedule a readmission interview with the department Chair of the Master's program.
- Students who have passed the degree limit time may not be readmitted unless the Provost determines that compelling circumstances warrant an exception to this policy.
- Students dismissed from graduate programs who would like to be considered for readmission must submit a written appeal to the department Chair of the Master's program. The student will be readmitted with probationary conditions if the dismissal appeal is approved.

## Prohibition on Submission of Fraudulent Documents

The submission of documents in support of applications for admission, such as transcripts, diplomas, test scores, references, or the applications themselves, that are forged, fraudulent, altered from the original, obtained under false pretenses, or otherwise deceptive is prohibited and is punishable by a five-year ban on applying for admission or five-year suspension from CUNY. A second violation is punishable by a lifetime ban on applying for admission or expulsion from York College/CUNY.

## Admission of Students Who May Pose a Risk to the College

*Please note:* The college reserves the right to deny admission to any student if, in its judgment, the presence of that student on campus poses an undue risk to the safety or security of the college or the college community. That judgment will be based on an individualized determination, taking into account any information the college has about the crime committed by the student and the particular circumstances of the college, including the presence of a child care center, summer camp, public school or public school students on the campus. Additionally, the college may consider factors such as the amount of time since the crime was committed, the amount of jail time served by the student, the number of years the student was on probation or parole, whether the student has satisfied probation or parole requirements at the time of the student's application, whether the student has completed drug, alcohol, sex offender, or other treatment, and what work or educational experience the student has had after the conviction. Finally, if the student is known to have been assisted by a CUNY-sponsored or other re-entry program or initiative, the college will consult with a counselor or representative from said program.

## HEALTH REQUIREMENTS

Prior to registration, the following health requirements must be met:

Immunizations for Measles, Mumps and Rubella Public Health Law 2165 requires college students to present a complete record of two live immunizations against measles and a single immunization against mumps and rubella. Students born on/or after January 1, 1957 must submit a complete immunization record signed by a health practitioner. Further information regarding health standards may be found in the Student Rights and Regulations section of this catalog.

Meningococcal Disease Public Health Law 2167 requires institutions, including colleges and universities, to distribute information about meningococcal disease and vaccination to all students meeting the enrollment criteria, whether they live on or off campus. Hunter College of the City University of New York is required to maintain a record of the following for each student: a) response to receipt of meningococcal disease and vaccine information signed by the student; b) record of meningococcal meningitis immunization within the past 10 years; or c) acknowledgement of meningococcal disease risks and refusal of meningococcal meningitis immunization signed by the student. Please note



that students will not be allowed to continue at Hunter if they are not compliant (have not handed in their Response Form) within 30 days from the first scheduled day of classes. To learn more about meningitis and the vaccine, please consult your physician. You can also find information about the disease at <http://www.cdc.gov>.

For more information and to download/print the Immunization Requirement Form please see the following website: <http://www.york.cuny.edu/student-development/health/forms/>. The form must be returned to the Office of Health Services, Room AC-1F01, phone number 718-262-2050. Office hours are Monday-Wednesday 10 AM–5 PM, Thursday 9:00 AM–6:30 PM,\* Friday 10 AM–3 PM.

There are additional requirements for health-related programs. Visit the individual program's section for specific requirements.

*\*Evening hours when classes are in session*

# Tuition and Fees

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All tuition and other fees listed in this Graduate Bulletin, and in any registration material, issued by the college are subject to change. The City University of New York reserves the right, because of changing conditions, to make modifications of any nature in the academic programs and requirements of the University and its constituent colleges without advance notice. In the event of any increase in fees or tuition charges, payments already made to the college will be treated as partial payments, and notification will be given of the additional amount due and the time and method of payment. *The Bursar's Office website at [www.york.cuny.edu/bursar](http://www.york.cuny.edu/bursar) should be checked for fee changes prior to registration.*

## APPLICATION FEE

Students applying for graduate admission are required to pay a non-refundable application fee in the amount of \$125.

## COMMITMENT DEPOSIT

All students admitted to masters and professional programs are required to pay a commitment deposit of \$250.00. A student admitted to a graduate program may request return of their commitment deposit by the April 1 immediately prior to the beginning of the fall semester to which they committed to attend the graduate program. The graduate program shall return the commitment deposit to the student within 30 days of receipt of such return request.

## PAYMENT OF TUITION AND FEES

Students must be prepared to pay all tuition and fees associated with their registration. The Bursar's Office will not mail bills. Students may view their bills on their CUNYfirst account. Payments can be made online with a Visa, MasterCard, American Express, Discover Card or ePayments, which include eCheck and eSavings. Payments via credit card will incur a 2.65% non-refundable convenience fee. No convenience fee is incurred when choosing the ePayment options.

Interest-free tuition payment plans are available through Nelnet during the fall and spring semesters. Payment plans are not offered during the winter and summer sessions. Students must enroll online through their CUNYfirst accounts. For additional assistance, please call 888-470-6014.

Cash, money orders, bank checks, certified checks and personal checks are accepted at the Bursar's Office service window. Money orders, bank checks, certified checks, and personal checks must be made payable to York College and have a current date. Third party and postdated checks will not

be accepted. Personal checks are not accepted for prior semesters. A student who issues a check or eCheck payment that is either returned by the bank or not processed by the processing company will be liable for tuition and fees, in addition to a reprocessing fee. Also, checks will not be accepted for future payments and a negative service indicator will be placed on the student's account. A stop payment on a student's check *does not* cancel registration. The student must withdraw officially.

Once a student registers for classes, that student assumes financial responsibility. If the student chooses not to attend, the student must drop the courses before the first day of classes to avoid any tuition liability. Failure to do so automatically entails a financial obligation on the part of the student.

If students do not make full payment of their tuition and fees and other college bills and their account is sent to a collection agency, they will be responsible for all collection costs, in addition to whatever amounts they owe the college. Also, nonpayment or a default judgment against a student's account may be reported to a credit bureau and reflected in his/her credit report. Accounts in collections must be paid directly to the collection agency; the Bursar's Office cannot collect these debts.

For billing and payment information, refer to the Bursar's website at [www.york.cuny.edu/bursar](http://www.york.cuny.edu/bursar).

## GRADUATE AND PROFESSIONAL SCHOOL TUITION

Master's Degree Student	Full-time 12 or more Billable Credits/ Hours	Part-time fewer than 12 Billable Credits/ Hours
New York State Residents	\$5,065 per semester	\$425 per credit
New York State Non-Residents	\$780 per credit	\$780 per credit
New York State Residents Maintenance of Matriculation	\$170 per semester	\$170 per semester
New York State Non-Residents Maintenance of Matriculation	\$280 per semester	\$280 per semester

### Definitions

- New York State residents** – A resident student is one who is a United States citizen or a permanent resident or has qualifying immigration status and who has had his or her principal place of abode in the State of New York for a peri-

od of at least twelve consecutive months immediately preceding the first day of classes for the semester with respect to which the residency determination is made, and states his or her intention to permanently live and maintain his or her principal place of abode in New York State. Members of the armed services of the United States stationed in New York State, their spouses, and their dependent children, are considered residents of New York State.

2. **Non-Residents of New York State and Out of Status (Undocumented) students** – Non-residents of NYS and out-of –status (undocumented) students who attend a NYS high school for at least two years and graduated, or obtained a NYS TASC, formally known as a GED diploma, may apply for in-state tuition if they apply to CUNY within five years of receiving their diploma.
3. **Full-time** - A student who is enrolled for 12 or more credits or the equivalent.
4. **Part-time** – A student who is enrolled for fewer than 12 credits or the equivalent.

**Association, University Student Government, Consolidated, and Technology Fees are neither refundable nor waived unless the college cancels all courses for which a student has registered or the student formally withdraws from all classes prior to the official first day of classes.**

## TECHNOLOGY FEE

The full-time technology fee of \$125.00 or the part-time fee of \$62.50 will be added to the bill. The technology fee for the summer session is \$62.50. During the winter session the part-time technology fee will be charged if the student does not register for the spring semester. The technology fee is non-refundable. However, if the following occurs, a refund will be granted:

- The student officially withdraws prior to the first day of the semester/session.

<b>Fee</b>	<b>Full-time</b>	<b>Part-time</b>
Association Fee	\$67.15	\$47.15
Consolidated Fee	\$15.00	15.00
Technology Fee	\$125.00	\$62.50
University Government Fee	\$1.45	\$1.45
Academic Excellence Fee*	\$800.00	\$800.00
<b>Total Per Semester</b>	<b>\$208.60</b>	<b>\$126.10</b>

\* For PA program only

## MATERIALS AND TRANSPORTATION FEES

There may be additional costs and fees associated with identified courses. Courses with a fee attached will be identified in the bulletin with a “\$”. Check the list of Course fees for specifics. Materials and Transportation fees are neither waivable

nor refundable. For more information go to Materials and Transportation Fees, or go to the Course Fees FAQ’s webpage.

## TRANSCRIPT FEE

When requesting transcripts by mail, state the name and address of the person to whom the record is to be mailed. Such requests must be accompanied by a money order for \$7.00 for each transcript, made payable to York College. Personal checks are not accepted. Transcripts bearing the college seal are mailed to the official designated in the request and not given to the applicant for personal delivery. Requests may not be made by telephone. However, transcripts requests can be made online. To make your purchase online visit <https://www.york.cuny.edu/registrar/online-transcript-request-service>. This fee will be waived for transcripts sent to units of CUNY.

## SPECIAL EXAMINATION FEE

When a student requests an examination at a time other than the scheduled time, and permission is granted by the College, a Special Examination Fee is charged at the rate of \$25.00 for the first examination and \$5.00 for each additional examination in a given semester (or, for the length of attendance).

## LATE REGISTRATION FEE

A charge of \$25.00 is made for registration after the close of the official registration period. This fee is not refundable.

## NON-PAYMENT SERVICE/LATE PAYMENT FEE

Students who are delinquent in paying tuition and fees by the college’s established due dates will be required to pay a \$15.00 fee for each missed due date in addition to all other outstanding college obligations.

## RETURNED (NG) CHECK PROCESSING FEE

When a student’s check is tendered to the college as payment of a liability and the check is not honored by the bank upon which the check is drawn (NG check), the student shall be charged a reprocessing fee. A separate \$20.00 fee will be charged for each check that requires reprocessing. Electronic payments, made online, that are rejected for any reason will also be charged a reprocessing fee. The student will be required to satisfy the obligations, the returned check processing fee and a non-payment service fee of \$15.00 for each due date missed.

If a check or eCheck (electronic payment) is returned for any reason, the student’s check writing privileges on campus will be revoked. A stop payment on a check or eCheck does not cancel any liability.



## DUPLICATE DIPLOMA FEE

There will be a \$30.00 charge for each duplicate diploma. Only cash payments are accepted.

## DUPLICATE ID CARD

There will be a \$10.00 charge for duplicate IDs. Only cash payments are accepted.

## DUPLICATE DOCUMENT

There is a \$5 charge for each duplicate bill and Statement of Account the student requires to be printed. Only cash payments are accepted.

## REFUND POLICY

The date on which the Change of Program and Withdrawal form is filed with the College, not the last date of attendance in class, is considered the official date of the student's withdrawal. This is the official date which serves as the basis for computing and refund granted to the student. No portion of the Association fee, University Student government fee, technology fee, consolidated fee, special fees, material/transportation fees, or penalty fees are refundable.

### Procedures

1. A full refund is available only if an official withdrawal is made before the first scheduled day of classes.
2. Program changes affecting a student's credit load, from full-time to part-time, or reducing one's part-time credit load, may entitle the student to a refund if the change is made within the refund period indicated below.

### Refund schedule

See Academic Calendar.

Upon registering for courses, student must pay by the payment due date. Students may change their registration online via their CUNYfirst Self-service Center. To receive a 100% refund of tuition and fees, students must drop all of their courses before the official first day of the semester.

*Note:* Students who take a leave of absence after the first day of classes are liable for tuition and fees in accordance with the above scheduled of refunds. Federal and State guidelines for financial aid vary according to the specific type of aid the student is awarded. If a student is awarded financial aid and intends to change their enrollment status, they should contact Student Financial Services regarding their eligibility for financial aid funds.

### Special Situations

1. The College cancels the student's registration: If a student is permitted to register and subsequently the

College learns that the student is not in good financial standing due to prior liabilities, the registration may be cancelled. The student is not liable for tuition and fees for the semester in which the registration is cancelled.

2. Improper advisement has been given: If a tuition-paying student is placed in a special class following testing, and after a week or more in the class, the instructor advises that the student does not need the course and should withdraw, the student is entitled to a full or partial refund according to the following: if the College is satisfied that the student was improperly advised originally, the tuition may be refunded in full; otherwise, the student is entitled to a tuition refund based on the established refund schedule.
3. Change in status from full-time student to part-time student: If a full-time student (registered for at least 12 credits) drops a course during the refund period and thus is registered for less than 12 credits, the student's effective tuition is then calculated on a part-time basis. However, the student is liable also for that portion of the full-time tuition which is not refunded in accordance with existing refund procedures (see section on Refund Policy). The student's refund is calculated by subtracting the new part-time tuition amount from the full-time amount and giving him as a refund a percentage of the difference, the percentage depending upon the point of withdrawal

### Change in Status from Full-time to Part-time

As an example, the calculation is as follows:

	Cost
Tuition paid as a full-time student	\$5,065.00
Tuition paid as a part-time student: 9 credits (\$425 x 9)	\$3,825.00
Difference	\$1,240.00
Assume the 3 credits are dropped within the first week of classes. The student receives a 75% refund of the above difference.	\$930.00
Effective tuition as part-time student	\$4,755.00

## SERVICE INDICATORS

Negative service indicators will be placed on student accounts that have outstanding and past due debts. Such indicators will prohibit students from receiving services from the college, including but not limited to, registering for future semesters, receiving transcripts and diplomas, etc., until the entire obligation is satisfied.

## TUITION WAIVERS

Tuition waivers may be changed or abolished by The City University Trustee without notice, and at all times are subject to budgetary limitations which have been established for The City University of New York.

# Financial Aid

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The Financial Aid Office at York College provides instruction on the processes for applying, securing and maintaining eligibility for financial resources to meet educational costs, and ensures that every student is treated with the highest degree of professionalism, confidentiality, honesty and integrity. The Financial Aid Office is located in the Academic Core Building, room 1M08.

Eligibility for most assistance is based upon demonstrated financial need. Financial need considers the average cost of attending college and an expected family contribution using a formula established by the U.S. Congress. Your expected family contribution is determined by filing a Free Application for Federal Student Aid (FAFSA). Financial Aid assists students in the application process and matches fund sources to students based on eligibility requirements. Updated information is maintained on the Financial Aid website.

## Applying for Financial Aid

To apply, students are required to file the Free Application for Federal Student Aid (FAFSA), which is online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) using your FSA ID. The FSA ID is an electronic signature, used to sign the Free Application for Federal Student Aid (FAFSA), loan promissory notes and other legal documents. The York College code is 004759.

## THE COST OF EDUCATION

The cost of education is an important consideration when deciding which educational program is best suited to your goals and aspirations. The following information should be of assistance to you in calculating the costs related to attending York College. By performing some basic calculations, you can develop your own student budget. Generally, a student budget consists of the direct educational costs of tuition, fees, books and supplies, as well as those costs which are incurred by virtue of attendance, such as transportation and lunch. Students who are not living with their parents also need to take into consideration housing costs, and those with young children need to include childcare expenses.

## Developing a Budget

The following are the most recent CUNY guidelines used for establishing the total cost of education for financial aid purposes. The amounts vary according to whether a student is living with parents or living away from home. Students should be aware that these are minimal figures, and that actual costs especially for housing, may be higher. These figures are based on an academic year of nine months.

## 2015 - 2016 Nine Month Variable Budget

Student Living at Home	Students Living Away
Books and Supplies \$1364	Books and Supplies \$1364
Transportation \$1,054	Transportation \$1,054
Lunch \$1,148	Lunch \$1,148
Personal Expenses \$1,816	Personal Expenses \$4,208
Room and Board \$4,210	Room and Board \$12,521
<b>Total:</b> \$9592 + Tuition and Fees	<b>Total:</b> \$20,295+ Tuition and Fees

## ELIGIBILITY

To be eligible for assistance under the Title IV federal aid programs (Federal Direct Loans and Federal Work Study), a student must:

- Be enrolled at least half-time (6 credits) at York;
- Be a U.S. citizen or national, or an eligible noncitizen;
- Be registered with Selective Service, if required;
- Certify by signing a Statement of Educational Purpose, that federal student aid will be used only to pay for educational costs;
- Not be in default of a Title IV loan or owe an overpayment on a Title IV grant;
- Not have received grants or loans in excess of the annual aggregate limits;
- Be maintaining satisfactory progress (SAP) and
- Have financial need, if applicable.

## Satisfactory Academic Progress

Federal regulations require the college to establish standards of Satisfactory Academic Progress (SAP) for purposes of the receipt of Title IV financial assistance. When appropriate, this policy may be applied to other aid programs administered by Financial Aid. A student must maintain satisfactory academic progress in a course of study regardless of whether the student was a previous recipient of Title IV financial assistance. The factors required to measure satisfactory progress are qualitative and quantitative. The qualitative measure is the grade point average. A student is considered to be making satisfactory progress toward a degree by meeting or exceeding the Graduate Division GPA requirement. The quantitative measure is the time-frame/limitation. A student must have accumulated credits toward the degree greater than or equal to two-thirds the cumulative credits attempted at the college and not have attempted more than 150% of the credits normally required for completion of the degree.

Students will be measured against the satisfactory academic standard, at the end of the spring term, to determine eligibility for receipt of Title IV student financial assistance for the upcoming year. Students who fall beneath the conditional standard may petition to the Petition Committee to retain their eligibility for receipt of Title IV Federal Student Assistance. These appeals will be evaluated for mitigating circumstances resulting from events, such as personal illness, injury, and personal tragedy, and for indicators that the student will achieve the appropriate standard. A successful appeal will result in a one-semester probationary period during which the student must meet the appropriate standard. A student who chooses to be enrolled without receipt of Title IV Federal Student Assistance may request a review of his/her academic record after the summer, fall or spring terms for a determination of whether or not the coursework taken in those periods have brought them up to the appropriate standard. If the standard is met with the inclusion of the coursework, eligibility for receipt of Title IV Federal Student Assistance may be restored for subsequent terms in that year.

### **Withdrawals**

Withdrawals recorded on your permanent record will be counted in your cumulative record of credits attempted and will adversely affect your ability to meet the satisfactory progress standard.

*Note:* Changes to your enrollment record caused by retroactive “non-punitive” administrative withdrawal activity can result in your having to repay the assistance you received that term.

### **Incomplete Grades**

Your cumulative record of attempted credits must include any course for which you receive an incomplete grade. This course cannot be counted in your record of accumulated credits until you have received a completion grade. If you fail to meet the satisfactory progress standard for credit accumulation due to an incomplete grade for a course, the recording of a successful completion grade, within a term which brings your accumulated credits up to the satisfactory progress standard, will restore eligibility for this and subsequent terms within the academic year.

### **Repeated Courses**

Successfully completed courses can generally be accepted toward degree requirements only once. However, each time you attempt a course, it is included as part of your cumulative record of attempted credits. Therefore, repeating a course, regardless of prior grade, reduces your ability to meet the satisfactory progress standard. Note, federal aid permits repeat of a previously passed course only once.

## **FEDERAL LOAN PROGRAMS**

### **The William D. Ford Federal Direct Loan Program**

One of the loan programs CUNY participates in is the Federal Direct Loan program where students borrow directly from the federal government. Just like any other loan, these loans are repaid with interest. The interest rate and origination fees on direct loans are adjusted annually every July 1st and October 1st respectively.

### **Unsubsidized Loans**

Repayment begins six months after you are no longer enrolled for a minimum of six credits. The interest on the unsubsidized loan will begin to accrue upon disbursement of the loan. The federal government charges all borrowers an origination fee at the time the loan is disbursed which is deducted from the loan amount. Graduate students may borrow up to a combined aggregate of \$138,500. The amount you may borrow is limited to the cost of attendance at York College. You complete the initial Unsubsidized loan request on line through your CUNYfirst account. Any increase/decrease requests must be made on a paper application available in the Financial Aid Office.



## Additional Information about Direct Loans

- Before receiving a federal loan you must complete an Entrance Interview, which will provide you with your Rights and Responsibilities as a borrower.
- You must complete and sign your Master Promissory Note.
- The funds are disbursed once per semester unless it is a one-semester only loan. In that case, the loan will be disbursed in two equal payments during the semester for which you have registered.
- If you request a loan and later decide that you no longer need the funds, you may decline the loan by notifying the Financial Aid Office.
- Immediately upon dropping below half-time status, you must complete an Exit Interview.
- You are responsible for notifying the Direct Loan Servicer when you are no longer enrolled at least half-time and establishing a repayment plan.
- You are responsible for beginning repayment on time or submitting any deferment arrangements.
- You may view your loan information online by visiting The National Student Loan Data System (NSLDS) website.

## Federal PLUS Loan for Graduates

Graduate or professional students are eligible to borrow up to their cost of attendance less other financial aid. Applicants must complete a FAFSA and have applied for their annual maximum loan eligibility under the federal Unsubsidized program. Applications are available on the Financial Aid website. The promissory note is signed online using the federal PIN.

Repayment begins 60 days after the loan has been fully disbursed. The current interest rate may be found at the U.S. Department of Education's Direct Loan Program website. Graduate PLUS Loan borrowers are subject to a credit check. In addition, repayment begins while you are still a student. A Graduate PLUS borrower may receive an in-school deferment if enrolled at least halftime

## Federal Work Study Program (FWS)

The FWS award amount depends on the level of need and availability of funds. Federal Work-Study is a program which provides employment for students with financial need. Preference is given to students who have a greater financial need and have completed applications on file while funding is available. The program encourages community service and work related to the student's course of study. Jobs are available both on and off campus.

## Withdrawals and Return of Federal Financial Aid

There are federal regulations pertaining to recipients of financial aid funds who withdraw from school. They require the school, and sometimes the student, to repay some or all of the financial aid that was received. When these regulations require a larger repayment of federal funding sources than the amount specified by the school's refund policy, the student will be responsible for the difference. In general, the law assumes that you "earn" your federal financial aid awards directly in proportion to the number of days of the term you attend. If you completely withdraw from school during a term, the college must calculate according to a specific formula the portion of the total scheduled financial assistance you have earned and are therefore entitled to receive up to the time you withdrew.

If you receive (or the college receives on your behalf) more assistance than you earn, the unearned excess funds must be returned to the Department of Education. If, on the other hand, you receive (or the college receives on your behalf) less assistance than the amount you have earned, you may be able to receive those additional funds. The portion of the federal aid that you are entitled to receive is calculated on a percentage basis by comparing the total number of days in the semester to the number of days you completed before you withdrew. For example, if you complete 30% of the semester, you earn 30% of the assistance you were originally scheduled to receive. This means that 70% of your scheduled awards remain unearned and must be returned to the Federal Government. Once you have completed more than 60% of the semester, you can be said to have earned all (100%) of your assistance. If you withdraw from the college (either officially or unofficially) before completing 60% of the semester, you may have to repay any unearned federal monies that were already disbursed to you.

### Your withdrawal date may be determined by the college as:

- The date you submitted the withdrawal form to the Office of the Registrar, and/ or dropped the course in CUNYfirst.
- Or the midpoint of the semester if you withdraw without notifying the college.

The college will determine how much aid is to be repaid based on the documentation. You must repay the required amount during the term in which you withdraw. Students failing to repay the required amount will have a hold placed on their records, and will not be eligible for federal financial aid.

# Division of Student Development

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The Division of Student Development has as its primary mission, to create an environment that respects and values students as whole individuals. The programs and services we offer create opportunities and experiences that support their efforts to achieve their academic and career goals, facilitate an understanding and appreciation of the importance of being culturally competent and to become successful, contributing citizens in the global market places of the future.

## COUNSELING CENTER

The Counseling Center is committed to providing a broad range of high quality, innovative, and ethical services that address the psychological, educational, social, and developmental needs of York students. The Counseling Center is located in room 1G03.

### Personal Counseling Services

York College offers free psychological, short-term, individual counseling to students having difficulty coping with personal and/or academic concerns. Students who have need for additional services will be referred as appropriate to on and off campus offices after being assessed by a counselor. Resource tables providing information and guides for additional resources are available.

### Alcohol and Drug Prevention Counseling

Our trained staff can provide answers to your questions, referral information, and resources to accurate, useful, and trustworthy information. If you, or anyone that you know, has a problem with alcohol and/or drugs, please stop in to see us. We are here to help.

## VETERANS AFFAIRS

The Office for Veterans Affairs (OVA) was created within the Division of Student Development to address the needs of our student veterans. As a full-service veterans office, the counselor addresses special concerns, such as benefits eligibility requirements, tutorial assistance, and academic credit for military experience. Other services available include, but are not limited to:

- Processing of the educational benefit application.
- Processing the change of program application and/or place of training.
- Processing the application for survivors and dependents.
- Certifying enrollment for all veterans.

Students who are eligible for veterans' benefits should consider the following when planning their class schedule for the Fall and Spring semesters:

- To qualify for full-time benefits you must enroll for a minimum of 12 credits.
- To qualify for 3/4 time benefits, you must enroll for a minimum of 9 credits.
- For Matriculating Veterans (who have completed 12 credits at York College).
- 8 free elective credits will be granted for one year or more of active military service.
- 4 free elective credits will be granted for less than one year but more than six months of active military service.

To qualify for 1/2 time benefits, you must enroll for a minimum of 6 credits.

For Matriculating Veterans (who have completed 12 credits at York College):

- 8 free elective credits will be granted for one year or more of active military service.
- 4 free elective credits will be granted for less than one year but more than six months of active military service.

**Please Note:** The Office for Veterans Affairs at York College is responsible to inform the U.S. Department of Veterans Affairs when a veteran has been dismissed from college for poor academic performance and/or for not making satisfactory academic progress. The OVA at York serves as a liaison between the student and Regional Offices in Buffalo and New York City.

A veterans' manager is available full-time and is located in Room 1G03.

## CAREER SERVICES

The goal of Career Services is to be in line with York College's mission to help students become fully marketable upon graduation. Career Services assists students by offering tools that help them with making decisions on choosing a major, preparing for internships, jobs opportunities and developing the soft skills necessary to become successful in their chosen future careers. Through our partnerships with employers and academic faculty and programs, students are offered the knowledge, skills and experiences needed to thrive in today's ever changing global market.

The professional staff is available to help individuals increase self-understanding of their abilities, interests, values and goals. In addition, students are taught how to research careers and to develop the skills necessary to launch an effective job search.

All students are encouraged to register with this office during their first semester at York College in order to gain maximum benefit from the following services:

- Career counseling.
- Career development courses.
- Personal interests, skills, and value inventory.
- Inclusion in national databases for internships, summer, part-time, full-time jobs and career opportunities.
- Workshops on resume writing, interviewing skills, job search techniques and business etiquette.
- Seminars on discipline-related career opportunities.
- Career fairs.
- Computer-assisted career development tools.
- Career resource center.
- On-line access to up to the minute updates on all of the above.

The Resource Center is located in room 3M01 and you may check for current office hours and information concerning special events and services by going to the Career Services website.

## YORK COLLEGE CHILD AND FAMILY CENTER

94-12 160th Street  
Jamaica, NY 11451  
Tel: 718-262-2930  
yccfc@york.cuny.edu

The York College Child and Family Center provides a quality child care and early education program for children of York College student parents.

Located in a new building on the former St. Monica's Catholic Church site, the center has eight classrooms, a Parent/Staff Resource Room, a food preparation area and offices. The program has been designed to meet the needs of student/ parents by providing affordable, flexible child care. In the future parents will be able to enroll their children in different components of the program:

1. Infant-toddler
2. Pre-school
3. School age

Children are assigned to classrooms by age and developmental level. The center is licensed by the New York City Department of Health and Mental Hygiene.

- **Flexible Scheduling:** is offered to student parents using their class schedules as a basis for their child's enrollment. With flexible scheduling student parents only register their child/ children for the days and hours they need for class, work study, fieldwork or for studying.
- **Professional Staff:** consist of certified teachers, assistant teachers and aides. The center offers an early childhood

education program in a homelike, multicultural environment. Teachers plan developmentally appropriate activities, that stimulate the intellectual and creative abilities of each individual child while enhancing other developmental skills.

- **Support for Student Parents:** a parent/staff resource room is incorporated to provide a lending library, lounge area, work area with one computer and space for meetings. Parents are able to borrow children's books from the lending library, sit for few minutes in the lounge area before picking up their child or attending classes. Small workshop or presentations on specific topics related to parenting, careers or academics are held in the Resource Room.
- **A Resource for the College Community:** the Child and Family Center is an integral part of the academic community by serving as a work study, fieldwork and observation site for interns from various academic departments.

### Further Information:

- Enrollment in the center is only available for children of York College students.
- Children are registered in accordance to parents' class schedule. The center does not provide drop-in or babysitting services.
- Enrollment is limited and based on a first come first served basis.
- The center follows the York College calendar during the spring and fall semesters and operates Monday through Friday from 8 AM to 5 PM.

## HEALTH SERVICE CENTER

The Student Health Service Center provides programs and services to educate students about the importance of developing a healthy lifestyle to their overall quality of life. Additionally the service provides first aid treatment, counseling and information on health-related topics including nutrition, weight control, family planning, and preventive medicine.

The Student Health Service Center is also responsible for ensuring that all students are immunized. They are required to show proof of immunity to measles, mumps, rubella and a signed response form for meningitis. The meningitis form can be secured from the Student health Service Center. Certifying documents are received and maintained in the Center. Because physical examinations are important to developing a baseline health status, proof of a current physical examination is requested annually.

In the event of an on accident on campus, it must be reported to the Student Health Service Center and/or the Security Office within 24 hours or the next business day. Forms may be secured from the Student Health Services Center.

The Student Health Services Center is located in the Academic Core Building, Room 1F01. The telephone number is 718-262-2050.

## RADIO STATION

The York College Radio Station (YCRadio.org) was created within the Division of Student Development to give students a recreational and academic resource that fosters interest in broadcast production and communications technology. It provides hands-on experience for our students. YCRadio.org streams online. The station can be accessed through the York College website and/or directly through URL [www.ycradio.org](http://www.ycradio.org).

The York College Radio Station is located in Room 1G06. Telephone: (718) 262-5293.

## PANDORA'S BOX

*Pandora's Box* is York College's award-winning and nationally recognized collegiate newspaper that keeps the campus up-to-date on current issues and events. It is an excellent opportunity for students to gain valuable journalistic experience.

*Pandora's Box* is located in Room 2C13. Telephone: (718) 262-2529.

## WOMEN'S CENTER

The York College Women's Center provides supportive services for the growth and development of women students as they pursue academic and lifelong goals.

It meets the needs of women that fall outside the customary domains of academic departments by providing support and resources for women as they empower themselves and each other in the pursuit of their individual and collective goals.

Although services are primarily geared towards women, the Center is committed to providing programs and services for males of all ages and backgrounds. The Center services students, alumni, faculty, and staff and its surrounding community without regard to gender, age, ethnicity, or religion.

Some of our program activity includes:

- The Women of Excellence Leadership Program.
- Girl Talk - informal group discussions on various topics.
- Women's Health Initiative.
- The Book Club.

The Women's Center is located in AC3C01.

## MALE INITIATIVE PROGRAM/MEN'S CENTER

The purpose of the York Male Initiative Program and Men's Center is to provide a system of support, through various resources, that contribute to the improvement of enrollment and graduation rates of underrepresented populations, and particularly male students. The Center has two primary goals: first, to support the College's recruitment efforts from various areas in the community; and second, to provide services that support students' persistence to graduation. The cornerstone of the program is our Mentoring Program, in which students have the opportunity to interact with other role models including our faculty and staff.

The programs of the York College Male Initiative Program/Men's Center are:

- Pi Eta Kappa - an academic fraternity and honor society.
- Back-On-Track - a teacher development program that provides SAT assistance to high school students.
- The Barbershop - a forum for young men to discuss of hot topics, issues that impact the campus and the greater community.
- Route to Success - a collaboration with various community partners that attempts to disrupt the pipeline-to-prison cycle among under-represented populations.

The Men's Center is located in Room 3M02. Telephone: 718-262-3772.

## YORK COLLEGE ASSOCIATION

The York College Association, a state chartered corporation with a board of directors comprised of students, faculty and administrators, was formed to provide support for college-related events and programs that cannot be funded by the tax levy budget of the College. It is the policy of the Association to consider funding activities and programs that are of broad general interest and benefit to the student body as a whole. Any organization which is primarily social in nature or has a restricted membership is not eligible for financial support from the Association.

The Association is responsible for allocating a portion of the General Fee paid by each student at registration.

# Student Resources

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## ACADEMIC ACHIEVEMENT CENTER

The Academic Achievement Center assists in deepening students' learning and understanding of course-content materials, and in increasing students' satisfaction and appreciation of their educational experience at York College. The Center's tutors help students achieve higher grades and ultimately make satisfactory progress to on time graduation.

The Academic Achievement Center provides comprehensive, centralized college-wide tutorial services to all York College registered students. The Center academically supports students at all levels and in all disciplines. The Center's knowledgeable, courteous, and caring tutors encourage higher levels of critical thinking and learning, offer an individualized, systematic, and structured learning experience, motivate self-paced and self-directed learning, increase deeper understanding of course content materials, increase studying and learning strategies, and assist in improving grades. The Center also provides workshops on strategies in time management, good note taking, reading textbooks, preparing for exams, taking exams, and recognizing one's learning style(s).

### Center Hours:

Monday - Thursday: 9:00AM - 8:00PM  
Friday: 9:00AM - 5:00PM  
Saturday: 9:00AM - 2:00PM

For more information visit the Academic Achievement Center, Room 3H13, Academic Core Building, 94-20 Guy R. Brewer Boulevard, Jamaica, NY 11451. Telephone: (718) 262-2831, (718) 262-2303 (General Office), (718) 262-2307 (Director's Office) E-mail: [aac@york.cuny.edu](mailto:aac@york.cuny.edu).

## THE WRITING CENTER

The Writing Center offers drop-in and by-appointment tutoring in Room AC-1C18. The Center also provides specialized workshops on key writing tasks to prepare students for academic success. Tutoring is available to all currently-enrolled York students without charge. Trained tutors work with students on all aspects of the writing process, providing help with writing assignments in courses at all levels and in all majors. For information, go to Room AC-1C18, call 718-262-2494 or visit the Writing Center Website.



## YORK COLLEGE OFFICE OF ALUMNI AFFAIRS

York College has a growing group of more than 26,000 alumni with backgrounds as diverse as their ambitions. The York College Office of Alumni Affairs is dedicated to serving this alumni community and strives to build lifelong relationships. Alumni Affairs works to strengthen the extended York College community through an active and effective network of activities and communications. The department was officially staffed in July 2009 and provides the following services:

- An Annual Class Reunion Program,
- Manages the Annual Fund,
- Produces the Alumni Directory,
- Creates the Annual News from York Alumni Newsletter,
- Maintains the York College Cardinal Alumni Network (YCAN) Facebook Page
- Promotes the York-College-CUNY-Alumni Group LinkedIn Page, and
- Hosts Alumni Events.

## ALUMNI ASSOCIATION

The purpose of the York College Alumni Association is to provide the means by which we can have a continuing relationship with our alma mater and fellow alumni. Through Alumni Association activities, we enjoy renewing old friendships and making new friends while providing valuable volunteer service.

Individually, as well as collectively, we maintain that York College remains the beacon on the hill. We commit ourselves to do all that is possible for York College to persevere academically, financially, morally and aesthetically.



# Learning Resources

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## INSTRUCTIONAL TECHNOLOGY

The Center for Academic Computing and Educational Technology is committed to encouraging uses of technology in support of the academic programs, and to the development of technology and media literacy. The Center works with the York Department of Information Technology to provide the latest hardware and software resources in support teaching and learning. These include state-of-the-art smart classrooms, Blackboard Learning Management System, Wireless Student Response Systems, Podcasting, iTunes U, instructional media collection, and many software applications required by the academic courses. The Center constantly explores new software applications and platforms such as blog, wiki, ePortfolio, virtual classrooms and strategies to integrate them into the curriculum. In addition, the Center also supports the development of online and hybrid courses that provide students with flexibility in terms of time and place to study as well as an authentic context to gain technology competency. For more detailed information visit the ACET webpage.

All Students should also take the time to familiarize themselves with CUNY's **Computer Acceptable Use Policy (Computer AUP)** which can be found in the Rules, Regulation and Policies section or on the CUNY website.

## ACADEMIC COMPUTING FACILITIES

**Contact Center and Technical Support:** The York College Contact Center (Service Desk) provides both technical and non-technical support for faculty, staff and students throughout the entire campus. The office is located in Room 2E03 and the Library. During peak periods we may have satellite locations located in the Atrium and other locations around campus. We support many student related services during normal and extended hours. Using a 311-type system unique to York called, YConnect, we are able to deliver a consistent service experience for all your technical and non-technical needs. The York Contact Center may be reached at ext. 5300 or you can visit us on the Service Desk webpage.

**College-wide Computer Network:** The Department of Information Technology provides College-wide computer network connections to support all academic and administrative areas of the College. Office and lab computers on campus are connected to the network, thus providing a seamless sharing of the computer resources. The high-speed WAN links connect the York College Network to the University Computer Center (UCC), thereby providing high-speed redundant Internet access throughout the College.

The on-campus network resources such as personal network storage can be accessed from off-campus locations

through a secure Virtual Private Network (VPN). Many research databases which are available to York students, faculty, and staff can also be accessed from outside of York Campus using the VPN.

**Wireless Access:** The York Wireless Network may be accessed from almost anywhere on campus, such as lecture halls, the Library, Atrium, conference rooms, faculty dining room and student cafeteria. This enables students, faculty, and staff to have wireless access to the College and Internet resources from their laptops and hand-held devices.

**E-mail Services:** Through a CUNY-wide partnership with Microsoft, we are offering students a state-of-the-art email and communication suite. Using this account students can access online-email, shared calendars and chatting with 24/7 availability. Additionally students will have free access to the standard Microsoft suite of applications: MS Word, Excel and PowerPoint.

**Web Services:** The York Web Team provides accounts for all students, faculty, and staff to develop and publish web pages in support of their academic pursuits. Additionally we provide support for York TV and York Radio.

**Computer Labs:** A large number of Internet-capable computers are assigned to college-wide computer labs, specialized departmental labs, learning centers, the Library, and faculty offices to support instruction and research. The Classroom Building (second floor) houses a College wide drop-in lab. Additionally six of the college's 15 classroom computer labs are located at this site. These labs are fully equipped with networked computers, networked laser printers, and each contains a high resolution LCD data/video projector that allows computer images to be projected onto a large screen to enhance class instruction.

**Computer Software:** An expanding software library housed in the Computer Lab (C201-Classroom Building) currently contains more than 600 standard and specialized titles recommended by faculty in support of academic offerings at the College. The software collection is continually updated in response to program requirements. Special software is also available for students with special needs. The York College Computer Software Catalog can be obtained in Room 4G02 in the Academic Core.

Periodicals, reports, documentation for software and hardware, software evaluation journals, and indexes are also available in the software library. Through the CUNY site-licensing program, the Center makes available additional licensed software titles to support instruction and research. For more information visit the CUNY Computer Software Site Licenses website or contact the site-licensing liaison (CL201).

## SPECIALIZED COMPUTER FACILITIES

The Department of Information Technology provides support for a series of specialized computer facilities. Music students use computers and sound interfaces in the lower level computer lab (AC-LL02) to create and study music. The Fine Arts computer laboratory (1A01) is equipped with Macintosh computers, organizers and printers. The SEEK computer lab provides networked computers to meet the needs of SEEK students (1C08). The Testing Center has networked computers and dedicated laboratories for evaluating prospective students and for the support of students with special needs (1G05). The Student Government provides funding to support a networked computer lab for drop-in use by students (3rd Floor-Academic Core). The Writing Center (1C18) contains computers and printers for students seeking help with research and writing skills. Networked computers are also housed in several natural sciences and social sciences departmental labs interfacing with specialized lab equipment. Networked computers are placed in all faculty offices and labs for curriculum development and research.

The York College Library has the largest installed base of Internet accessible computers for electronic searches of databases and Internet resources for students, faculty and staff. They also house a portion of the York College Information Technology Service Desk for supporting many student related services.

**Web-based Online Learning:** The Educational Technology Center provides technical support for faculty and students in utilizing Blackboard, a web based course management platform in teaching and learning, and WordPress, a blog platform that is integrated with plug-ins for courses and social networking among York students. York College offers three types of courses using technology: web (totally online), hybrid (partially online and partially face-to-face), and web-enhanced.

*Students registering for online or hybrid courses have to comply with the security protocols and online policies of the College. They will receive a secure login and will only be able to access the courses through a CUNY portal account. To ensure student identity and verification, students must create an account based on their affiliation with CUNY.*

## EDUCATIONAL TECHNOLOGY

**Instructional Development:** The Center advises faculty members to identify ways that technology can help them meet their instructional goals. The design and implementation of innovative approaches to learning is a central concern of the Center, which supports areas, such as web based learning, interactive video, gamebased learning, blog/ePortfolio, and multimedia instruction.



**Smart Classrooms and Lecture Halls:** All classrooms and lecture halls provide connectivity to the campus network infrastructure. Many classrooms are Smart Classrooms that are equipped with the state-of-art computer, interactive panel, large screen or interactive whiteboard, and audiovisual equipment. It provides the tools for faculty to incorporate a wide range of media in the instruction and to enrich student learning experience.

**Classroom Support Services:** All classroom service makes possible the presentation of a wide variety of media in the classroom. Circulating equipment includes: LCD projectors with laptops, One Search, CD and DVD players, LCD monitor carts with DVD and VHS players, and a wide variety of PA systems with microphones.

**Media Collection:** York College's Media Collection, housed in AC- 4G02, consists of various educational media titles on VHS and DVD which are available for instructional use. The media catalog can be accessed online.

**CUNY Instructional Materials Consortium:** Through its participation in the CUNY Instructional Materials Consortium, the Media Center provides faculty access to a collection of more than 20,000 titles of film and video from other CUNY colleges that can be borrowed for classroom use. Requests must be received **at least two weeks** prior to date of anticipated use. For titles and descriptions, access the database through CUNY and online.

## LIBRARY SERVICES

York College Library provides a broad, balanced collection for academic study. Most of the Library collection is available in open stacks and is arranged according to the Library of Congress classification scheme. The present collection is comprised of over 240,000 print books, over 280,000 e-books, 765 titles in microfilm, and 90,000 microfiche cards. The periodicals collection is composed of approximately 50 titles in print plus over two hundred thousand full-text journals online.

The Library is located in the Academic Core building on the 2nd and 3rd floors. The entrance is on the 3rd floor where the Reference, Circulation, and Reserve desks are located. The Library's Reference Collection is located on the 3rd floor and the Circulating Collection (Stacks) is located on the 2nd floor.

Special Collections in the Library include the Bassin Collection, the James Como Collection, the Kenneth Adams Collection, Human Relations Area File, the Paule Marshall Collection, Library of American Civilization, representative American and foreign newspapers, the York College Black American Heritage Music History Archive, American Federation of Labor Records, John L. Lewis Papers, Morris Hillquit Papers, Papers of the NAACP, and the United Negro College Fund Archives.

CUNY Libraries Inter-Campus Services (CLICS) allows individuals to request materials from other CUNY campuses. For those materials unavailable through CLICS, students, faculty, and staff may file an Interlibrary loan (ILL) request using ILLiad, an interlibrary loan application available on the Library's website. These two services, CLICS and ILL, make local, national, and international resources available to faculty, staff, and students.

The Library cooperates closely with all academic departments in making available special reserves and loans. CUNY identification cards must be presented whenever materials are borrowed. With the exception of reference and reserve materials, students may check out books for a period of four weeks.

The Library's electronic resources and services are accessible from off-campus with a validated York ID number, or after logging in with a York Network Account/Virtual Private Network (VPN) provided by the college. Each semester, York ID cards must be validated at the Circulation Desk.

Library faculty teach information literacy classes. Professors should contact the Library's Head of Information Literacy to arrange a class whenever students must write a paper, complete a project, or give an oral presentation. One-on-one research assistance is also available at the Library's Reference Desk or by appointment.

**Food and drinks are not allowed in the Library: all cell phones and electronic devices should be set on "silent" or "vibrate" mode.**

The Library is open twelve months per year. When classes are in session during the Fall and Spring semesters, the Library's hours usually are:

- Monday to Thursday, 8:30 A.M. - 10:00 P.M.
- Friday, 8:30 A.M. - 8:00 P.M.
- Saturday, 9:00 A.M. - 5:00 P.M.
- Sunday, CLOSED.

Please check the Library Hours webpage for Winter and Summer session hours and for schedule changes.

Visit us on the web at [www.york.cuny.edu/library](http://www.york.cuny.edu/library)

# Academic Policies

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## REGISTRATION: GENERAL INFORMATION

Graduate students must consult with their advisor before registering for classes. All continuing students are notified in their CUNYfirst account regarding enrollment for fall, spring semesters and winter, summer sessions. Students are assigned a specific day and time on which to register. Students may not register before their appointed time. Please consult the Office of the Registrar webpage regarding course schedule and registration information. Some courses listed in the Bulletin or CUNYfirst course catalog may not be offered every semester.

## SIZE OF PROGRAM/FULL-TIME STATUS

The normal number of credits for a full-time student is 12 credits. The maximum number of credits that a student may register for is 18. A student who wishes to register for more than 18 credits must secure written approval in advance of enrollment from the Committee on Academic Policy and Standards. Students on probation may register for a maximum of 12 credits and/or conditions stipulated by the Committee on Academic Policy and Standards and the graduate program advisor.

## PROCEDURES FOR CHANGE OF PROGRAM AND COURSE WITHDRAWALS

### Office of the Registrar

- During the first week of classes, a student may withdraw from one or more courses, add courses or change from one section to another section of the same course.
- During the second and third weeks, a student may withdraw from a course or courses by logging into their CUNYfirst account or stop by the Office of the Registrar during business hours.
- Withdrawals during these first three weeks will not appear on the student's transcript but the student may be liable for tuition. If the graduate student withdraws from all courses in the first week, they will need to file a new application for the graduate program.
- There is no fee for withdrawals only (although students may be liable for tuition); there is an \$18.00 program change fee (and the possibility of additional tuition).
- A student may withdraw from a course or courses from the fourth through the tenth week of classes by logging into their CUNYfirst account or stop by the Office of the Registrar during business hours. This action will be

recorded on the student's record with a grade of "W", in accordance with CUNY's regulations.

## AUDITING OF COURSES

A student must pay the tuition and fees to audit any course, except for senior citizens, who do not pay tuition. Forms for permission to audit course(s) may be secured from the Office of the Registrar. Students must register for the course during the regular registration period, and will be given an "AUD" grade. This grade is irreversible. Graduate courses receiving an "AUD" grade cannot be taken again to satisfy the graduate program requirements.

Students who wish to register for course(s) at a non-CUNY institution must complete a non-CUNY permit form to attend another college.

## CUNY ePERMIT AND CONCURRENT ATTENDANCE AT ANOTHER INSTITUTION (NON-CUNY) :

A currently enrolled matriculated graduate student may take courses at another accredited institution by filing an ePermit for CUNY institution or filing a paper permit for a non-CUNY institution. The Office of the Registrar may grant permission for dual attendance; however, the request must be processed prior to the registration period for both institutions. York College will not issue or approve retroactive permits. Each permit request is for a single course for a specific term. Courses taken on permit must be equivalent to a specific course and fulfill a specific degree requirement.

Who is eligible to apply for a permit?

- Matriculated graduate students currently in registered at York College.
- Graduate students without any stops or negative holds on their records.
- Graduate students with all York College's registration requirements including immunization completed. Permit requests will not be approved for:
  - Non-degree graduate students.
  - Newly admitted graduate students prior to completing their first term at York College.
  - Courses with no York College course equivalency will not be granted.
- Students whose schedules exceed the maximum credit load for each semester or session (credit load = courses at York + courses on permit).

## CUNY ePERMIT

A graduate student may apply to take a course at another CUNY institution by using the ePermit system. The CUNY ePermit system is available on the CUNYfirst accounts. Only students in good academic standing, 3.0 overall grade point average will be eligible to apply.

### Once a CUNY ePermit is approved:

A student granted approval to take a course(s) on permit will be contacted via e-mail by the Host College with a registration appointment time. Normal registration procedures should then be followed by the student as indicated by the Host institution.

*\*\*Note: ePermit approval only grants permission to take a course at another CUNY institution and does not enroll the student or guarantee a seat in a course.\*\**

### ePermit and Course Cancellation:

If a graduate student enrolls in a course at the approved Host College and decides not to attend the course, *it is the student's responsibility to cancel the course registration at both York and host institutions as well as cancelling the ePermit request.* The student must notify the Home College of the cancellation before classes begin to avoid Tuition Liability and to prevent any academic consequences. Any graduate student who drops a course at the Host College during the refund or withdrawal period will be held liable for tuition and fees according to the Host College's refund schedule.

### Tuition for a CUNY ePermit:

All tuition and fees for an approved ePermit course must be paid at York College. Graduate students eligible for financial aid are to apply through York College and are responsible for meeting any credit load requirements. Tuition is based on the number of credits for Host College course. Courses for which material fees are required are paid by the student to the Host College.

### Financial Aid with ePermits:

If a graduate student cancels the ePermit or fails to register for the requested course at the Host College for which the student expects to obtain financial aid, *it is the student's responsibility to make certain that the credit load meets financial aid eligibility requirements.* Questions concerning financial aid must be addressed to a financial aid counselor at York College.

### Course Grade for ePermits:

Graduate courses will be transferred to York College and recorded with the grade assigned by the Host College. The grade will be included in the cumulative GPA. Only letter grades will be accepted for fulfilling Major requirements. Grades of "P" are not acceptable to fulfill degree requirements except for free electives. The number of credits

transferred for each course will be equivalent to the value assigned by the Host College and not York College.

## CONCURRENT ATTENDANCE AT ANOTHER INSTITUTION (NON-CUNY)

A Graduate student who wishes to register for a course(s) at a non-CUNY institution must complete a Non-CUNY Permit form. Only students in good academic standing will be eligible to apply.

- Students must complete the Non-CUNY Permit form which is available on the York College website and submit to the Registrar's Office for review.
- The course evaluation section of the Non-CUNY Permit form must be completed and signed by the Department Chairperson for which the permit course resides.
- If the Office of the Registrar approves the permit, the form will be signed and stamped with the College seal. A copy of the form will be given to the student for the Host College.
- Students should keep a copy of the Non-CUNY Permit form for their records.
- All tuition and fees must be paid at the Host College.

### Course Grade for Permit (non-CUNY):

Only courses for which the student receives a grade of "C" or better will be transferred to York College and recorded on the student's transcript. Grades of "P" are not acceptable. The number of credits transferred for each course will be equivalent to the value assigned by the Host College and not the Home College.

## ATTENDANCE

Graduate students are expected to attend each class session. There is no cut allowance. Students may be required at any time to account for undue irregularity in attendance by personal explanation to their instructor.

Any graduate student who has been excessively absent from a course and does not present adequate documentation to the instructor, may receive the grade of WU (unofficial withdrawal), which is computed as an F.

Graduate students absent for illness for more than one week will be required to present to the instructor medical documentation of the illness, including an indication that they are well enough to return to their classes. Students absent for more than one week for reasons other than illness will also be required to furnish documentation of reasons.

Instructors will be required to complete Enrollment Verification Rosters for their courses indicating if students have never attended or attended the course. Any student noted as never attending will have a grade of WN processed to his/her record. The WN grade indicates nonattendance

and is non-punitive. However, a student receiving a WN grade may still be liable for tuition and fees.

## CHANGE OF STATUS

### Change of Residency Status

Applications for change of status for continuing students from nonresident to resident tuition rate are available in the Office of the Registrar, and can be filed until the end of the respective semester. All incoming students must apply for resident tuition rate through the Office of Admissions.

### Non-Degree to Degree

Graduate students who complete 6 or more credits, graduate with a minimum 3 or better at York may file for matriculation through the Office of the Registrar with permission from the graduate program advisor.

## GRADING POLICIES

Grades as submitted, to and recorded, in the Office of the Registrar are the sole judgment of the instructor. Grade changes resulting from personal appeals to the instructor and hardship claims are never honored. Students may not raise their grades by completing extra work after the final grade has been recorded. Occasional grading errors do occur, and these are always corrected promptly when properly certified to the Office of Academic Affairs. Students who believe a grade is unfair may file a departmental grade appeal (see “Appeals” in this chapter of the Bulletin).

### Grading System

The following academic grades are given in York College’s graduate programs: A+, A, A-, B+, B, B-, C+, C, C-, and F.

**AUD:** Indicates that a student registered and paid for a course and attended classes, but was not required to do coursework and will receive no credit for the course.

**W:** The grade in any course from which a student officially withdraws prior to the published deadline, indicating that the withdrawal was without prejudice. Official withdrawal is accomplished by filing a withdrawal application in the Office of the Registrar.

**WU:** Any unofficial withdrawal from a course and any official withdrawal after the published deadline. A WU counts as an F in computing the Grade Point Average.

**INC:** Incomplete coursework. The grade is given by the instructor to indicate a student has made satisfactory progress but, for good and sufficient reason, is unable to complete the course. INC grades must be removed by completion of course requirements within one year of assignment of the grade.



**FIN:** Failure to complete coursework by not resolving INC grade within one year. A FIN counts as an F in computing the Grade Point Average.

**SP:** Satisfactory Progress restricted to certain fieldwork, thesis or research courses requiring more than one semester for completion.

**WA:** Administrative withdrawal (e.g., failure to comply with the State law on immunization).

**WN:** Student never attended a class.

**Z:** Grade not submitted by the instructor. Z grades must be resolved prior to graduation.

### Grade Point Average (GPA) Computation Formula

Quality points (QP) are calculated by multiplying the credit value of each course by the numerical value of the grade received, 4.0 to 1.7 for grades A+ through C-, and 0 for F or WU. (See the following table.)

	2 CR	3 CR	4 CR
A+ (4.0)	8.0 QP	12.0 QP	16.0 QP
A (4.0)	8.0 QP	12.0 QP	16.0 QP
A- (3.7)	7.4 QP	11.1 QP	14.8 QP
B+ (3.3)	6.6 QP	9.9 QP	13.2 QP
B (3.0)	6.0 QP	9.0 QP	12.0 QP
B- (2.7)	5.4 QP	8.1 QP	10.8 QP
C+ (2.3)	4.6 QP	6.9 QP	9.2 QP
C (2.0)	4.0 QP	6.0 QP	8.0 QP
C- (1.7)	3.4 QP	5.1 QP	6.8 QP
F (0.0)	0.0 QP	0.0 QP	0.0 QP
WU (0.0)	0.0 QP	0.0 QP	0.0 QP

- Add the number of credits taken, including those with F or WU grades.
- Divide the total number of quality points by the total number of credits attempted. This final figure is the GPA.

Both matriculated and non-matriculated graduate students must maintain a minimum GPA of 3.0 to remain in good academic standing at York College.

### Sample G.P.A. Computation

Grade	Quality Points		Credits Attempted	Total Quality Points
A+	4.0	x	6	24.0
A	4.0	x	6	24.0
A-	3.7	x	4	14.8
B+	3.3	x	3	9.9
B	3.0	x	2	6.0
B-	2.7	x	5	13.5
C+	2.3	x	3	6.9
C	2.0	x	2	4.0
C-	1.7	x	4	6.0
F	0	x	2	0.0
WU	0	x	2	0.0
<b>TOTAL</b>			<b>39</b>	<b>109.9</b>

Number of credits taken = 39

Division of 109.9 (sum of quality points) by 39 = 2.82 G.P.A.

### INC Grades

The grade of INC is awarded only when the course requirement has not been completed for good and sufficient reasons and when there is a reasonable expectation that the student can successfully complete the requirements of the course. The INC grade covers any failure to complete all requirements for a course, such as submitting a paper or taking a final examination. For an instructor to grant an INC, the student must have met the instructor's attendance requirements in the course and have a passing semester average.

A graduate student who receives a grade of INC (incomplete coursework) has a maximum of one year from the time the INC was entered on the transcript to collaborate with the instructor and complete the work. An INC grade entered in a fall semester, for example, must be completed before the end of the next fall semester. An INC grade that has not been made up within one year will change to a FIN grade (failure to complete coursework), remains permanently on the record, and counts as an F in computing the Grade Point Average.

A graduate student who receives a failing grade as a result of a FIN has the option to retake that course at York College and have the FIN grade calculation excluded from the GPA if a grade of C or higher is earned. The original FIN grade remains on the transcript with an indication that the course grade is not included in the computation of the GPA.

A graduate student will receive a stop, issued by the Office of Academic Affairs, that will prevent registration for insufficient progress towards degree completion if two or more INC

and FIN grades are reported and recorded. Stops are removed once the student satisfies incomplete coursework.

INC grades cannot be made up after the student graduates (see also "Graduation Procedure").

### Cumulative Grade Point Average

In order to be awarded a master's degree, a graduate student must finish his/her program with a cumulative Grade Point Average (GPA) of 3.0 (B) or better. Grades counted in the cumulative GPA must be earned in graduate-level courses taken at York College or in graduate courses taken on permit at other CUNY institutions, and all courses must appear on the student's York transcript.

All grades in graduate-level courses will be counted in computing the GPA with the following exceptions:

- Grades earned in courses given by other institutions for which transfer credit has been allowed.
- Grades earned in undergraduate courses taken for undergraduate credit.
- Grades earned in graduate-level courses can be excluded from the GPA only through a successful appeal supported by the Department and the Office of Academic Affairs and submitted to the Committee of Academic Policy and Standards (see "General Appeals" in this chapter of the bulletin). Graduate courses taken five (5) or more years prior to the current matriculation, or grades earned in courses unrelated to the current master's degree program, are excluded only upon appeal.

### SP Grade Option for Satisfactory Progress

The Satisfactory Progress (SP) Grade Option is part of York College's grading system. This new grade option will be restricted to certain graduate-level fieldwork, thesis, or research courses requiring more than one semester for completion.

The SP grade only will be valid for one year. Within the one-year period, a student is expected to continue making sufficient progress. When the work is completed the instructor will submit a Change of Grade form indicating the letter grade earned. If a student fails to complete the coursework within the year, the SP grade will change to a grade of INC. From that point a student must comply with incomplete coursework (INC grade policy).

## RESIDENCY REQUIREMENT

### Master's Degree Graduate Student

Master's degree graduate program student must complete at least half of the total credits required for their matriculated York College master's program or 18 graduate level credits which ever is greater.

Six credits permit classes taken at a CUNY college at the Master's level courses may be used as Residency Requirements. However, courses taken at non-CUNY institutions will not be counted toward Residency Requirement. Residency Requirements may not be satisfied by taking courses prior to matriculation.

## **ACADEMIC PROBATION**

### **Good Academic Standing and Probation**

All graduate students, regardless of matriculation status, are expected to make appropriate academic progress and maintain a 3.0 (B) cumulative average or better in their courses. Grades of B-, C+, and C, while considered meeting course completion requirements, are considered marginal progress outcomes.

Students earning a marginal progress grade in selected courses may be required to repeat a course and achieve a satisfactory progress grade in the selected course to continue in the program of study. (See specific program course descriptions for requirement details.) Students may also be requested by their graduate academic adviser to take fewer courses until the GPA is improved.

Matriculated and non-matriculated students in special funded programs need to contact the program coordinators for details regarding their eligibility and continuation requirements. Graduate students enrolled in a degree program will be placed on academic probation when the overall GPA falls below 3.0.

When a student is on academic probation, a probation indicator is placed by the Office of Academic Affairs. The probation indicator prevents the student from registration until appropriate academic advisement takes place. Once an appropriate plan is in place, the Office of Academic Affairs will lift the probation indicator temporarily so that the student may register for the current term. The probationary indicator will be replaced for future registration(s) until the cumulative GPA is raised to 3.0 or above. A graduate student placed on probation must raise their GPA to 3.0 or above during the next semester of enrollment and must take courses that satisfy the degree curriculum.

Students may not improve their GPA by taking courses outside of the program, unless these courses are approved by the academic department in writing and count toward the degree curriculum. Graduate students on academic probation are not issued a graduate degree or advanced certificate.

## **CONTINUATION AND DISMISSAL**

If the cumulative GPA remains below 3.0 at the end of the probation period, the student will be dismissed from the College. Once a decision to dismiss is made, notification of dismissal is sent by the Office of Academic Affairs. Graduate students who have been dismissed at the end of the probationary period will be allowed to continue in their program only upon successful appeal to the Office of Academic Affairs. The appeal must contain a written letter of support from the program advisor or Chair in the academic department.



# Rules, Regulations and Policies

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## ACADEMIC INTEGRITY

In June 2011, the CUNY Board of Trustees adopted a revised policy on Academic Integrity. The initial policy, adopted in June 2004, is enhanced through this provision which provides definitions and examples of various forms of academic dishonesty, and outlines as well, a framework, with some options, for procedures that each College should implement.

The revised policy reflects evolving legal requirements and provides broader due process protections to students who deny the allegations of academic dishonesty where academic but not disciplinary sanctions are sought. The revised policy continues the practice of having Article XV Committees hear cases involving disciplinary sanctions.

The revised policy, procedures and forms are now posted on the Academic Integrity Officer and CPLA web pages.

### Definitions and Examples of Academic Dishonesty

Cheating is the unauthorized use or attempted use of material, information, notes, study aids, devices or communication during an academic exercise.

The following are some examples of cheating, but by no means is it an exhaustive list:

- Copying from another student during an examination or allowing another to copy your work.
- Unauthorized collaboration on a take home assignment or examination.
- Using notes during a closed book examination.
- Taking an examination for another student, or asking or allowing another student to take an examination for you.
- Changing a graded exam and returning it for more credit.

Submitting substantial portions of the same paper to more than one course without consulting with each instructor.

- Preparing answers or writing notes in a blue book (exam booklet) before an examination.

Allowing others to research and write assigned papers or do assigned projects, including use of commercial term paper services.

- Giving assistance to acts of academic misconduct/dishonesty.
- Fabricating data (all or in part).
- Submitting someone else's work as your own.
- Unauthorized use during an examination of any electronic devices such as cell phones, palm pilots, computers or other technologies to retrieve or send information.

Plagiarism is the act of presenting another person's ideas, research or writings as your own.

The following are some examples of plagiarism, but by no means is this an exhaustive list:

- Copying another person's actual words without the use of quotation marks and footnotes attributing the words to their source..
- Presenting another person's ideas or theories in your own words without acknowledging the source.
- Using information that is not common knowledge without acknowledging the source.
- Failing to acknowledge collaborators on homework and laboratory assignments.

Internet plagiarism includes submitting downloaded term papers or parts of term papers, paraphrasing or copying information from the internet without citing the source, and "cutting and pasting" from various sources without proper attribution.

Obtaining Unfair Advantage is any activity that intentionally or unintentionally gives a student an unfair advantage in his/her academic work over another student.

The following are some examples of obtaining an unfair advantage, but by no means is this an exhaustive list:

- Stealing, reproducing, circulating or otherwise gaining advance access to examination materials.
- Depriving other students of access to library materials by stealing, destroying, defacing, or concealing them.
- Retaining, using or circulating examination materials which clearly indicate that they should be returned at the end of the exam.
- Intentionally obstructing or interfering with another student's work.

### Falsification of Records and Official Documents

The following are some examples of falsification, but by no means is this an exhaustive list:

- Forging signatures of authorization.
- Falsifying information on an official academic record.
- Falsifying information on an official document such as a grade report, letter of permission, drop/add form, ID card or other college document.

## NOTICE OF NON-DISCRIMINATION STATEMENT

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 regard to 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, or status as a victim of domestic violence/stalking/sex offenses, unemployment status, or any other legally prohibited basis in accordance with federal, state and city laws. This policy is set forth more fully in CUNY's Policy on Equal Opportunity and Nondiscrimination.

Sexual harassment, gender harassment and sexual violence, forms of sex or gender discrimination, are also prohibited at CUNY. This policy is set forth fully in CUNY's Policy on Sexual Misconduct.

It is also the University's policy to provide reasonable accommodations when appropriate to individuals with disabilities, individuals observing religious practices, employees who have pregnancy or childbirth-related medical conditions, or employees who are victims of domestic violence/stalking/sex offenses.

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

**Alicia Franqui, Esq.** has been designated at York College to handle inquiries and complaints relating to CUNY's Policy on Equal Opportunity and Nondiscrimination as well as CUNY's Policy on Sexual Misconduct. Ms. Franqui's office is located in Room AC-2H04, her telephone number is (718)262-2137 and her email is [afranqui@york.cuny.edu](mailto:afranqui@york.cuny.edu)

## TITLE IX

### THE CITY UNIVERSITY OF NEW YORK POLICY ON SEXUAL MISCONDUCT

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.

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 Workplace Violence Policy** addresses workplace violence and the **CUNY Domestic Violence in**

the **Workplace Policy** addresses domestic violence in or affecting employees in the workplace.

### Prohibited Conduct

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

This policy prohibits sexual harassment, gender-based harassment and sexual violence 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 sexual assault, such as rape/attempted rape, criminal sexual act, forcible touching, and sexual abuse. If of a sexual nature, stalking/cyberstalking (hereinafter "stalking") and dating, domestic and intimate partner violence may also constitute sexual harassment, gender-based harassment or sexual violence.

#### 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.

### 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.

- **Alicia Franqui** has been designated as the Title IX Coordinator for York College. Her office is located in Room AC-2H04 and her telephone number is (718) 262-2137. The Title IX Coordinator is responsible for investigating complaints of discrimination or denial of benefits based on sex in any educational program or activity **Russell Platzek, Esq.** has been appointed to hear any appeals involving Title IX complaints. Ms. Franqui's office is located in Room AC-2H04 and her telephone number is (718) 262-2137. Mr. Platzek's office is located in Room AC-2H05 and his telephone number is (718) 262-2140. In the event you are unable to get in touch with Ms. Franqui, please contact **Rufus Massiah, Director of Public Safety.** Mr. Massiah's office is located in Room AC-1M02 and his telephone number is (718) 262-2218.
- **Alicia Franqui, Esq.** and **Paola Veras, LMSW** are the Coordinators for the York College 504/ADA Committee. This committee is responsible for supporting the Office of Diversity and Compliance in coordinating policies which fall under the Americans with Disabilities Act of 1990, effective January 26, 1992, and Section 504 of the Rehabilitation Act of 1973 (P.L. 93-112), which prohibits discrimination on the basis of disability. Ms. Franqui's office is located in Room AC-2H04 and her telephone number is (718) 262-2137. Ms. Veras' is located in Room AC-1G02 and her telephone number is (718) 262-2073.
- Alicia Franqui is the Chair of the Faculty Diversity Committee. This committee is responsible for the design and implementation of the Faculty Diversity Strategic Plan. It will also advise the President on issues of diversity and report annually to the University Office of Recruitment and Diversity on the work of the committee and the progress made toward fostering diversity throughout the College. Ms. Franqui's office is located in Room AC-2H04 and her telephone number is (718) 262-2137.

*Note:* For a copy of the complete policy, go to:

- Policy of Equal Opportunity and Non-Discrimination
- CUNY Policy on Sexual Misconduct
- CUNY's Drug/Alcohol Use Amnesty Policy

## RELIGIOUS HOLIDAYS AND OBSERVANCE

New York State Education Law, Article 5, Selection 2-a. Students unable because of religious beliefs to register to attend classes on certain days:

- No person shall be expelled from or be refused admission as a student to an institution of higher education for the reason that he or she is unable, because of his or her religious beliefs, to register or attend classes or to participate in any examination, study or work requirements on a particular day or days.

- Any student in an institution of higher education who is unable, because of his or her religious beliefs, to attend classes on a particular day or days shall, because of such absence on the particular day or days, be excused from any examination or any study or work requirements.
- It shall be the responsibility of the faculty and of the administrative officials of each institution of higher education to make available to each student who is absent from school, because of his or her religious beliefs, an equivalent opportunity to register for classes or make up any examination, study or work requirements which he or she may have missed because of such absence on any particular day or days. No fees of any kind shall be charged by the institution for making available to the said student such equivalent opportunity.
- If registration, classes, examinations, study or work requirements are held on Friday after four o'clock post meridian or on Saturday, similar or make up classes, examinations, study or work requirements or opportunity to register shall be made available on other days, where it is possible and practicable to do so. No special fees shall be charged to the student for these classes, examinations, study or work requirements or registration held on other days.
- In effectuating the provisions of this section, it shall be the duty of the faculty and of the administrative officials of each institution of higher education to exercise the fullest measure of good faith. No adverse or prejudicial effects shall result to any student because of his or her availing himself or herself of the provisions of this section.
- Any student who is aggrieved by the alleged failure of any faculty or administrative officials to comply in good faith with the provisions of this section, shall be entitled to maintain an action or proceeding in the supreme court of the county in which such institution of higher education is located for the enforcement of his or her rights under this section.
- It shall be the responsibility of the administrative officials of each institution of higher education to give written notice to students of their rights under this section, informing them that each student who is absent from school, because of his or her religious beliefs, must be given an equivalent opportunity to register for classes or make up any examination, study or work requirements which he or she may have missed because of such absence on any particular day or days. No fees of any kind shall be charged by the institution for making available to such student such equivalent opportunity.
- As used in this section, the term "institution of higher education" shall mean any institution of higher education recognized and approved by the regents of the University of the State of New York, which provides a course of study leading to the granting of a post-secondary degree or diploma. Such term shall not include any

institution which is operated, supervised or controlled by a church or by a religious or denominational organization whose educational programs are principally designed for the purpose of training ministers or other religious functionaries or for the purpose of propagating religious doctrines. As used in this section, the term "religious belief" shall mean beliefs associated with any corporation organized and operated exclusively for religious purposes, which is not disqualified for tax exemption under section 501 of the United States Code.

## **RULES AND REGULATIONS FOR THE MAINTENANCE OF PUBLIC ORDER PURSUANT TO ARTICLE 129-A OF THE EDUCATION LAW**

The tradition of the University as a sanctuary of academic freedom and center of informed discussion is an honored one, to be guarded vigilantly. The basic significance of that sanctuary lies in the protection of intellectual freedom: the rights of professors to teach, of scholars to engage in the advancement of knowledge, of students to learn and to express their views, free from external pressures or interference.

These freedoms can flourish only in an atmosphere of mutual respect, civility, and trust among teachers and students, 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 By-laws of the Board of Higher Education.

With respect to enforcement of these rules and regulations we note that the By-laws of the Board of Higher Education provide that:

The president, with respect to his/her education unit, shall:

1. Have the affirmative responsibility of conserving and enhancing the educational standards of the college and schools under his jurisdiction;
2. Be the advisor and executive agent of the Board and of his respective College Committee and as such shall have the immediate supervision with full discretionary power in carrying into effect the Bylaws, resolutions, and policies of the Board, the lawful resolutions of the several faculties;
3. Exercise general superintendence over the concerns, officers, employees, and students of his 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 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 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 the rights or interferes with the institution's educational processes or facilities, or the rights of those who wish to avail themselves of any of the institution's instructional, personal, administrative, recreational, and community services.
7. Disorderly or indecent conduct on University/college-owned or controlled property is prohibited.
8. No individual shall have in his possession a rifle, shotgun, or firearm or knowingly have in his possession any other dangerous instruments or material that can be used to inflict bodily harm on an individual or damage 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 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/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, expulsions, ejection, and/or arrest by the civil authorities.
2. Any tenured or non-tenured faculty member, or other member of the instructional 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 By-laws of CUNY 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 CUNY.
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:

1. **Admonition:** An oral statement to the offender that he has violated university rules.
2. **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.
3. **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.
4. **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.
5. **Restitution:** Reimbursement for damage to or misappropriation of property. Reimbursement may take the form of appropriate service to repair or otherwise compensate for damages.
6. **Suspension:** Exclusion from classes and other privileges or activities as set forth in the notice of suspension for a definite period of time.
7. **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.
8. **Complaint to Civil Authorities.**
9. **Ejection.**

### IMPORTANT NOTICE OF POSSIBLE CHANGES

CUNY reserves the right, because of changing conditions, to make modifications of any nature in the academic programs and requirements of the University and its constituent colleges without notice. Tuition and fees set forth in this publication (or on this website) are similarly subject to change by the Board of Trustees of CUNY. The University regrets any inconvenience this may cause.

### FERPA ANNUAL NOTICE TO STUDENTS: ACCESS TO STUDENT RECORDS

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:

- **The right to inspect and review your education 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.
- **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.
- **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.

- You may appeal the alleged denial of FERPA rights to the:
  - Office of the General Counsel and  
Senior Vice Chancellor for Legal Affairs  
The City University of New York  
205 East 42nd Street, 11th Floor  
New York, NY 10017
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the college to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:
  - Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-5920

For additional information: [www.ed.gov/policy/gen/guid/fpco/ferpa/index.html](http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html)
- Colleges 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
  - email 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

## STUDENT FOLDERS: FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 (BUCKLEY AMENDMENT)

Student access to their own folders is governed by the Family Educational Rights and Privacy Act of 1974 (Buckley Amendment). This law gives students the right to inspect their educational records within 45 days of the student's request to do so. An educational record is defined as records, files, documents and other materials which contain information directly related to a student, and are maintained by a college or a person acting for the college. However, certain materials are not open for inspection. These include financial information furnished by the student's parents, and confidential letters of evaluation which were placed in the records before Jan. 1, 1975. The student can waive his right of access

to letters received after Jan. 1, 1975, if the letters are concerned with admission, employment or honors, and if the student is told on his report the names of all letter writers.

Students also do not have access to records made by teachers and administrators for their own use and not shown to others, employment records for college employees who are not also current students, and records created or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting or assisting in such capacity for treatment purposes, and which are available only to persons providing such treatment.

A student may request to see his educational record, and the institution must respond within 45 days. A student can challenge the contents of his educational record, and secure the correction of inaccurate or misleading entries. A student can challenge a grade only on the grounds that it was inaccurately recorded, not that it was lower than the instructor ought to have awarded.

## **NOTIFICATION OF STUDENT IMMUNIZATION REQUIREMENTS**

Students who do not submit proof of measles, mumps and rubella (MMR) immunization or who fail to return the meningococcal meningitis response form within a statutory grace period shall be prohibited from attending the institution. For additional information, you should contact the Health Services Center located at AC-1F01 at the following phone number 718.262.2050.

Public Health Law 2165 requires that post-secondary students be immunized against measles, mumps, and rubella (MMR). All registered full-time students and parttime students born on or after January 1, 1957 who are enrolled for at least six, but fewer than twelve semester hours (or equivalent) per semester in an approved degree program or registered certificate program must submit proof of MMR immunization.

Students may be exempt from the required MMR immunizations for religious or medical reasons. To qualify for a religious exception, students must submit a signed statement, or in the event the student is a minor (under 18), a signed statement from their parent or guardian, that they hold sincere and genuine religious beliefs that prohibit immunization. To qualify for a medical exception, students must submit a written statement from a licensed physician or nurse practitioner indicating that such immunization may be detrimental to their health.

Public Health Law 2167 requires that post-secondary institutions provide written information about meningococcal meningitis to its students and that students complete, sign, and return a meningococcal meningitis response form. Public Health Law 2167 does not require that students be immunized against meningitis. Public Health Law 2167 requires colleges to distribute written information about meningococcal meningitis disease and vaccination and students to complete, sign and return to the college, a meningo-

coccal meningitis response form that: (a) confirms that the college has provided the information about meningococcal meningitis; and (b) indicates that either: (1) the student has received immunization against meningococcal meningitis within the 10 years preceding the date of the response form; or (2) the student has decided against receiving the vaccination. This law applies to students, who are enrolled in at least six semester hours (or the equivalent) per semester. No student may be exempt from receiving information or returning the response form.

## **FREEDOM OF INFORMATION LAW NOTICE**

Requests to inspect public records at the college should be made to the Records Access Officer, **Russell Platzek, Esq., Executive Director of Legal Affairs and Labor Relations, Room AC-2H05.**

Public records are available for inspection and copying by appointment only at the library. You have a right to appeal a denial of a request for access to records to the CUNY General Counsel and Vice Chancellor for Legal Affairs. Copies of the CUNY Procedures for Public Access to Public Records Pursuant to Article 6 of the Public Officers Law and the appeal form are available at the reference desk of the library and the college website.

## **SPECIAL PROVISIONS FOR STUDENTS IN THE MILITARY**

The following policies apply to students who leave CUNY to fulfill military obligations.

1. Students called up to the reserves or drafted before the end of the semester.
  - a. Grades. In order to obtain a grade, a student must attend 13 weeks (five weeks for summer session).
  - b. Refunds. A student called up to the reserves or drafted who does not attend for a sufficient time to qualify for a grade is entitled to a 100% refund of tuition and all other fees except application fees.
2. Students who volunteer (enlist) for the military.
  - a. Grades. Same provision as for students called up to the reserves. In order to obtain a grade, a student must attend 13 weeks (five weeks for summer session).
  - b. Refunds. The amount of the refund depends upon whether the withdrawal is before the 5th week of classes.
    - i. Withdrawal before beginning of the 5th calendar week (3rd calendar week for summer session): 100% refund of tuition and all other fees except application fees.
    - ii. Withdrawal thereafter: 50% refund. [A proportionate number of weeks may be used for Kingsborough Community College and LaGuardia Community College for each of the above provisions.]

### 3. Other Provisions for Military Service:

- a. Resident Tuition Rates. These lower rates are applicable to all members of the armed services, their spouses and their dependent children, on full-time active duty and stationed in the State of New York.
- b. Re-enrollment of Veterans. Veterans who are returning students are given preferred treatment in the following ways:
  - i. Veterans who were former students with unsatisfactory scholastic records may be readmitted with a probationary program.
  - ii. Veterans, upon their return, may register even after normal registration periods, without late fees.
  - iii. Granting of college credit for military service and armed forces instructional courses.
  - iv. Veterans returning too late to register may audit classes without charge.
- c. Late Admissions. Veterans with no previous college experience are permitted to file applications up to the date of registration, and are allowed to begin classes pending completion of their application and provision of supporting documents.
- d. Readmission Fee. Upon return from military service, a student will not be charged a Readmission Fee to register at the same college.
- e. Veterans Tuition Deferrals. Veterans are entitled to defer the payment of tuition pending receipt of veterans' benefits.
- f. New York National Guard Tuition Waivers. Active members of the New York National Guard, who are legal residents of New York State and who do not have a baccalaureate degree, are eligible for a tuition waiver for undergraduate study.

## CUNY - POLICY ON WITHHOLDING STUDENT RECORDS

Students who are delinquent and/or in default in any of their financial accounts with the college, the university or an appropriate state or federal agency for which the university acts as either a disturbing or certifying agent, and students who have not completed exit interviews as required by the federal Perkins Loan Program, the federal Family Education Loan Programs, the William D. Ford Federal Direct Loan Program, and the Nursing Student Loan Program, are not to be permitted to complete registration, or issued a copy of their grades, a transcript of academic record, certificate, or degree, nor are they to receive funds under the federal campus-based student assistance programs or the federal Pell Grant Program unless the designated officer, in exceptional hardship cases and consistent with federal and state regulations, waives in writing the application of this regulation.

## CUNY POLICY ON ACCEPTABLE USE OF COMPUTER RESOURCES

Please see the link to the CUNY computer user responsibilities on the York College website.

## NOTICE OF ACCESS TO CAMPUS CRIME STATISTICS, THE CAMPUS SECURITY REPORT, AND INFORMATION ON REGISTERED SEX OFFENDERS

The College Advisory Committee on Campus Safety will provide upon request all campus crime statistics as reported to the U.S. Department of Education, as well as the annual campus security report. The campus security report includes:

1. The campus crime statistics for the most recent calendar year and the two preceding calendar years;
2. Campus policies regarding procedures and facilities to report criminal actions or other emergencies on campus;
3. Policies concerning the security of and access to campus facilities;
4. Policies on campus law enforcement;
5. A description of campus programs to inform students and employees about campus security procedures and practices and to encourage students and employees to be responsible for their own security and the security of others;
6. Campus crime prevention programs;
7. Policy concerning the monitoring through the police of criminal activity at off-campus locations of students organizations officially recognized by the college;
8. Policies on illegal drugs, alcohol, and underage drinking;
9. Where information provided by the State on registered sex offenders may be obtained (also see below); and
10. Policies on campus sexual assault programs aimed at the prevention of sex offenses and procedures to be followed when a sex offense occurs. This information is maintained pursuant to the federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.

The campus crime statistics and the annual campus security report are available at the Office of Public Safety. [www.ed.gov/security/InstDetail.asp](http://www.ed.gov/security/InstDetail.asp)

In accordance with the federal Campus Sex Crimes Prevention Act, registered sex offenders now are required to register the name and address of any college at which he or she is a student or employee. The New York State Division of Criminal Justice maintains a registry of convicted sex offenders and informs the college's chief security (public safety) officer of the presence on campus of a registered sex offender as a student or employee. You may contact the York



College Director of Public Safety at 718-262-2222 to obtain information about Level 2 or Level 3 registered sex offenders on campus. To obtain information about Level 3 offenders, you may contact the Division's registry website.

## **ALCOHOL AND DRUG POLICY**

The City University of New York ("CUNY") is an institution committed to promoting the physical, intellectual, and social development of all individuals. As such, CUNY seeks to prevent the abuse of drugs and alcohol, which can adversely impact performance and threaten the health and safety of students, employees, their families, and the general public. CUNY complies with all federal, state, and local laws concerning the unlawful possession, use, and distribution of drugs and alcohol. Federal law requires that CUNY adopt and implement a program to prevent the use of illicit drugs and abuse of alcohol by students and employees. As part of its program, CUNY has adopted this policy, which sets forth (1) the standards of conduct that students and employees are expected to follow; (2) CUNY sanctions for the violation of this policy; and (3) responsibilities of the CUNY colleges/units in enforcing this policy. CUNY's policy also (1) sets forth the procedures for disseminating the policy, as well as information about the health risks of illegal drug and alcohol use, criminal sanctions for such use, and available counseling, treatment, or rehabilitation programs, to students and employees; and (2) requires each college to conduct a biennial review of drug and alcohol use and prevention on its campus. This policy applies to all CUNY students, employees and visitors when they are on CUNY property, including CUNY residence halls, as well as when they are engaged in any CUNY-sponsored activities off campus.

### **CUNY Standards of Conduct**

The unlawful manufacture, distribution, dispensation, possession, or use of drugs or alcohol by anyone, on CUNY property (including CUNY residence halls), in CUNY buses or vans, or at CUNY-sponsored activities, is prohibited. In addition, CUNY employees are prohibited from illegally providing drugs or alcohol to CUNY students. Finally, no student may possess or consume alcoholic beverages in any CUNY residence hall, regardless of whether the student is of lawful age, except for students living in the Graduate School and University Center's graduate housing facilities who may lawfully possess and consume alcoholic beverages. For purposes of this policy, a CUNY residence hall means a residence hall owned and/or operated by CUNY, or operated by a private management company on CUNY's behalf. In order to make informed choices about the use of drugs and alcohol, CUNY students and employees are expected to familiarize themselves with the information provided by CUNY about the physiological, psychological, and social consequences of substance abuse.

## **CUNY Sanctions**

Employees and students who violate this policy are subject to sanctions under University policies, procedures and collective bargaining agreements, as described below. Employees and students should be aware that, in addition to these CUNY sanctions, the University will contact appropriate law enforcement agencies if they believe that a violation of the policy should also be treated as a criminal matter.

### **Students**

Students are expected to comply with the CUNY and college policies with respect to drugs and alcohol. Any student found in violation may be subject to disciplinary action under Article 15 of the Bylaws of the Board of Trustees, which may result in sanctions up to and including expulsion from the University. In addition, any student who resides in a CUNY residence hall and who is found to have violated any CUNY or college policy with respect to drugs and alcohol may be subject to sanctions under the CUNY Residence Hall Disciplinary Procedures, up to and including expulsion from the residence hall. In lieu of formal disciplinary action, CUNY may, in appropriate cases, seek to resolve the matter through an agreement pursuant to which the student must see a counselor or successfully participate in a drug and alcohol treatment program. In accordance with the Federal Educational Rights and Privacy Act ("FERPA"), CUNY may also choose, when appropriate, to contact parents or legal guardians of students who have violated the CUNY policy on drugs and alcohol.

### **Employees**

Any employee found to have violated this CUNY policy may be subject to disciplinary action, in accordance with the procedures set forth in applicable CUNY policies, rules, regulations, and collective bargaining agreements. Sanctions may include a reprimand, suspension without pay, or termination of employment. In lieu of formal disciplinary action, CUNY may, in appropriate cases, seek to resolve the matter through an agreement pursuant to which the employee must successfully participate in a drug or alcohol treatment program.

### **Responsibilities of CUNY Colleges/Units**

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

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

## **ATHLETIC PROGRAM PARTICIPATION NOTICE**

The College files an annual report with the U.S. Secretary of Education on intercollegiate athletics which includes information on the participation of males and females on its teams, and the expenditures and revenues of those teams. Copies of the annual report on intercollegiate athletics are available at the reference desk of the library and the college website.

## **PROCEDURES FOR HANDLING STUDENT COMPLAINTS**

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

### **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.

#### **1. 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.

#### **2. 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 appropriate school dean or chief student affairs officer and, if appropriate, the college's attorney. 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/or the appropriate school dean) 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.

## 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.

## 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.

## 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.

**For the entire policy and procedure for handling student complaints about faculty conduct in formal academic settings and to get forms go to the York College Academic Affairs website.**

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

### I. Introduction

CUNY's computer resources are dedicated to the support of the University's mission of education, research and public service. In furtherance of this mission, CUNY respects, upholds and endeavors to safeguard the principles of academic freedom, freedom of expression and freedom of inquiry.

CUNY recognizes that there is a concern among the University community that because information created, used, transmitted or stored in electronic form is by its nature susceptible to disclosure, invasion, loss, and similar risks, electronic communications and transactions will be particularly vulnerable to infringements of academic freedom. CUNY's commitment to the principles of academic freedom and freedom of expression includes electronic information. Therefore, whenever possible, CUNY will resolve doubts about the need to access CUNY Computer Resources in favor of a User's privacy interest.

However, the use of CUNY Computer Resources, including for electronic transactions and communications, like the use of other University provided resources and activities, is subject to the requirements of legal and ethical behavior. This policy is intended to support the free exchange of ideas among members of the CUNY community and between the CUNY community and other communities, while recognizing the responsibilities and limitations associated with such exchange.

## II. Applicability

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

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

## III. Definitions

1. "CUNY Computer Resources" refers to all computer and information technology hardware, software, data, access and other resources owned, operated, or contracted by CUNY. This includes, but is not limited to, desktop and laptop computers, handheld devices that allow or are capable of storing and transmitting information (e.g., cell phones, tablets), mainframes, minicomputers, servers, network facilities, databases, memory, memory sticks, and associated peripherals and software, and the applications they support, such as e-mail, cloud computing applications, and access to the internet.
2. "E-mail" includes point-to-point messages, postings to newsgroups and listservs, and other electronic messages involving computers and computer networks.
3. "Faculty" includes full-time, part-time, and adjunct faculty.
4. "FOIL" is the New York State Freedom of Information Law.
5. "Non-Public University Information" has the meaning set forth in CUNY's IT Security Policies and Procedures found at [security.cuny.edu](http://security.cuny.edu), namely: personally identifiable information (such as an individual's Social Security Number; driver's license number or non-driver identification card number; account number, credit or debit card number, in combination with any required security code, access code, or password that would permit access to an individual's financial account; personal electronic mail

address; Internet identification name or password; and parent's surname prior to marriage); information in student education records that is protected under the Family Educational Rights and Privacy Act of 1974 (FERPA) and the related regulations set forth in 34 CFR Part 99; other information relating to the administrative, business, and academic activities and operations of the University (including employee evaluations, employee home addresses and telephone numbers, and other employee records that should be treated confidentially); and any other information available in University files and systems that by its nature should be treated confidentially.

6. "User" means a user of CUNY Computer Resources, including all current and former users, whether affiliated with CUNY or not, and whether accessing those resources on a CUNY campus or remotely.

## IV. Rules for use of CUNY Computer Resources

### 1. Authorization.

a. Users may not access a CUNY Computer Resource without authorization or use it for purposes beyond the scope of authorization. This includes attempting to circumvent CUNY Computer Resource system protection facilities by hacking, cracking or similar activities, accessing or using another person's computer account, and allowing another person to access or use the User's account.

b. Notwithstanding subsection 1.a. above, a User may authorize a colleague or clerical assistant to access information under the User's account on the User's behalf while away from a CUNY campus or when the User is unable to efficiently access the information on the User's own behalf (including as a result of a disability), but delegated access will be subject to the rules of Section 10 - Security, below.

c. CUNY Computer Resources may not be used to gain unauthorized access to another computer system within or outside of CUNY. Users are responsible for all actions performed from their computer account that they permitted or failed to prevent by following ordinary security precautions. CUNY advisories and resources are available at [security.cuny.edu](http://security.cuny.edu).

### 2. Purpose.

a. Use of CUNY Computer Resources is limited to activities relating to the performance by CUNY employees of their duties and responsibilities and by students in connection with their college courses and activities. For example, use of CUNY Computer Resources for private commercial or not-for-profit business purposes, for private advertising of products or services, or for any activity meant solely to foster personal gain, is prohibited. Similarly, use of CUNY Computer Resources for partisan political activity is also prohibited.

b. Except with respect to CUNY employees other than faculty, where a supervisor has prohibited it in writing,

incidental personal use of CUNY Computer Resources is permitted so long as such use does not interfere with CUNY operations, does not compromise the functioning of CUNY Computer Resources, does not interfere with the User's employment or other obligations to CUNY, and is otherwise in compliance with this policy, including subsection 2.a. above. Users should be aware that personal messages, data and other information sent or received through a User's CUNY account or otherwise residing in a CUNY Computer Resource are subject to CUNY review pursuant to Section 13 of this policy and may also be subject to public disclosure pursuant to FOIL.

### 3. Compliance with Law.

**a.** CUNY Computer Resources may not be used for any purpose or in any manner that violates CUNY rules, regulations or policies, or federal, state or local law. Users who engage in electronic communications with persons in other states or countries or on other systems or networks may also be subject to the laws of those other states and countries, and the rules and policies of those other systems and networks. Users are responsible for ascertaining, understanding, and complying with the laws, rules, policies, contracts, and licenses applicable to their particular use.

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

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

**c.** Examples of applicable CUNY rules and policies include those listed below. Other rules and policies may be found in the Manual of General Policy and on the CUNY Legal Affairs website:

- Gramm-Leach-Bliley Information Security Program
- IT Security Policies and Procedures
- Policy on Maintenance of Public Order (the "Henderson Rules")
- Sexual Harassment Policy
- University Policy on Academic Integrity
- Web Site Privacy Policy

### 4. Licenses and Intellectual Property.

**a.** Users may use only legally obtained, licensed data or software and must comply with applicable licenses or other contracts, as well as copyright, trademark and other intellectual property laws.

**b.** Much of what appears on the internet and/or is distributed via electronic communication is protected by copyright law, regardless of whether the copyright is expressly noted. Users should generally assume that material is copyrighted unless they know otherwise, and not copy, download or distribute copyrighted material without permission unless the use does not exceed fair use as defined by the federal Copyright Act of 1976. Protected material may include, among other things, text, photographs, audio, video, graphic illustrations, and computer software. Additional information regarding copyright and file sharing is available on the CUNY Legal Affairs website.

**5. False Identity and Harassment.** Users may not employ a false identity, mask the identity of an account or computer, or use CUNY Computer Resources to engage in abuse of others, such as sending harassing, obscene, threatening, abusive, deceptive, or anonymous messages within or outside CUNY.

### 6. Confidentiality.

**a.** Users may not invade the privacy of others by, among other things, viewing, copying, redistributing, posting such data to the Internet, modifying or destroying data or programs belonging to or containing personal or confidential information about others, without explicit permission to do so.

**b.** CUNY employees must take precautions by following all IT Security Policies and Procedures to protect the confidentiality of Non-Public University Information encountered in the performance of their duties or otherwise.

**7. Integrity of Computer Resources.** Users may not install, use or develop programs intended to infiltrate or damage a CUNY Computer Resource, or which could reasonably be expected to cause, directly or indirectly, excessive strain or theft of confidential data on any computing facility. This includes, but is not limited to, programs known as computer viruses, Trojan horses, and worms. Users should consult with the IT director at their college before installing any programs on CUNY Computer Resources that they are not sure are safe or may cause excess strain.

### 8. Disruptive Activities.

**a.** CUNY Computer Resources must not be used in a manner that could reasonably be expected to cause or does cause, directly or indirectly, unwarranted or unsolicited interference with the activity of other users, including:

- i.** chain letters, virus hoaxes or other e-mail transmissions that potentially disrupt normal e-mail service;
- ii.** spamming, junk mail or other unsolicited mail that is not related to CUNY business and is sent without a reasonable expectation that the recipient would welcome receiving it;

- iii. the inclusion on e-mail lists of individuals who have not requested membership on the lists, other than the inclusion of members of the CUNY community on lists related to CUNY business; and
- iv. downloading of large videos, films or similar media files for personal use.

b. CUNY has the right to require Users to limit or refrain from other specific uses if, in the opinion of the IT director at the User's college, such use interferes with efficient operations of the system, subject to appeal to the President or, in the case of central office staff, to the Chancellor.

**9. CUNY Names and Trademarks.**

a. CUNY names, trademarks and logos belong to the University and are protected by law. Users of CUNY Computer Resources may not state or imply that they speak on behalf of CUNY or use a CUNY name, trademark or logo without authorization to do so. Affiliation with CUNY does not, by itself, imply authorization to speak on behalf of CUNY.

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

**10. Security.**

a. CUNY employs various measures to protect the security of its computer resources and of Users' accounts. However, CUNY cannot guarantee such security. Users are responsible for engaging in safe computing practices such as guarding and not sharing their passwords, changing passwords regularly, logging out of systems at the end of use, and protecting Non-Public University Information, as well as for following CUNY's IT Security Policies and Procedures.

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

**11. Filtering.** CUNY reserves the right to install spam, anti-malware, and spyware filters and similar devices if necessary in the judgment of CUNY's Office of Information Technology or a college IT director to protect the security and integrity of CUNY Computer Resources. CUNY will not install filters that restrict access to e-mail, instant messaging, chat rooms or websites based solely on content, unless such content is illegal, such as child pornography sites.

**12. Confidential Research Information.** Principal investigators and others who use CUNY Computer Resources to collect, examine, analyze, transmit or store research information that is required by law or regulation to

be held confidential or for which a promise of confidentiality has been given are responsible for taking steps to protect such confidential research information from unauthorized access or modification. In general, this means storing the information on a computer or auxiliary hard drive that provides strong access controls (passwords) and encrypting files, documents, and messages for protection against inadvertent or unauthorized disclosure while in storage or in transit over data networks. Robust encryption and passwords must be used to protect Non-Public University Information, and is strongly recommended for information stored electronically on all computers, especially portable devices such as notebook computers, Personal Digital Assistants (PDAs), and portable data storage (e.g., auxiliary hard drives, memory sticks) that are vulnerable to theft or loss, as well as for information transmitted over public networks. Software and protocols used should be reviewed and approved by CUNY's Office of Information Technology. In addition, the steps taken to protect such confidential research information should be included in submissions to the CUNY Institutional Review Board reviewing the research protocol.

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

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

b. General Monitoring Practices. CUNY does not routinely monitor, inspect, or disclose individual usage of CUNY Computer Resources without the User's consent. In most instances, if the University needs information located in a CUNY Computer Resource, it will simply request it from the author or custodian. However, CUNY IT professionals and staff do regularly monitor general usage patterns as part of normal system operations and maintenance and might, in connection with these duties, observe the contents of web sites, e-mail or other electronic communications. Except as provided in this policy or by law, these individuals are not permitted to seek out contents or transactional information, or disclose or otherwise use what they have observed. Nevertheless, because of the inherent vulnerability of computer technology to unauthorized intrusions, Users have no guarantee of privacy during any use of CUNY computer resources or in any data in them, whether or not a password or other entry identification or encryption is used. Users may expect that the privacy of their electronic communications and of any materials stored in any CUNY Computer Resource dedicated to their use will not be intruded upon by CUNY except as outlined in this policy.

c. Monitoring without Notice.

i. Categories. CUNY may specifically monitor or inspect the activity and accounts of individual users

of CUNY computer resources, including individual login sessions, e-mail and other communications, without notice, in the following circumstances:

- A.** when the User has voluntarily made them accessible to the public, as by posting to Usenet or a web page;
- B.** when it is reasonably necessary to do so to protect the integrity, security, or functionality of CUNY or other computer resources, as determined by the college chief information officer or his or her designee, after consultation with CUNY's chief information officer or his or her designee;
- C.** when it is reasonably necessary to diagnose and resolve technical problems involving system hardware, software, or communications, as determined by the college chief information officer or his or her designee, after consultation with CUNY's chief information officer or his or her designee;
- D.** when it is reasonably necessary to determine whether CUNY may be vulnerable to liability, or when failure to act might result in significant bodily harm, significant property loss or damage, or loss of evidence, as determined by the college president or a vice president designated by the president or, in the case of the Central Office by the Chancellor or his or her designee, after consultation with the Office of General Counsel and the Chair of the University Faculty Senate (if a current CUNY faculty member's account or activity is involved) or Vice Chair if the Chair is unavailable;
- E.** when there is a reasonable basis to believe that CUNY policy or federal, state or local law has been or is being violated, as determined by the college president or a vice president designated by the president or, in the case of the Central Office by the Chancellor or his or her designee, after consultation with the Office of General Counsel and the Chair of the University Faculty Senate (if a current CUNY faculty member's account or activity is involved) or Vice Chair if the Chair is unavailable;
- F.** when an account appears to be engaged in unusual or unusually excessive activity, as indicated by the monitoring of general activity and usage patterns, as determined by the college president or a vice president designated by the president and the college chief information officer or his or her designee or, in the case of the Central Office by the Chancellor or his or her designee, after consultation with CUNY's chief information officer or his or her designee, the Office of General Counsel, and the Chair of the University Faculty Senate

(if a current CUNY faculty member's account or activity is involved) or Vice Chair if the Chair is unavailable; or

**G.** as otherwise required by law.

**ii.** Procedures. In those situations in which the Chair of the University Faculty Senate is to be consulted prior to monitoring or inspecting an account or activity, the following procedures shall apply:

**A.** if the monitoring or inspection of an account or activity requires physical entry into a faculty member's office, the faculty member shall be advised prior thereto and shall be permitted to be present to observe, except where specifically forbidden by law; and

**B.** the college president or the Chancellor, as the case may be, shall report the completion of the monitoring or inspection to the Chair and the CUNY employee affected, who shall also be told the reason for the monitoring or inspection, except where specifically forbidden by law.

**iii.** Other Disclosure.

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

**B.** In addition, users should be aware that CUNY may be required to disclose to the public under FOIL communications made by means of CUNY Computer Resources whether in conjunction with University business or as incidental personal use.

**C.** Any disclosures of activity of accounts of individual Users to persons or entities outside of CUNY, whether discretionary or required by law, shall be approved by the General Counsel and shall be conducted in accordance with any applicable law. Except where specifically forbidden by law, CUNY employees subject to such disclosures shall be informed promptly after the disclosure of the actions taken and the reasons for them.

**iv.** Annual Statement. The Office of General Counsel shall issue an annual statement of the instances of account monitoring or inspection that fall within categories D through G above. The statement shall indicate the number of such instances and the cause and result of each. No personally identifiable data shall be included in this statement.

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

#### 14. Waiver of Policy

a. A CUNY employee or student may apply to the General Counsel for an exception or waiver from one or more of the provisions of this policy. Such application may be for a single use or for periodic or continuous uses, such as in connection with a course or program. Any application for a waiver should be made prior to using the CUNY Computer Resource for the purposes described in the application.

b. The written waiver application must state:

- i. the policy provision or provisions for which the User is seeking a waiver;
- ii. how the User plans to use CUNY Computer Resource to be covered by the waiver and the reasons why the User believes a waiver should be approved;
- iii. if the waiver involves confidential research information, what steps will be taken to protect such information;
- iv. the length of time for which the waiver is being requested; and
- v. if a student, how and by whom the student will be supervised.

c. The General Counsel shall consult with the CUNY's chief information officer and the president of the applicant's college (or, if the applicant is a Central Office employee, the Chancellor) or their designees, prior to making a determination regarding the application.

d. Users should be aware that CUNY cannot waive federal, state or local law; for example, the contents of CUNY Computer Resources (including confidential research information) may be subject to a valid subpoena regardless of the terms of any waiver.

#### 15. Enforcement.

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

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

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

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

#### 17. Disclaimer.

a. CUNY shall not be responsible for any damages, costs or other liabilities of any nature whatsoever with regard to the use of CUNY Computer Resources. This includes, but is not limited to, damages caused by unauthorized access to CUNY Computer Resources, data loss, or other damages resulting from delays, non-deliveries, or service interruptions, whether or not resulting from circumstances under the CUNY's control.

b. Users receive and use information obtained through CUNY Computer Resources at their own risk. CUNY makes no warranties (expressed or implied) with respect to the use of CUNY Computer Resources. CUNY accepts no responsibility for the content of web pages or graphics that are linked from CUNY web pages, for any advice or information received by a user through use of CUNY Computer Resources, or for any costs or charges incurred by a user as a result of seeking or accepting such advice or information.

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

Approved by the Board of Trustees on January 29, 2007, Cal. No. 4.D., with amendments approved on June 25, 2012, Cal. No. 5.A. and June 29, 2015, Cal. No. 5.A.



# Pharmaceutical Science and Business (MS)

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**School:** Art and Sciences

**Department:** Chemistry

**HEGIS Number:** 1211

**Academic Coordinator:** Professor Deb Chakravati, Room AC-3F01E, (718) 262-2661

**Professors:** Ruel Desamereo, Deb Chakravarti, Lawrence Johnson

**Associate Professors:** Emmanuel Chang, Fearnley Stephen, Jong-III Lee, Adam Profit

**Assistant Professor:** Francois Fay

## MISSION STATEMENT

## PROGRAM DESCRIPTION

The goal of the Master of Pharmaceutical Science and Business Program at York College is to prepare students for responsible positions in pharmaceutical and biotechnology industry management. Opportunities for students successfully completing the program include careers with Biotechnology and Pharmaceutical companies, professional societies, government and international agencies. In this two year graduate program, students will complete a total of 36 credits toward the degree, of which 24 will be from the common Core Courses and 12 from the optional Elective Courses. Full time students will be expected to take 9 credits per semester.

Students are expected to choose elective courses based on their career goals, such as:

**Pharmaceutical Research and Development** for individuals who would like to pursue or enhance a career in the area of drug discovery, biotherapeutics, pharmaceuticals, product formulation, manufacturing process development, design of clinical trials, etc.

**Regulation of Pharmaceuticals** for individuals who would like to pursue or enhance a career in the area of US or international regulatory affairs, writing and submission of regulatory applications, compliance, quality assurance, process validation, product labeling, quality control and design of clinical trials related to the regulation of pharmaceuticals, etc.

**Pharmaceutical Management** for individuals who would like to pursue or enhance a career in pharmaceutical product management, project management, supply chain management, marketing, etc.

## CORE COURSES

PHS501 Pharmaceutical Discovery and Development

PHS502 Pharmaceutical Discovery and Development Techniques

The laboratory courses may be substituted with other elective courses for students with a minimum of 1 year laboratory experience in industry

PHS503 Advanced Pharmacology

PHS504 Advanced Biostatistics

PHS505 Foundations of Regulatory Affairs

PHS506 Pharmaceutical Ethics and Intellectual Property Management

PHS507 Pharmaceutical Industry and Business

PHS508 Pharmaceutical Science and Business Capstone Project

This course is in lieu of a Master's Thesis and Comprehensive Exam

## ELECTIVE COURSES

Elective courses are 3 credits each; total requirement is 4 courses (12 credits) to be chosen from the following:

PHS509 Biotherapeutics

PHS510 Advanced Pharmaceutics

PHS511 Special Topics in Pharmaceutical Discovery and Development

PHS512 Pharmaceutical Quality Assurance, Process Validation and Controls

PHS513 Design of Clinical Trials

PHS514 Advanced Toxicology

PHS515 International Regulatory Affairs

PHS516 Pharmaceutical Product Labeling

PHS517 Writing and Submission of Regulatory Applications

PHS518 Pharmaceutical Supply Chain Management

PHS519 Pharmaceutical Marketing

PHS520 Pharmaceutical Product Management

PHS521 Pharmaceutical Project Management

## ADMISSION REQUIREMENTS

1. An earned bachelor's degree in Pharmaceutical Science, Biotechnology, Biology, Chemistry, Clinical Laboratory Science/Medical Technology or other closely related discipline from an accredited institution.
2. A minimum grade-point average (GPA) of 3.0

### 3. Application to CUNY requiring:

- A personal statement (not more than 1,500 words)
- Three letters of recommendation
- A current resume
- Official transcript(s) from all universities and colleges attended.
- A nonrefundable \$125 application fee payable by check or money order to York College Office of Admissions.

Undergraduate science students (Chemistry, Biology, Physics or others) who apply to the M.S. program in Pharmaceutical Science and Business in addition to meeting the GPA criteria and strong recommendations may have to meet additional course requirements.

Proof of proficiency in the English language (TOEFL and IELTS) is required for all applicants:

1. Whose first language is not English, and
2. Who were educated in a country where English is not the official language.

This requirement is *not* based upon country of citizenship or permanent residency, but on the two stated conditions.

## SELECTION PROCESS

York College Office of Admissions will gather and screen the applications for minimum requirements, initial processing and GPA calculation. Admissions decisions will be made by the Graduate Advisory Committee of the department. In some cases, applicants may be invited for an on-site interview.

## STUDENT ACTIVITIES AND INTERSHIPS

Students enrolled in the proposed program will have the opportunity to participate in many enrichment and research activities. These include: a) campus presentations and seminars by students and faculty, b) CUNY wide presentations and conferences, c) regional and national conferences and seminars, such as Interphex conference, the American Chemical Society conferences, etc. Students will not just attend these events; they will also be active participants and presenters.

The Department of Chemistry and the other departments of science and Mathematics are active participants and hosts of a number of funded programs that support student internships. Opportunities for research are also integrated in the proposed curriculum. Graduate students will have the opportunity to intern with FDA scientists and participate in faculty research projects. These opportunities will provide them with hands-on experience in the field. Presentations from their work will also be encouraged.

## COURSES

### **PHS 501 Pharmaceutical Discovery and Development** 3 hrs. 3 crs.

The drug discovery and development processes; identification and validation of target molecules; identification and optimization of active substances; preclinical and clinical development; formulation; drug delivery systems, with emphasis on solid dosage forms.

**Prerequisites:** Formal admission to the MS Pharmaceutical Science and Business Program.

### **PHS 502 Pharmaceutical Discovery and Development Techniques** 1 hr. lecture, 4 hrs. laboratory; 3 crs.

The basic process of production and characterization of biologics; validation of analytical methods; characterization of solid state drugs; manufacturing of tablets; generation of manufacturing documents.

**Prerequisites:** Formal admission to the MS Pharmaceutical Science and Business Program.

### **PHS 503 Advanced Pharmacology** 3 hrs. 3 crs.

The basic principles of pharmacology; general principles of drug action; pharmacokinetics; pharmacodynamics; neuropharmacology; cardiovascular pharmacology; endocrine pharmacology; pharmacology of chemotherapeutic agents.

**Prerequisites:** Formal admission to the MS Pharmaceutical Science and Business Program.

### **PHS 504 Advanced Biostatistics** 3 hrs. 3 crs.

Biostatistical methods with emphasis on those generally used in the design of clinical trials for development of pharmaceuticals for human use.

**Prerequisites:** Formal admission to the MS Pharmaceutical Science and Business Program.

### **PHS 505 Foundations of Regulatory Affairs** 3 hrs. 3 crs.

US Federal laws, regulations, procedures and guidelines that control drugs and biologics during their development, production and distribution stages; the functions of the US Food and Drug Administration (FDA) and their impact on the approval process.

**Prerequisites:** Formal admission to the MS Pharmaceutical Science and Business Program.

### **PHS 506 Pharmaceutical Ethics and Intellectual Property Management** 3 hrs. 3 crs.

Ethical and economic issues related to pharmaceutical research and clinical trials; policy considerations; scientific misconduct; control of intellectual property.

**Prerequisites:** Formal admission to the MS Pharmaceutical Science and Business Program.

### **PHS 507 Pharmaceutical Industry and Business** 3 hrs. 3 crs.

This course introduces to pharmaceuticals and its scope and provides an overall look at the pharmaceutical industry, market structure, and past and current trends. It discusses historical

background and pharmaceutical industry characteristics in United States. It also identifies business issues, challenges, and opportunities in the future.

**Prerequisites:** Formal admission to the MS Pharmaceutical Science and Business Program.

**PHS 508 Pharmaceutical Industry and Business Capstone Project** 3 hrs. 3 crs.

Research or internship in pharmaceutical sciences.

**Prerequisites:** Formal admission to the MS Pharmaceutical Science and Business Program.

**PHS 509 Biotherapeutics** 3 hrs. 3 crs.

Development, production, validation, regulation and case studies of biotherapeutic pharmaceutical products.

**Prerequisites:** Formal admission to the MS Pharmaceutical Science and Business Program; PHS 501: Pharmaceutical Discovery and Development.

**PHS 510 Advanced Pharmaceutics** 3 hrs. 3 crs.

Basic scientific principles in the design of drug delivery systems, with emphasis on liquid dosage forms, nanomedicine, and controlled drug delivery systems.

**Prerequisites:** Formal admission to the MS Pharmaceutical Science and Business Program; PHS 501: Pharmaceutical Drug and Development.

**PHS 511 Special Topics in Pharmaceutical Discovery and Development** 3 hrs. 3 crs.

State-of-the-art special topics in the areas of pharmaceutical discovery and development.

**Prerequisites:** Formal admission to the MS Pharmaceutical Science and Business Program; PHS 501: Pharmaceutical Discovery and Development.

**PHS 512 Pharmaceutical Quality Assurance, Process Validation and Controls** 3 hrs. 3 crs.

The basic principles of quality control and validation of pharmaceutical manufacturing processes; basic elements of pharmaceutical production, including packaging, equipment, personnel and Good Manufacturing Practices (GMPs).

**Prerequisites:** Formal admission to the MS Pharmaceutical Science and Business Program; PHS 505: Foundations of Regulatory Affairs.

**PHS 513 Design of Clinical Trials** 3 hrs. 3 crs.

Design and development of clinical trials of pharmaceutical products; applications of specific biostatistical methods.

**Prerequisites:** Formal admission to the MS Pharmaceutical Science and Business Program; PHS 504: Advanced Biostatistics.

**PHS 514 Advanced Toxicology** 3 hrs. 3 crs.

The mechanisms by which toxicants enter the body and the biotransformation processes that result in disease-producing entities; cellular mechanisms of toxicity and the major target

organs affected by toxins; some applications of toxicology, such as clinical toxicology and regulatory toxicology.

**Prerequisites:** Formal admission to the MS Pharmaceutical Science and Business Program; PHS 503: Advanced Pharmacology.

**PHS 515 International Regulatory Affairs** 3 hrs. 3 crs.

Study of the relations between international regulatory authorities and analysis of the regulatory processes for pharmaceuticals in the European Union, Japan, Canada, South America, China and India.

**Prerequisites:** Formal admission to the MS Pharmaceutical Science and Business Program; PHS 505: Foundations of Regulatory Affairs.

**PHS 516 Pharmaceutical Product Labeling** 3 hrs. 3 crs.

The regulations and laws on the requirements for drug labeling in the United States and other countries. Labeling issues generated by post-marketing surveillance activities and alterations in federal regulation or guidance will be discussed.

**Prerequisites:** Formal admission to the MS Pharmaceutical Science and Business Program; PHS 505: Foundations of Regulatory Affairs.

**PHS 517 Writing and Submission of Regulatory Applications** 3 hrs. 3 crs.

Basic principles in the development and preparation of the common technical documents required for the submission of regulatory applications.

**Prerequisites:** Formal admission to the MS Pharmaceutical Science and Business Program; PHS 505: Foundations of Regulatory Affairs.

**PHS 518 Pharmaceutical Supply Chain Management**

3 hrs. 3 crs.

Pharmaceutical industry consists of a variety of suppliers, manufacturers, service providers and government. In order to achieve operational excellence and increase customer satisfaction, Supply Chain Management (SCM) integrates all activities in the process from procurement of materials to delivery to customers. This course examines knowledge and strategies of SCM and its application to the pharmaceutical industry. It explores the unique issues in recent pharmaceutical industry such as regulation, security and government role.

**Prerequisites:** Formal admission to the MS Pharmaceutical Science and Business Program.

**PHS 519 Pharmaceutical Marketing** 3 hrs. 3 crs.

This course provides an understanding of current pharmaceutical marketing environment and the role of the marketing department in the organization. It will present an overview of general marketing principles including marketing mix (4P- price, product, promotion, and place) and then apply them to all aspects of marketing pharmaceuticals.

**Prerequisites:** Formal admission to the MS Pharmaceutical Science and Business Program.

**PHS 520 Pharmaceutical Product Management** 3 hrs.  
3 crs.

This course focuses on Product Lifecycle Management (PLM) in pharmaceutical industry. PLM is a business transformation approach to manage products across the enterprise and it includes drug development, competitive analysis, and coordination with the sales force.

**Prerequisites:** Formal admission to the MS Pharmaceutical Science and Business Program; 519: Pharmaceutical Marketing.

**PHS 521 Pharmaceutical Project Management** 3 hrs. 3 crs.

Project management is the process and activity of planning, organizing, and controlling resources and procedures to produce a specific output. This course examines knowledge, skills and techniques for project management and applies them to pharmaceutical project management with the unique features, such as regulatory, compliance and quality related needs.

**Prerequisites:** Formal admission to the MS Pharmaceutical Science and Business Program; 519: Pharmaceutical Marketing.

# Physician Assistant (MS)

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**School:** Health Sciences and Professional Programs

**Department:** Health Professions

**HEGIS Number:** 1299.10

**Director and Associate Professor,** Robert Brugna, Room 112SC, (718) 262-2823

**Associate Director and Associate Professor,** Emily Davidson

**Acting Academic Coordinator and Associate Professor,** Bernard Beckerman

**Clinical Coordinator and Associate Professor,** John Graffeo

**Doctoral Lecturer,** Edward Rampersaud

**Assistant Adjunct Professors:** Maida Melendez, Malavet Persaud, Robinson Uguiles

**Medical Director,** Manuel St. Martin

**Associate Professor,** Elizabeth Goldstein

## MISSION:

The York College Physician Assistant program seeks to recruit and educate students from the diverse surrounding communities to become highly competent, compassionate, and culturally aware providers of excellent medical care to underserved urban areas. Incorporated in our mission is a priority on increasing access to medical professional education for racial and ethnic minorities, financially disadvantaged students, and first-generation college graduates. Our program is committed to providing strong supports so that we may also expect high performance from our students.

## MAJOR PROGRAM GOALS/COMPETENCIES:

Graduates of the York PA Program will:

1. Possess a broad and thorough understanding of current and evolving basic science and medical knowledge sufficient to assess, diagnose, and manage their patients (under the supervision of a physician).
2. Be expert communicators with patients and family members regarding their health concerns in a culturally competent manner.
3. Deliver high quality age-appropriate and patient-centered medical, surgical, and wellness care.
4. Display a high degree of professionalism in their encounters with patients, colleagues, and the community.
5. Engage in regular self-assessment regarding their own clinical practices and knowledge base in order to continually improve their patient care

6. Employ available evidence based medicine, public health information, and other sources regarding systems-based practice in order to provide optimal patient care.
7. Adhere to all licensure and maintenance requirements

## CAREER DESCRIPTION

The Physician Assistant (PA) is a health professional licensed to practice medicine with physician supervision. Physician assistants are qualified by graduation from an accredited physician assistant training program and by certification of the National Commission on Certification of Physician Assistants. Within the collaborative physician/PA relationship, physician assistants exercise autonomy in medical decision-making and provide a broad range of diagnostic and therapeutic services. The clinical role of physician assistants includes primary and specialty care in medical and surgical settings working in both rural and urban areas. Physician Assistant practice is centered on patient care and may include educational, research and administrative activities.

The PA elicits medical histories, performs complete physical examinations, performs and interprets various diagnostic tests and formulates diagnosis and treatment plans. The physician assistant functions within the scope of practice of the supervising physician and within the level of experience and training achieved. An important component of PA practice is patient counseling and patient education. Physician assistants practice in varied settings, including private medical offices, hospitals, clinics and community health centers.

Physician assistants practicing in New York State may write prescriptions for medications, including certain classes of controlled substances. Physician assistants provide services in various medical and surgical disciplines including, but not limited to: family practice, pediatrics, internal medicine, obstetrics/gynecology, geriatrics, orthopedics, psychiatry and emergency medicine.

The physician assistant role requires the application of intelligence, compassion, sound judgment, critical reasoning, dedication to patients, and good interpersonal skills.

## ACCREDITATION AND CREDENTIALS

1. The ARC-PA has granted **Continued Accreditation** to the Physician Assistant Program sponsored by York College/CUNY. Continued accreditation is an accreditation status granted when a currently accredited program is in compliance with the ARC-PA *Standards*.

Continued Accreditation remains in effect until the program closes or withdraws from the accreditation

process or until accreditation is withdrawn for failure to comply with the *Standards*. The approximate date for the next comprehensive review of the program by the ARC-PA will be **March 2018**.

2. The Master of Science in Physician Assistant Studies is conferred when the Physician Assistant Program requirements are fulfilled, including successful completion of all Physician Assistant Major Discipline requirements.
3. Certification: Upon completion of all requirements and approval by the PA program, the graduate is permitted to sit for the National Commission on Certification of Physician Assistants examination.
4. Licensure: Upon completion of all requirements, the graduate is permitted to apply to New York State for limited permit licensure as a physician assistant. The PA can apply for a full license upon taking and passing the National Commission on Certification of Physician Assistants (NCCPA) examination.

## REQUIREMENTS FOR ADMISSION

### Step 1: Determine Eligibility for Application

1. Completion of a bachelor's degree with a cumulative GPA of 3.0 or higher
2. Information Sessions - Current York students and transfer students are strongly encouraged to attend an information session. Contact the program's admissions coordinator for more information on scheduled information sessions.
3. No grade below a "C" in any prerequisite course will be considered.
4. Grade Point Average (GPA) of 3.0 minimum in all of the following 3 categories:

#### *Science Prerequisites*

One Year of General Biology with Laboratory (Bio 201, 202)

One Year of Human Anatomy & Physiology with Laboratory (Bio 234, 235)

One Semester of Microbiology (Bio 265)

One Year of General Chemistry with Laboratory (Chem 108, 109, 111, 112)

One Semester of Biochemistry (Chem 412 or Bio 412)

#### *Total Combined Prerequisite Courses*

All Science Prerequisites listed above

One Semester Statistics (Math 111)

One Year of Behavioral Science (Soc 101, Psy 102, or Anth 101)

#### *Overall CUM GPA*

All College Level Work including Post-Baccalaureate, Graduate and Professional Programs

5. Students whose Cumulative GPA is less than 3.0, but whose science prerequisite GPA is above 3.0 and have consistently higher grades in most recent coursework

may still be considered for admission. These students may submit a written petition the Admissions Committee to be considered for admission, sent directly to the PA program offices.

6. The Human Anatomy & Physiology courses must have been taken within the previous 5 years from the date of enrollment. Other science prerequisite courses (Biology, Chemistry, Biochemistry, and Microbiology) taken more than 10 years ago will not be accepted. Statistics courses taken more than 10 years ago will not be accepted and must be repeated.

As an alternative to repeating the General Biology OR General Chemistry courses, applicants may demonstrate adequate content knowledge by successful completion of the CLEP (College Level Equivalency Placement) Exam. <https://clep.collegeboard.org/exam>

7. All prerequisite coursework should be completed at the time of application with the exception of any coursework needed for completion of the baccalaureate degree, any **one** science prerequisite course **or** Statistics, **and** any behavioral science coursework.
8. Completion of at least 500 hours of experience in a direct patient health care environment. Completion of 400 hours at time of application and documentation of at least 500 hours is required at time of enrollment. Clerical work is not considered health care experience. The program does not provide volunteer sites. Acceptable experience includes volunteer work or employment in hospitals, clinics, private offices or extended healthcare facilities. A separate letter on letterhead must be submitted at the time of application as proof of health care experience.
9. Submission of Graduate Record Examination (GRE) scores. The GRE is a factor considered in the admission process, there is no established minimum score required.

### Step 2: Submit Application and Supporting Documents to CASPA

1. PA Program Application via CASPA (Central Application Service for Physician Assistants) The York College PA Program's application can be found on CASPA's website <https://caspa.liaisoncas.com>. Please follow all instructions and upload all necessary documents listed below to CASPA's website.
2. Current Resume
3. Official Transcripts: All applicants must upload all official transcripts from all colleges attended to CASPA's website.
4. Three Reference Letters (3 separate sources): Preferred sources include professors, health care professionals, and employers. Please upload original letters presented on professional letterheads. Reference letters uploaded to CASPA must contain a contact number of the reference source.
5. Personal Statement. Please follow the instructions on the CASPA website.

6. Documentation of Health Care Experience: This should be a separate letter from any of the reference letters. 500 Hours are required (at least 400 hours to apply and at least 500 for admission into the program). A letter from the human resources department, a supervisor, health professional being shadowed, or an administrator will suffice, but it must be on a letterhead of the organization or individual, clearly state hours and tasks performed, and must provide a contact number. Acceptable experience includes volunteer work or employment in hospitals, clinics, private offices or extended healthcare facilities. Shadowing of a MD or PA is preferred. Clerical work is not an acceptable form of health care experience.
7. Personal Interview: All applications are scored and ranked. Students attending CUNY colleges, York College students and Veterans receive additional points in the scoring process. Selected applicants will be invited for a personal interview. Meeting minimum admission requirements and being invited for an interview does not guarantee acceptance, admission is competitive. York College and the Physician Assistant Program faculty are committed to equal opportunity for all applicants meeting admission requirements.

## NOTICE TO STUDENTS ON CRIMINAL BACKGROUND CHECKS & DRUG TESTING

Current laws generally permit a state licensing board or agency to deny a license to practice if the applicant has been convicted of a felony or other specified crime. Like many state licensing boards, the Office of the Professions of the New York State Education Department requires that a criminal background check be conducted prior to granting a license.

The Department of Health Professions at York College does not require a criminal background check for admission to our degree programs, but the Department's educational requirements include placement at one or more hospitals or other off-campus clinical training sites, and these sites frequently require a student to undergo a criminal background check before the student can be placed for clinical training.

If, based upon the results of a criminal background check, the site determines that a student's participation in its clinical training program would not be in the best interest of the site, the site may deny that student admission to the training program. Even if the student has already begun the placement when the results are received, the site may elect to dismiss the student, regardless of the student's performance while in the training program. Each clinical training site that requires a criminal background check sets its own standards and procedures, and you may be asked by the site to pay the cost of the background check. You may also have to complete more than one criminal background check during the course of the program at York College depending on the number of sites where you are placed and the requirements of each site.

Some clinical rotation sites may also require that students submit to a drug test as a condition of their participation. Students will be responsible for the cost of this testing. Refusal to have a test may result in an inability to complete the rotation and possibly the professional program.

Please note that if a clinical training site determines that you may not take part in its training program based on the results of a criminal background check or drug test (or due to refusal to submit to a drug test), you may be unable to complete your course requirements and to continue in the professional program. It is important for you to consider this before you enroll in a program offered by the Department of Health Professions at York College, as York College has no obligation to refund your tuition or fees or to otherwise accommodate you in the event you are ineligible to complete your course requirements based on the results of a criminal background check, or if you are denied a license to practice.

## OUTSIDE EMPLOYMENT POLICY

Applicants to the Physician Assistant Program must assess their ability to pay tuition, equipment expenses, book expenses, travel expenses and other living expenses for themselves and their dependents for the full two years of the program. The program is rigorous, and outside employment is strongly discouraged while attending the PA Program.

## REQUIREMENTS FOR GRADUATION

1. Successful completion of all courses and clinical rotations listed in specific sequence:

### DIDACTIC PHASE

Fall Semester (#1)	Course #	Credits
Introduction to ePortfolio/Orientation (Hybrid)	HPPA 500	1
Physical Diagnosis I	HPPA 502	3
Clinical Anatomy	HPPA 504	3
Applied Medical Sciences	HPPA 506	3
Interviewing and counseling	HPPA 508	1
PA Profession	HPPA 510	2
Health Promotion & Disease Prevention (Hybrid)	HPPA 512	2
Biomedical Ethics	HPPA 514	2
<b>TOTAL SEMESTER CREDITS/HRS</b>		<b>17</b>

Winter Semester (#2)	Course #	Credits
Public Health (Hybrid)	HPPA 516	2
Health Policy (hybrid)	HPPA 518	2
<b>TOTAL SEMESTER CREDITS/HRS</b>		<b>4</b>

Spring Semester (#3)	Course #	Credits
Pharmacology I	HPPA 520	2
Physical Diagnosis II	HPPA 522	3
Pathophysiology	HPPA 524	3
Pediatrics	HPPA 526	2
Clinical Medicine I	HPPA 528	3
Evidence Based Medicine & Health Informatics(Hybrid)	HPPA 530	2
Surgery	HPPA 532	4
<b>TOTAL SEMESTER CREDITS/HRS</b>		<b>19</b>

Summer Semester (#4)	Course #	Credits
Diagnostic Studies	HPPA 534	1
Pharmacology II	HPPA 536	2
Obstetrics/Gynecology	HPPA 538	2
Clinical Correlation Seminar I	HPPA 540	1
Clinical Medicine II	HPPA 542	2
<b>TOTAL SEMESTER CREDITS/HRS</b>		<b>8</b>

Fall Semester (#5)	Course #	Credits
Primary Care	HPPA 544	3
Clinical Medicine III	HPPA 546	2
Pharmacology III	HPPA 548	3
Psychiatry	HPPA 550	2
Clinical Correlation Seminar II	HPPA 552	1
Emergency Medicine	HPPA 554	3
Clinical Skills	HPPA 556	1
<b>TOTAL SEMESTER CREDITS/HRS</b>		<b>15</b>

Clinical Phase - Winter, Spring, Fall Semesters (#6,7,8,9)		
PA- Portfolio I (Online)	HPPA 600	2
PA- Portfolio II (Online)	HPPA 610	2
PA- Portfolio III (Online)	HPPA 620	2
Surgery Clinical Rotation	HPPA 650	2
Internal Medicine Clinical Rotation	HPPA 652	2
Pediatric Medicine Clinical Rotation	HPPA 654	2
Emergency Medicine Clinical Rotation	HPPA 656	2
Long Term Care Clinical Rotation	HPPA 658	2
Psychiatry Clinical rotation	HPPA 660	2
Obstetrics/Gynecology Clinical Rotation	HPPA 662	2
Ambulatory Care Clinical Rotation	HPPA 664	2
Family Practice Clinical Rotation	HPPA 668	2
<b>TOTAL CLINICAL YEAR CREDITS</b>		<b>24</b>
<b>TOTAL PROFESSIONAL PHASE CREDITS</b>		<b>87</b>

2. Good academic and professional behavior standing as defined in the Physician Assistant student handbooks and continually reviewed by the Physician Assistant Program's Academic Standing Committee.
3. Successful completion of written and practical summative examinations.

## COURSE DESCRIPTIONS

### HPPA 500 H-WEB Orientation and Introduction to E-Portfolio 1 Credit, 15 Hours (Hybrid)

Introductory course of the E-Portfolio series of courses. Orientation to the program-specific requirements, resources, policies and procedures applicable throughout the didactic and clinical phases. Medical terminology, inter-professional role awareness; introductions to critical thinking, professionalism and intellectual honesty.

### HPPA 502 Physical Diagnosis I 3 Credits, 70 Hours (2 Hours Lecture, 3 Hours Laboratory)

First of a two-course sequence; instruction in eliciting complete medical history, performing a comprehensive physical examination and proper documentation.

### HPPA 504 Clinical Anatomy 3 Credits, 70 hours (2 Hours Lecture, 2 Hours Recitation, 1 Hour Laboratory)

Clinically focused embryology, gross anatomy and neuro-anatomy. Provides an understanding of the developmental, structural and functional anatomy of the human body relevant to the needs of the physician assistant. Incorporates the use of virtual dissection simulations, diagnostic images, video and anatomical models. Associations are made with clinical physiology, pathophysiology and clinical medicine.

### HPPA 506 Applied Medical Sciences 3 Credits, 45 Hours (3 Hours Lecture)

Normal functioning of human cells, tissues and organs; and homeostatic neurologic and endocrine regulation systems; and foundations of genetics and molecular mechanisms of health and disease. To the depth and breadth necessary for application to clinical practice as a Physician Assistant.

### HPPA 508 Interviewing and Counseling 1 Credit, 15 Hours (1 Hour Lecture)

Analysis and simulation of health professional-patient interactions. Psychosocial factors impacting physical and emotional health. Includes analysis and simulation of inter-professional healthcare provider interactions.

### HPPA 510 PA Profession 2 Credits, 30 Hours (2 Hours lecture)

Introduction to the role of the PA, with an emphasis on the history, training, practice characteristics and certification process. Physician Assistant credentialing and employment, medico-legal concerns, analysis of current issues affecting PA practice and the PA role in the healthcare system.



**HPPA 512 H-WEB Health Promotion and Disease Prevention** 2 Credits, 30 Hours (Hybrid)

Health promotion and disease prevention strategies will be explored, utilizing evidence-based medicine to address common health issues. Students will learn to screen for common diseases and predictors of disease as well as to design appropriate interventions and lifestyle modifications to promote optimal health for their patients.

**HPPA 514 Biomedical Ethics** 2 Credits, 30 Hours (2 Hours Lecture)

This course examines ethical issues embedded in the organization, practice and delivery of healthcare in the United States. Special emphasis is placed on the experience of physician assistants, patients and families.

**HPPA 516 H-WEB Public Health** 2 Credits, 30 Hours (Hybrid)

Principles of population-based health maintenance efforts; epidemiology, research methods and statistical analysis of health data; community health needs and resources; and the physician assistant role in public health.

**HPPA 518 H-WEB Health Policy** 2 Credits, 30 Hours (Hybrid)

Organization and administration of the health care system in the United States with exploration of current issues including but not limited to healthcare equity, quality and accessibility; workforce and financing.

**HPPA 520 Pharmacology I** 2 Credits, 45 Hours (2 Hours Lecture, 1 Hour Recitation)

First of a three-course sequence; the study of pharmacological principles as they apply to the practice of medicine. Prototypical drugs in each major class are considered in detail. This course provides the student with foundation pharmacological knowledge and skills to enable basic competency in prescriptive skills. Introduction to practical prescription writing.

**HPPA 522 Physical Diagnosis II** 3 Credits, 70 Hours (2 Hours Lecture, 3 Hours Laboratory)

Continued exploration of the strategies and skills of medical history taking and physical examination. Includes practical laboratory sessions and a clinical fieldwork component.

**HPPA 524 Pathophysiology** 3 Credits, 45 Hours (3 Hours Lecture)

Introduction to the study of pathophysiology and serves as a foundation for the clinical medicine courses. Students are expected to apply their knowledge of anatomy and clinical physiology. Subject matter covered will be supported by including select clinical correlations each lecture.

**HPPA 526 Pediatrics** 2 Credits, 30 Hours (2 Hours Lecture)

Foundations of pediatric medicine from birth through adolescence including the well-child examination, preventive health-care, routine screening, and recognition and management of

common pediatric conditions. Special emphasis will be placed on Physician Assistant practice in an urban setting.

**HPPA 528 Clinical Medicine I** 3 Credits, 90hrs (3 Hours Lecture, 3 Hours Recitation)

First of a three-course sequence designed to familiarize the student with various internal medicine problems. Foundations in hematology, endocrinology, pulmonology, dermatology and cardiology for Physician Assistant clinical practice. Includes brief overviews of the pertinent anatomy and physiology. Each disease entity is considered in terms of etiology, pathophysiology, clinical presentation, diagnostics, patient education, treatment and referral.

**HPPA 530 H-WEB Evidence Based Medicine and Health Informatics** 2 Credits, 30 Hours (Hybrid)

Introduction to principles of evidence based medicine (EBM) and its application to clinical practice. Topics will include formulation of a medical question, implementation of a search, evaluation of potential sources of evidence and application of search results to clinical practice. Also covered are theoretical and practical aspects of processing, utilization and communication of the medical literature as it relates to use of electronic health records, medical coding and billing, use of medical calculators, and shared decision making. This course may be offered as a hybrid course.

**HPPA 532 Surgery** 4 Credits, 60 Hours (4 Hours Lecture)

Fundamentals of the diagnosis and management of surgical disorders; general surgery, orthopedics and other surgical subspecialties; principles of anesthesia; and other topics relevant to surgical practice.

**HPPA 534 Diagnostic Studies** 1 Credit, 45 Hours (1 Hour Lecture, 1 Hour Laboratory, 1 Hour Recitation)

The indications, limitations, methods and interpretation of medical procedures. Students will observe and perform simulations of selected clinical laboratory, diagnostic imaging and diagnostic endoscopy procedures.

**HPPA 536 Pharmacology II** 2 Credits, 30 Hours (2 Hours Lecture)

A continuation of Pharm I; further exploration of pharmacologic principals as they apply to future prescriptive practice as a Physician Assistant.

**HPPA 538 Obstetrics/Gynecology** Credits, 30 Hours (2 Hours Lecture)

Foundations of women's healthcare including prenatal, obstetric, and gynecologic care. Health promotion and disease prevention, labor and delivery care, and recognition and management of common gynecologic conditions will be considered with emphasis on Physician Assistant practice in an urban setting.

**HPPA 540 Clinical Correlations Seminar I** 1 Credit, 30 Hours (2 Hours Laboratory)

First of a two-course sequence. This problem-based learning course is taught in small group format, and will develop the

student's critical thinking skills by working through clinical case scenarios. Emphasizes differential diagnosis, diagnosis and treatment of diseases commonly seen in urban health care settings. Incorporates evidence based medicine techniques.

**HPPA 542 Clinical Medicine II** 2 Credits, 60 Hours  
(2 Hours Lecture, 2 Hours Recitation)

Second of a three-course sequence designed to familiarize the student with various internal medicine problems. Foundations in gastroenterology, nephrology, ophthalmology, and ENT (Ear, Nose, and Throat) disorders needed for Physician Assistant clinical practice. Includes brief overviews of the pertinent anatomy and physiology. Each disease entity is considered in terms of etiology, pathophysiology, clinical presentation, diagnostics, patient education, treatment and referral.

**HPPA 544 Primary Care** 3 Credits, 45 Hours (3 Hours Lecture)

Adult ambulatory medicine with an emphasis on urban health care. This course will take a problem-based approach to the diagnosis, treatment and continuing management of common outpatient complaints using evidence based medicine. The latter part of the course will deal with special concerns of geriatric patients.

**HPPA 546 Clinical Medicine III** 2 Credits, 60 Hours  
(2 Hours Lecture, 2 Hours Recitation)

Third of a three-course sequence designed to familiarize the student with various internal medicine problems. Foundations in rheumatology, neurology, infectious disease and genetic disorders for Physician Assistant clinical practice. Includes brief overviews of the pertinent anatomy and physiology. Each disease entity is considered in terms of etiology, pathophysiology, clinical presentation, diagnostics, patient education, treatment and referral.

**HPPA 548 Pharmacology III** 3 Credits, 45 Hours (3 Hours Lecture)

A continuation of Pharm II; further exploration of pharmacologic principals as they apply to future prescriptive practice as a Physician Assistant.

**HPPA 550 Psychiatry** 2 Credits, 30 Hours (2 Hours Lecture)

Introduction to the basic tenets of clinical psychiatry and emphasizes the biopsychosocial approach to patient treatment, which analyzes the sociological, cultural and psychological factors that influence an individual's illness.

**HPPA 552 Clinical Correlations Seminar II** 1 Credit, 30 Hours (2 Hours Laboratory)

Continuation of Clinical Correlations Seminar I, utilizes increasingly complex multi-system clinical case scenarios. This problem-based learning course is taught in small group format, and will develop the student's critical thinking skills by working through clinical case scenarios. Emphasizes differential diagnosis, diagnosis and treatment of diseases commonly encountered in urban health care settings. Incorporates evidence based medicine techniques.

**HPPA 554 Emergency Medicine** 3 Credits, 45 Hours  
(3 Hours Lecture)

Fundamentals of care for clinical problems seen in the emergency setting. Emphasizes problems commonly seen in an urban emergency room.

**HPPA 556 Clinical Skills** 1 Credit, 45 Hours (1 Hour Lecture, 2 Hours Laboratory)

Practical sessions introducing basic skills necessary for clinical practice as a physician assistant. Includes instruction in electrocardiography, suturing and casting/splinting.

**HPPA 600 WEB PA-Portfolio I** 2 Credits, 30 Hours  
(Online)

First of a series, runs concurrently with clinical rotations to facilitate the design and development of an electronic portfolio demonstrating integrative learning, professional development and evidence-based critical thinking. Selected assignments require appropriate electronic documentation of learning activities and experiences pertaining to self-assessment, intellectual inquiry, and professional skill development.

**HPPA 610 WEB PA-Portfolio II** 2 Credits, 30 Hours  
(Online)

Second of a series, runs concurrently with clinical rotations to facilitate the design and development of an electronic portfolio demonstrating integrative learning, professional development and evidence-based critical thinking. Selected assignments require appropriate electronic documentation of learning activities and experiences pertaining to self-assessment, intellectual inquiry, and professional skill development.

**HPPA 620 WEB PA-Portfolio III** 2 Credits, 30 Hours  
(Online)

Third and final in a series, runs concurrently with clinical rotations to facilitate the design and development of an electronic portfolio demonstrating integrative learning, professional development and evidence-based critical thinking. Selected assignments require appropriate electronic documentation of learning activities and experiences pertaining to self-assessment, intellectual inquiry, and professional skill development.

**HPPA 650 Surgery Clinical Rotation** 2 Credits, 5 Weeks

This five-week rotation takes place in an inpatient hospital setting and also includes outpatient surgical clinic duties. Students are required to attend available conferences/lectures, participate in daily rounds and take call when scheduled. This rotation will provide the student with the opportunity to acquire skills and knowledge necessary to diagnose and treat patients with surgical problems. Under the supervision of a preceptor, students will progressively assume responsibility to provide surgical services. Students are required to attend available conferences/lectures, and take call when scheduled.

**HPPA 652 Internal Medicine Clinical Rotation** 2 Credits, 5 Weeks

This five-week rotation takes place in a hospital setting. Students are required to attend available conferences/lectures,

participate in daily rounds and take call when scheduled. This rotation will provide the student with the opportunity to acquire skills and knowledge necessary to diagnose and treat patients with medical problems. Students are required to attend available conferences/lectures, and take call when scheduled.

**HPPA 654 Pediatric Clinical Rotation** 2 Credits, 5 Weeks

This five-week rotation takes place in a hospital (including outpatient clinic), clinic and/or private office setting. Students are assigned full-time to inpatient and/or outpatient pediatric departments/clinics/offices and, under supervision, participate in pediatric care. This rotation will provide the student with the opportunity to acquire skills and knowledge required to care for pediatric patients. Students are required to attend available conferences/lectures, and take call when scheduled.

**HPPA 656 Emergency Medicine Clinical Rotation**

2 Credits, 5 Weeks

This five-week rotation takes place in the hospital emergency department. Students are required to attend available conferences/lectures, and work the day, evening, night or weekend shift as assigned. This rotation will provide the student with the opportunity to acquire skills and knowledge necessary to diagnose and treat patients with emergency and urgent medical problems. Under the supervision of a preceptor, students will progressively assume responsibility to provide emergency medical services. Students will be able to identify life-threatening conditions and, when appropriate, provide urgent intervention as a member of the emergency department health care team. Students are required to attend available conferences/lectures, and take call when scheduled.

**HPPA 658 Long Term Care Clinical Rotation** 2 Credits,

5 Weeks

This five-week rotation takes place in nursing homes, specialized geriatric facilities, and chronic care facilities. Students are required to attend available conferences/lectures, participate in daily rounds and take call when scheduled. This rotation provides the student with the opportunity to acquire the skills and knowledge necessary to diagnose and treat elder patients with medical, functional and social/family support problems. In addition, younger patients with chronic conditions requiring long term care may also be cared for. Emphasis is placed on comprehensive assessment, appropriate clinical decision making and management of medical problems - both acute and chronic - commonly encountered in the geriatric population. Students are required to attend available conferences/lectures, and take call when scheduled.

**HPPA 660 Psychiatry Clinical Rotation** 2 Credits, 5 Weeks

This five-week rotation takes place in a psychiatric hospital, hospital psychiatric department or clinic setting. Students are required to attend available conferences/lectures and participate in daily patient care as a member of the mental health care team. This rotation will provide the student with the opportunity to acquire skills and knowledge necessary to diagnose and treat patients with psychiatric and behavioral problems. Students are required to attend available conferences/lectures, and take call when scheduled.

**HPPA 662 Obstetrics/Gynecology Clinical Rotation**

2 Credits, 5 Weeks

This clinical rotation will provide the student with the opportunity to acquire skills and knowledge necessary to diagnose and treat female patients presenting for obstetrical and/or gynecological medical care. Students are required to attend available conferences/lectures, and take call when scheduled.

**HPPA 664 Ambulatory Care Clinical Rotation** 2 Credits,

5 Weeks

This five-week rotation takes place in an outpatient ambulatory care setting such as an outpatient clinic or physician office. This rotation will provide the student with the opportunity to acquire skills and knowledge necessary to diagnose and treat adult patients presenting with primary care medical problems. Students are required to attend available conferences/lectures, and take call when scheduled.

**HPPA 668 Family Practice Clinical Rotation** 2 Credits,

5 Weeks

This five-week rotation takes place in an outpatient ambulatory care setting such as an outpatient clinic or physician office. This clinical clerkship will provide the student with the opportunity to acquire skills and knowledge necessary to diagnose and treat patients of all ages presenting with primary care medical problems. Students are required to attend available conferences/lectures, participate in daily rounds and take call when scheduled.

## GRADING POLICY

All credit-bearing Physician Assistant Program courses are graded with the following scale:

Letter Grade	Numerical Value	Quality Point Value
A+	97.0 – 100	4.00
A	93.0 – 96.9	4.00
A-	90.0 – 92.9	3.70
B+	87.0 – 89.9	3.30
B	83.0 – 86.9	3.00
B-	80.0 – 82.9	2.70
C+	77.0 – 79.9	2.30
C	70.0 – 76.9	2.00
F	00.0 – 69.9	0

P Grade: Satisfactory completion, used only for courses specifically designated in syllabus under the “Grading Criteria” section as P/F.

INC Grade: A student who, because of extenuating circumstances or because of an incomplete clinical fieldwork component, has not taken the final examination and/or completed the work for the course and has a passing average may receive an INC grade. The student has up to 10 weeks in the subsequent semester to complete the work and have the grade resolved.

W Grade: Official withdrawal (without prejudice).

WU Grade: Unofficial withdrawal (counts as failure).

WA Grade: Administrative withdrawal.

### Minimum GPA for Retention

Students enrolled in the MPAS program must maintain a minimum cumulative GPA (CUM GPA) of 3.0 to remain in the program. At the end of each semester the student’s semester GPA (SGPA) and cumulative GPA are calculated. If a student’s CUM GPA falls below 3.0, the student is placed on Academic Probation for the subsequent semester. Probationary students have until the end of that semester to raise their cumulative GPA to above 3.0, failure to raise the GPA (or in the case that it would not be possible) will result in dismissal. A student may be dismissed from the program if SGPA falls below 3.0 for more than one non-consecutive semester.

## PHYSICIAN ASSISTANT PROGRAM AFFILIATIONS

- Queens Hospital Center, Jamaica, NY
- St. Albans Veteran Administration Hospital, St. Albans, NY
- New York Hospital Queens, Flushing, NY

- Woodhull Hospital, Brooklyn, NY
- Damian Family Practice, Queens & Bronx, NY
- St. Francis Hospital, The Heart Center, Roslyn, NY
- Alan S. Detweiler, D.O., Far Rockaway, NY
- The Holliswood Hospital, Holliswood, NY
- Margaret Tietz Nursing and Rehabilitation Center, Jamaica, NY
- Brookdale Hospital, Brooklyn NY
- Premiere Pediatrics of New York, Staten Island, NY
- Elmhurst Hospital Center, Elmhurst, NY
- Long Island Jewish Medical Center, Various locations
- Morris Heights Health Medical Center, Bronx, NY
- Emergency Medical Care, Manhattan, NY
- Dr F. Santi DiFranco, Ozone Park, NY
- Dr. Alain Sosa, Elmhurst, NY
- Emergency Medical Care, New York, NY
- Dr. Back Kim, Flushing, NY
- Niaz Medical Services PC, Richmond Hill, NY

## TECHNICAL STANDARDS

The following technical standards for admission establish the mental and physical abilities students’ need for successful completion of the Physician Assistant Program and eventual PA practice. York College offers a variety of services, activities and accommodations to students with disabilities, mainly through two offices – the Coordinator of Disability Services and the York Enrichment Services (Y.E.S.) for Students with Disabilities. All students admitted to the York College Physician Assistant Program are expected to be able to perform the listed tasks, with or without reasonable accommodations. Every effort will be made to provide reasonable accommodations to students with documented disabilities.

- PA students must be able to sustain attention, reason, analyze, assimilate and learn a large amount of information. Information from various disciplines and sources must be correlated and concepts applied to develop therapeutic plans and solve clinical problems in a timely fashion. The ability to extract valid, useful and relevant information from the medical literature is also required.
- PA students must be able to observe in lecture, laboratory and clinical patient care settings. PA students must have adequate sensory skills to elicit medical histories and to perform complete physical examinations utilizing inspection, percussion, palpation and auscultation include adequate vision, hearing and tactile sensation.
- PA students must be able to communicate with patients in a sensitive manner and also record and communicate patient information in a timely and effective manner to other members of the health care team.

- PA students must have adequate neuromuscular control to perform therapeutic and diagnostic procedures (such as blood drawing, suturing, casting etc.), to respond to emergency situations and to move about various health care environments. The didactic phase of the program requires extended sitting, in contrast to the clinical phase which requires extended standing and moving about various clinical facilities.
- PA students must be able to relate to and develop good professional rapport with other members of the health care team. PA students must also maintain composure during periods of stress and respond appropriately to emergency situations. Recognizing limitations, demonstrating concern for patients and exercising good judgment are also required attributes.

All students with a documented disability are encouraged to sign up in Room 1G02 (Tel. 262-2272) and take advantage of services provided by the Coordinator of Disability Services and the Y.E.S. program. These services include individual and group counseling; individual orientation and registration assistance; readers & interpreters; modified instruction and examination procedures; textbook loan program; assistance in use of adaptive equipment and technology and coordination of disability-related accommodations.

Questions about the program's technical standards may be directed to the program director or the Coordinator of Disability Services. All information regarding disabilities is handled in a confidential manner. All requests for accommodations are voluntary and must be made in writing prior to beginning coursework.

## TUITION AND FEES

### Physician Assistant Program Tuition

Resident: \$6,250 per Fall/Spring Semesters,  
\$525/credit Winter/Summer Semesters  
Non-Resident: \$816/credit

### York College Fees

General fees are equivalent to the York College Graduate fee schedule.

### Physician Assistant Program Course Fees

Anatomy Lab	\$ 150
Physical Diagnosis Lab 1	\$ 200
Physical Diagnosis Lab 2	\$ 200
Clinical Skills	\$ 200
9 Clinical Rotations @ \$200 each Rotation	\$ 1,800

Additional expenses specific to the Physician Assistant Program include books, equipment, and travel (totals approximate):

PA Program Books and Equipment Fees

Equipment expenses incurred in the first semester:

Approximately \$ 750

Books: Approximately \$1500

Clinical Year Travel Expenses: Approximately \$750

### Financial Aid

In addition to the sources of financial aid available to all college students, there are some sources available specifically for students enrolled in Physician Assistant Programs. Information is available at the Physician Assistant office.

# College Administration

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## YORK COLLEGE

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**Lester Raphael**, B.A., M.A., Director, College Now

**Phebe Kirkham**, B.A., M.F.A., Coordinator, College-Wide Writing Program

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**Gerard McNeil**, B.A., Ph.D., Director, York College Honors Program

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**Theresa Curry**, M.S.W., Director for TRIO, Student Support Services and York Enrichment Services

**Larry Eaton**, B.S., Manager of Veterans Affairs

**Marva Frederick**, M.S., Manager of Health Services

**Richard Gussenhoven**, LTC, Military Science Instructor, Army ROTC

**Ebonie Jackson**, M.B.A., Manager of the Women's Center

**Lisa Maycock**, B.S., Disability Accommodations Specialist, the Center for Students with Disabilities

**Jean Phelps**, Ph.D., Director of Student Activities

**Jonathan Quash**, M.S., Student Life Specialist, Men's Center

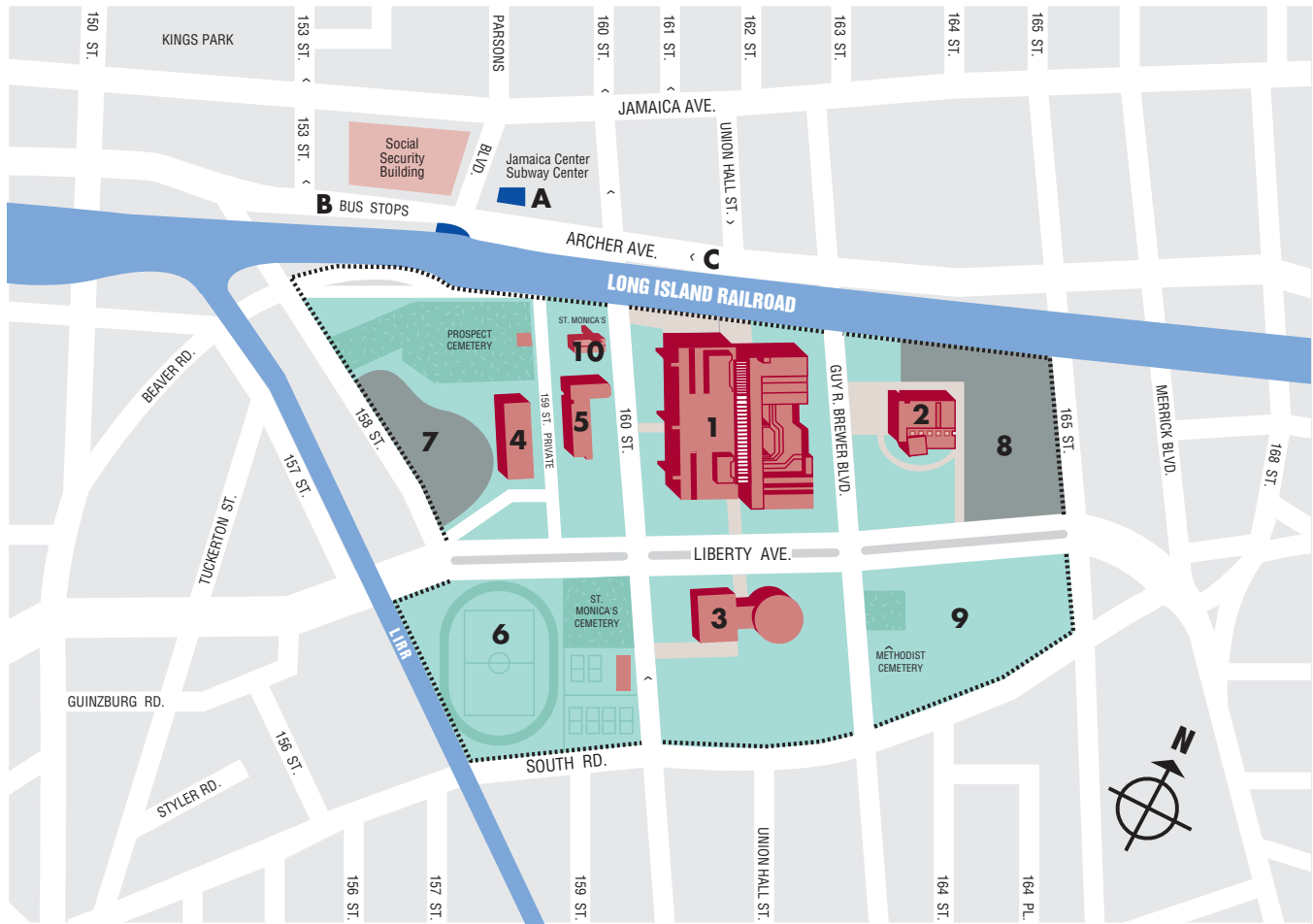
### **Institutional Advancement Unit**

**Lawrence Cowen**, B. A., M.A., Development Director

**Kenneth Beck**, B.S., Design Specialist

**Marcia Moxam Comrie**, B.A., M.A., Communications Writer and College Relations Specialist

# Campus Map



- 1. Academic Core Building (AC)  
94-20 Guy R. Brewer Boulevard
- 2. Milton G. Bassin Performing Arts Center (PAC)  
94-45 Guy R. Brewer Boulevard
- 3. Health and Physical Education Building (HP)  
160-02 Liberty Avenue
- 4. Science Building (SC)
- 5. Classroom Building (CL)
- 6. Athletic Field
- 7. FDA Building

- 8. East Parking Lot
- 9. Site for Future Development
- 10. Child Care Center  
94-20 160th Street

## PUBLIC TRANSPORTATION

- A. Jamaica Center Subway Station
- B. Jamaica Center Bus Terminal
- C. Jamaica LIRR Station (8 blocks West at Sutphin Boulevard)



# Directions to York College

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## BY AUTOMOBILE

Take the Grand Central Parkway (GCP either east or west) to Parsons Boulevard Exit (16). From the west, make a right at the traffic light onto Parsons (opposite from the east). This route is marked by green York College signs. Follow Parsons till it merges with Archer Avenue. Long Island Railroad is directly in front of you. Make a left at the light onto Archer. Heading east on Archer, Guy R. Brewer Boulevard is the third light. Make a right onto Guy Brewer, parking lot is on your left.

From JFK or LGA take the VanWyck Expressway (I-678) to the Liberty Avenue Exit (4). From the north make a left onto Liberty to head east. This route is marked by green York College signs. Pass under the JFK Airtrain trestle heading east on Liberty. You will pass under the Long Island Railroad and York's FDA building on your left. Follow Liberty to Guy R. Brewer Boulevard and make a left. The parking lot is on your right.

Alternatively, you may also take the Long Island Expressway to exit 23 (Kissena Boulevard) and take that south. It will turn into Parsons Boulevard. Follow Parsons till it merges with Archer Avenue. Long Island Railroad is directly in front of you. Make a left at the light onto Archer. Heading east on Archer, Guy R. Brewer Boulevard is the third light. Make a right onto Guy Brewer, parking lot will be on your left.

## MASS TRANSIT

From Brooklyn, Manhattan and Queens Subway E, J, & Z Trains terminate at Parsons-Archer/Jamaica Center. Exit your train at the easternmost exit (159th & Parsons Blvd) and walk one block east. Cross under Long Island Rail Road trestle (160th Street) and use the entrance on your left at the traffic light (look for the arch shaped sculpture).

## YORK COLLEGE BY BUS

Parsons/Archer - Jamaica Center is served by the following bus lines: Q4, QS, Q25/34, Q30, Q31, Q42, Q44, Q54, Q65, Q83, Q84, Q85, Q110, Q111, Q112, Q113, N4.

## LONG ISLAND RAILROAD

Take any train to Jamaica Station. Walk down the platform to street level. You can either take the subway at Sutphin Boulevard one stop to Parsons/Archer or walk (one stop). Walk east on Archer about 6 blocks to 160th street and make a right under the LIRR trestle, using the entrance on your left.

## JAMAICA AIRTRAIN

Take any train to Jamaica Station. Walk down the platform to street level. You can either take the subway at Sutphin Boulevard (E, J; or Z) one stop to Parsons/Archer or walk (one stop). Walk east on Archer about 6 blocks to 160th street and make a right under the LIRR trestle, using the entrance on your left.

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94-20 Guy R. Brewer Boulevard

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