

The Gazetteer
STUDENT
HANDBOOK 2017

COLLABORATE
SUCCEED
GO DOLPHINS!
INSPIRE



CSI

THE CITY UNIVERSITY
OF NEW YORK
College of
Staten Island

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GREETINGS

from the President

Dear Students:

I am pleased to welcome you to the College of Staten Island (CSI), a senior college of The City University of New York, the nation's leading public urban university.

CSI has a proud legacy of providing students with extraordinary opportunities to pursue academic excellence and to actively engage in student life as part of our College community.

CSI has recently received national accolades celebrating our excellence and value from Washington Monthly, Forbes, Money magazine, U.S. News & World Report, G.I. Jobs, PayScale College Salary Report, CollegeNET, Business Insider, and Time magazine.



Our outstanding academic programs, world-class faculty, and outstanding staff, along with our beautiful 204-acre campus, are quickly making CSI a destination campus for all students, not only from New York City, but from around the world.

Please explore *The Gazetteer* and our Website, www.csi.cuny.edu, to learn more about the programs and resources that are available to you to ensure your continued intellectual and personal well-being as a CSI student.

As a valued member our CSI family, I wish you the greatest success.

William J. Fritz, PhD

President



GREETINGS

from the Division of Student and Enrollment Services

Dear Students:

Welcome to the College of Staten Island! As a new member of the CSI community, you will discover the many things that make us an incredible place to pursue your educational goals. To help you on that journey, we provide you with this student information guide, ***THE GAZETTEER***. Read it, carry it with you and use it as a resource whenever questions arise. You have made an excellent decision in coming to CSI. We challenge you to take an active role in your college experience both in and out of the classroom. Join a club, develop your leadership skills, become a Peer Educator, try out for an athletic team, run for Student Government, or join our radio station, WSIA. The opportunities are endless. Whatever your passion, get involved! We look forward to your participation and wish you much success in all you pursue.

Sincerely,

Jennifer S. Borrero, JD

Vice President for Student and Enrollment Services

Carol Brower

Director of Student Life



GREETINGS

from the CSI Student Government

Dear Fellow Students:

The CSI Student Government would like to take this opportunity to welcome you to CSI. The College offers many exciting opportunities to participate in extracurricular activities. Although we realize that our academic pursuits are of the utmost importance, we should not forget the benefits of the many “out of the classroom” experiences that CSI offers. They can provide you with many skills that will be very helpful to you in your future endeavors besides offering you the opportunity to take a break from the rigors of class and study!



Opportunities to get involved cover a wide range of categories. Student Government, the College Association, Auxiliary Services, College Council, Campus Activities Board, student clubs, and student publications are some of the groups that you, as a student, can participate in. You should also be sure to avail yourself of the many programs that these groups offer. The Student Government provides funding for many programs and activities such as the chartering of 40+ clubs and organizations, evening and weekend coffee hours, lectures, scholarships, and textbooks for the Library to name just a few.

Please stop by and visit us in the Student Government Office, located in the Campus Center (1C), Room 207. We would be happy to talk to you and perhaps help you to get involved in college life. CSI is a wonderful place to learn and grow. We encourage you to make the most of your college education, both in and out of the classroom.

Good Luck!

Sincerely,
Your Elected Student Government



ACADEMIC CALENDAR

The calendar is subject to change as per University guidelines. Check the College website at www.csi.cuny.edu/currentstudents/academiccalendars/ for the most updated information.

2017-18

AUGUST 2017

- 24 Thursday: Last day for 100% tuition refund.
- 25 Friday: Classes Begin. Late Registration.
- 28-29 Monday-Tuesday: Late Registration.
- 31 Thursday: Last day to add a course.

SEPTEMBER 2017

- 3 Sunday: No classes scheduled.
- 4 Monday: College Closed. No classes scheduled.
- 15 Friday: Course withdrawal period begins.
- 19 Tuesday: Classes follow a Thursday schedule.
- 20-22 Wednesday-Friday: No classes scheduled.
- 29-30 Friday-Saturday: No classes scheduled.

OCTOBER 2017

- 1 Sunday: Last day to file for January 2018 graduation.
- 9 Monday: College Closed. No classes scheduled. Tuesday-Wednesday: No classes scheduled.

NOVEMBER 2017

- 1 Wednesday: Last day to appeal grades other than WU or FIN from Spring 2016 semester.
- 10 Friday: Course Withdrawal period ends; last day to drop with the grade of "W" without permission of an Instructor or Chairperson.
- 21 Tuesday: Classes follow a Friday Schedule.
- 23-26 Thursday-Sunday: College Closed. No classes scheduled.

DECEMBER 2017

- 12 Tuesday: Last day of classes. Last day to remove incomplete grades from the Spring and Summer 2017 semesters.
- 13-20 Wednesday-Wednesday: Final Examinations-Day/Evening/Weekend.
- 21 Thursday: End of Fall term.
- 24-25 Sunday-Monday: College is Closed.
- 31 Sunday: College is Closed.

OUR MASCOT, THE DOLPHIN

You may have noticed that on each page we have placed a leaping dolphin. The Dolphin is the mascot of the College of Staten Island.

JANUARY 2018

- 1 Monday: College is Closed
- 15 Monday: College is Closed
- 26 Friday: Friday: Last day for 100% refund.
- 27 Saturday: Saturday: Classes Begin.
- 29-31 Monday-Wednesday: Late Registration.

FEBRUARY 2018

- 2 Friday: Last day to add a course.
- 12 Monday: College Closed. No classes scheduled.
- 16 Friday: Last day to drop without the grade of "W".
- 19 Monday: College is Closed.
- 20 Tuesday: Classes follow a Monday schedule.

MARCH 2018

- 1 Thursday: Last day to file for June/August 2018 graduation.
- 30-31 Friday-Saturday: Spring Recess

APRIL 2018

- 1-8 Sunday-Sunday: Spring Recess
- 2 Monday: Last day to appeal grades other than WU or FIN from Fall 2017 semester.
- 11 Wednesday: Classes to follow a Friday Schedule
- 16 Monday: Course withdrawal period ends; Last day to drop with the grade of 'W' without the permission of an Instructor or Chairperson.

MAY 2018

- 15 Tuesday: Last day to remove incomplete grades from the Fall 2017 semester.
- 16-23 Wednesday-Wednesday: Final Examinations-day/evening/weekend.
- 24 Thursday: End of Spring Term.
Commencement
- 29 Monday: College is closed.

FYI-FOR YOUR INFORMATION*for new students***THE CIVILITY CAMPAIGN**

“Give Respect 2 Get Respect (GR2GR)” is the Civility Campaign slogan. You may have seen posters around campus. Do you know what civility is?

The Civility Campaign at the College of Staten Island seeks to build a sense of respect, unity, community, and awareness throughout the College. Join the Civility Committee in a campaign to build a more unified and civil community at the College.

A website has been created, www.csi.cuny.edu/civility/ that will serve as a forum for discussion and the promotion of Civility. The website provides resources to define and understand the importance of Civility on our campus while providing tools to create a framework in which to build a more civil campus. There are links to social media where you can express your ideas of what it means to be civil.

OFFICE OF PUBLIC SAFETY & SECURITY

Website: www.csi.cuny.edu/publicsafety

The Public Safety Office, located in building 2A, room 108, is the central office from which uniformed Campus Peace Officers, College Security Assistants and Contract Security Officers are assigned to campus details and patrols 24 hours a day, 365 days a year. Two satellite desks are located conspicuously at the front entrance of the Campus Center (1C) and the lobby of the Library (1L).

Emergency Number	Ext. 2111 (from any CSI phone)
	1.718.982.2111 (from any other phone)

Emergency Public Safety pull boxes (blue lights) are located in corridors, stairwells, places of public assembly and throughout the campus grounds for direct contact with the Public Safety dispatch center.

Every building on the campus is equipped with an in house telephone, located in the lobby. In the event of an emergency call the Public Safety Office emergence number at Ext. 2111.

Non-Emergency	Ext. 2116 (Public Safety Main Number)
	Ext. 2110 (Keys and Parking Access Cards)
	Ext. 2112 (Clerical)

REPORTING AN INCIDENT

Everyone is encouraged to report actual or suspected criminal behavior as well as emergencies. Reports can be made in person at any Public Safety Office, by calling any of the phone numbers listed above or made directly to any uniformed officer on campus. All reports will be acted upon promptly and all information will be kept confidential.

EMERGENCY NOTIFICATION AND RESPONSE

The college participates in the University-wide CUNYALERT System. Upon activation by the college during emergency events, this system sends messages via email, text message and telephone (land-line/cellular). The system is tested monthly for administrative users and one (1) full scale test of the system to all users (students/faculty/staff) is held annually.

New students and employees are provided with information on signing up for CUNYALERT at orientations or can “opt in” at <http://web.cuny.edu/news/alert.html> to receive alerts. In the event that a situation arises, either on or off campus, that, in the judgment of Public Safety, constitutes an ongoing threat and there are enough details known about the incident to provide useful information, a campus wide public safety advisory or “timely warning” may be issued, unless issuing a notification will in the judgment of Public Safety, the New York City Fire department or the New York City Police Department compromise the efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency. The Public Safety Advisory or “timely warning” may be issued through the college email system, the college web site, electronic message board announcements, flyers, and/or other available methods including CUNY Alert Mass Emergency Notification System.

The college conducts evacuation and fire drills three (3) times per year. During these drills building occupants are familiarized with campus evacuation procedures. Each building is assigned fire/evacuation floor wardens who provide training and direction to the college community during drills and actual emergency events.

Drills or table-top exercises for other emergencies are held on an annual basis.

ACTIVE SHOOTER RESPONSE TRAINING

The Office of Public Safety provides training designed to guide members of our community on how to respond to an active shooter situation. This course is intended to prepare students and employees—non-law enforcement personnel—to react appropriately to such a situation. The desired outcome of the training is to encourage decisive action to any rapidly unfolding, life-threatening situation.

Interested individuals or groups should contact the Public Safety Department at (718)982-2111 to arrange a presentation. Additionally, we have an active shooter response training video on our webpage:

http://www.csi.cuny.edu/publicsafety/emergency_procedure_guide.html#Active_Shooter

EMERGENCY PROCEDURE GUIDE

An Emergency Procedure Guide was prepared for the College of Staten Island Department of Public Safety to assist members of the campus community when reporting or dealing with on and off campus emergency situations. It combines current College of Staten Island policies and procedures along with recommended guidelines from various government agencies including the Federal Bureau of Investigation, U.S. A. Department of Homeland Security, U.S. Federal Emergency Management Agency, NYC Office of Emergency Management, NYC Fire Department, Bureau of Alcohol, Tobacco, Firearms, and Explosives, U.S. Postal Service and the Centers for Disease Control. While it is impossible to produce a document that is all-inclusive, this publication addresses the most common campus emergencies that have occurred in the past and those that may occur in the future.

All on campus play a critical role during emergency response procedures. The guide will help students, faculty, staff and visitors become more familiar with the campus, hazards presented, and procedures to be followed to ensure the health and safety of the campus community in the event of an emergency. All members of the campus community should become familiar with this guide and review its contents. Knowledge will make a difference during an emergency and could save lives.

This Guide is updated on an annual basis. Each year, an email notification is made to all enrolled students, faculty and staff that will provide information on how to obtain this guide. You can obtain a copy of the Emergency Procedure Guide at the Public Safety Office, Building 2A, room 108 or you can download a copy from the Public Safety website at http://www.csi.cuny.edu/publicsafety/emergency_procedure_guide.html

EMERGENCY MEDICAL SERVICES (EMT)

The goal of the College of Staten Island Emergency Medical Technician Team is to provide pre-hospital and emergency medical treatment to members of the college community and to visitors of its campus.

Emergency Medical Technicians are routinely dispatched to handle medical emergencies during both the day and evening hours while school is in session. Each member of the College's EMT Team is a Peace Officer licensed by the City University of New York as well as being and certified under the New York State Department of Health.

These officers undergo extensive training and re-certification. This is a voluntary program and the officers do not receive additional compensation. They perform these additional duties because of their commitment to the health and safety of our campus community. The following Peace Officers are part of our Emergency Medical Team: Sergeant Adewole Canton, Corporal Barbara Brancaccio, Officers Brian Backstrom, Sergeant Laura Devine, Sergeant Brady Tweed, Corporal Donna Rosendorf and Officers Brian Backstrom and Elsayed Khedr. The College of Staten Island also offers professional medical care at the Health Center located in the Campus Center Building (1C), room 112. Please visit their web site at http://www.csi.cuny.edu/studentaffairs/health_services/ for additional information.

If someone experiences a Medical Emergency:

- Notify Public Safety at 718.982.2111 or dial 2111 directly from any lobby phone
 - Notify 911 if the patient or nurse requests an ambulance
 - Notify the Health Center at 718.982.3045
 - Do not move the patient
-

BICYCLE AND SEGWAY® UNIT

On Campus there are many areas that are inaccessible to cars, but are well suited for bicycles and Segways®. These units are composed of specially trained officers who have received certification from the International Police Mountain Bicycle Association (IPMBA) and Segway®. These officers received training in patrol tactics, equipment maintenance, safety, physical fitness, legal issues and operational laws.

ESCORT FOR SAFETY

To ensure additional safety after dark, during evening classes, the Office of Public Safety provides uniformed escorts to parking lots, buildings, classrooms, and public transportation facilities.

Anyone wishing to use the escort services should: Use any lobby phone and call ext. 2116 or from your cell phone dial 718.982.2116. Provide the Public Safety Office with your location and the destination of your requested escort.

LOST AND FOUND

Found property can be turned over to any uniformed officer or brought into the Office of Public Safety in Building 2A, Room 108. Inquiries about lost property should be made at the Office of Public Safety or by phone ext. 2116. Useful articles of clothing left unclaimed will be donated to local charitable organizations.

AUTOMOBILE ASSISTANCE PROGRAM

The Office of Public Safety will provide assistance to individuals on campus who experience certain automobile problems such as a lockout, flat tire, or dead battery.

Individuals will be required to sign a waiver of liability form before any automobile assistance is provided.

Individuals should call ext. 2116 or 1.718.982.2116 for assistance

WEATHER EMERGENCIES & CLASS CLOSINGS

Students can find out about decisions to close the College because of extreme weather by dialing 1.718.982.3333 or 4444 any weekday, 24 hours a day. Evening or weekend cancellations due to weather, or for any other reason, can be obtained by calling the offices for those respective departments. The Evening and Weekend Services Office can be reached at 1.718.982.2155. If there is any trouble reaching this number, call Public Safety at 1.718.982.2116.

IMPORTANT PHONE NUMBERS

When you are on campus and using a campus phone, simply dial the four-digit extension. From off-campus, you have to dial, the area code 718, and then 982 and the four-digit number listed below.

Department	Extension	Location
Accounting and Finance.....	2951.....	3N-207
Biology.....	3850.....	6S-143
Chemistry.....	3900.....	6S-235
Computer Science.....	2850.....	1N-215
Economics.....	3193.....	3N-237
Educational Studies.....	3728.....	3S-219
Engineering Science & Physics.....	2800.....	1N-226
English.....	3640.....	2S-218
History.....	2870.....	2N-215
Management.....	2936.....	3N-114
Marketing.....	2952.....	3N-219
Mathematics.....	3600.....	1S-215
Media Culture.....	2541.....	1P-226
Nursing.....	3810.....	5S-213
Performing & Creative Arts.....	2520.....	1P-203
Philosophy.....	2900.....	2N-224
Physical Therapy.....	3153.....	5N-207
Political Science & Global Affairs.....	2900.....	2N-224
Psychology.....	4157.....	4S-108
Social Work.....	2070.....	2A-201
Sociology and Anthropology.....	3750.....	4S-223
World Languages and Literature.....	3700.....	2S-109
Office	Extension	Location
Academic Support Services.....	4221.....	1L-117
Access and Success Programs.....	2005.....	1A-310
Alumni Relations.....	2290.....	1A-110

Office	Extension	Location
ASAP Program	3200	5N-113
Astrophysical Observatory	3260	6N
Athletics/Intramurals	3276	1R-204
Auxiliary Services	3035	1C-208
Bookstore	3030	1C-105
Bursar	2060	2A-105
Campus Center	3088	1C-201
Center for Career and Professional Development	2300	1A-105
Center for Advisement and Academic Success	2280	1A-101
Center for the Arts Box Office	2787	1P-Box Office
Center for Global Engagement	2100	2A-206
Center for Student Accessibility	2510	1P-101
Children's Center	3190	2R-104
Counseling Center	2391	1A-109
CSI Association, Inc.	3090	1C-202
Diversity and Compliance	2250	1A-103
Dolphin Cove Housing	3019	DC-South Building
Financial Aid	2030	2A-401
Health and Wellness Services	3045	1C-112
Information Technology/HELP Desk	HELP	2A-306D
Library	4010	1L-105
Lost & Found	2111	2A-108
LGBTQ Resource Center	3091	1C-225
Multifaith Center	3006	1C-212A
New Student Programs Unit (Recruitment and Admissions)	2529	2A-208
NYPIRG	3109	1C-218
Parking Services	2294	3A-106
Pluralism & Diversity	2597	2A-208
Public Safety & Security	2111	2A-108
Recruitment and Admissions	2010	2A-103
Registrar	2140	2A-110
SEEK Program	2410	1A-112
Sports & Recreation Center	3160	1R-204
Student Government	3082	1C-207
Student Life	3088	1C-201
Testing	2380	1A-104
Veteran Support Services	3108	1C-216
Women's Resource Center, <i>The Bertha Harris</i>	2871	2N-106

In the lobby of each building on campus is an intra-campus telephone that allows you to dial any extension on campus. Pay phones are located in the lobbies of most buildings on campus. If you are looking for a number that does not appear here, or for a specific person on campus, call 1.718.982.2000 weekdays from 9:00am to 5:00pm and speak directly to a College operator.

EMERGENCY PHONE NUMBERS

Class Cancellations Due to Weather	1.718.982.3333 or 4444
Evening and Weekend Services Office	1.718.982.2155
Emergency Security	1.718.982.2111
College Health Center	1.718.982.3045
Buildings & Grounds	1.718.982.3210

When on campus, you need to dial only the last four digits from an intra-campus phone. Intra-campus phones are available in the lobby of each academic building.

Transportation To and Within Campus

BUSES

Bus schedules are available in the kiosk near the Welcome Desk in the Campus Center and in the Library. Local bus fare is \$2.50 for single ride, cash or single ride card. Or \$2.25 per ride with a Metro Card. Information may be obtained by calling the NYC Transit Authority at 1-718-979-0600 or 1-718-330-1234.

Victory Boulevard Buses

- The S62 operates between the S. I. Ferry and Travis. It stops within the campus front gate. Weekday service: every 15 minutes during morning and afternoon peak commuting periods; every 30 minutes midday and after 9:00pm; every hour after 2:00am. Weekend service is every 30 minutes, every hour after 2:00am.
- The S92 follows the S62 route on Victory Boulevard with limited stops. This schedule accommodates commuting passengers, and it operates only weekdays from 6:35am through 7:45am from Travis to the Ferry and 4:30pm through 6:30pm from the Ferry.

Forest Hill Road Buses

- The S61 travels between the Ferry and the Staten Island Mall via Forest Hill Road, with a stop near the back gate to the campus. Weekday service is 18 hours a day, 6:00am through 12:00 midnight, every 15 minutes during peak commuting hours, and every 30 minutes other times of the day. Weekend service is every 30 minutes.
- The S91 follows the same route as the S61 on weekdays during peak commuting hours. Brooklyn Buses

Brooklyn Buses

- The S93 runs Monday through Friday between Bay Ridge Brooklyn and the College. It picks up at 86th St. and 4th Ave. by the R subway station, and in front of 1A or at the front gate respectively. The S93 Schedule starts on campus at 5:45AM and runs continuously throughout the day with the last bus leaving at 9:15 PM. It starts in Bay Ridge Brooklyn at 6:35 AM and runs throughout the day with the last bus scheduled at 10:00 PM.
- The S53 is from Bay Ridge section of Brooklyn, accessible to the R subway at 95th Street and 4th Ave. it runs via Clove Road through Staten Island to Port Richmond. A free transfer is available for the S62, S92, or S61 buses.
- The S91 at Clove Rd. and Victory Blvd. Weekday service is every 15 minutes during peak commuting hours, every 30 minutes after 8:00pm, and every 40 minutes after 2:00am.

Express Bus – Manhattan to Staten Island

- The X10 provides service between 3rd Avenue and 57th Street Manhattan and Victory Boulevard weekdays, Saturday, and Sunday. The schedule is to accommodate Staten Island commuters; however, the service is convenient for many of the College’s students, faculty, and staff. Consult the transit schedule for hours and stops in Manhattan. The fare is \$5.50, and exact change, tokens, or a MetroCard is required.

Loop Bus

The Loop Bus service starts at the main entrance at Victory Boulevard and runs within the College campus. It is designed to serve those arriving at the main gate and also students, faculty, and staff traveling within the campus. The schedule is as follows:

When classes are in session

Monday – Friday (2 Bus)	7:00am – 11:00pm	Every 10 minutes
Saturday (1 Bus)	8:00am – 5:30pm	Every 20 minutes
Sunday (1 Bus)	8:30am – 5:30pm	Every 20 minutes

When classes are not in session (but the College is open)

Monday – Friday (1 bus)	8:00am – 5:30pm	Every 20 minutes
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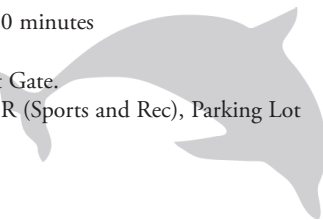
When the College is closed, there is no Loop Bus service.

Loop Bus Boards and Departs from six internal shelters as well as the Front Gate.

The Loop Bus boards at the Victory Boulevard entrance and has stops by 1R (Sports and Rec), Parking Lot #4 (Campus Center), Parking Lot #3 (Back Gate), 5S, 1A and 2A.

For More Information

Loop Bus Service 1-718-982-3220



NYC Transit Authority	1-718-979-0600 or 718-330-1234
Campus Transportation Hot Line	1-718-982-3100

ACCESSIBILITY VAN SERVICE

A special vehicle for persons with disabilities is available for students, faculty, or staff who request it. Please call 1.718.982.3220 from 9:00am to 5:00pm when classes are in session. When there are no classes there is no Van Service (except times of Registration and Orientation). All other times, call the Public Safety Office at 1.718.982.2111.

FERRY SHUTTLE SERVICE

The Ferry Shuttle picks up passengers on campus at the Ferry Shuttle shelter located in front of Building 2A and from inside the St. George Ferry Terminal at Bus Station North. The shuttle is a direct service with no stops on route in either direction. This service is for the College's Students, Faculty, and Staff with a current valid DolphinCard with the Transportation Access Code (TAC) programmed onto it. Please call 1-718-982-3220 for information and 1-718-982-3100 to leave suggestions, complaints, or concerns; please leave your contact information.

The Ferry Shuttle schedule is available on the CSI website www.csi.cuny.edu/catalog/undergraduate/travel.html and is posted at all campus bus stops; you can also pick up a printed schedule from the Campus Center or the Public Safety office.

When weekday classes are in session there are 3 shuttle buses running from 7:10am - 11:10pm departing every 20 minutes until 9:00 p.m. then every 30 minutes until 11:10 p.m. Monday-Friday. When classes are not in session there is 1 shuttle bus running from 7:05am-7:05pm departing every 60 minutes. Travel time between both destinations is about 30 to 40 minutes depending on traffic and/or weather conditions. When the College is closed there is no shuttle service. Weekdays the first shuttle leaves the St. George Terminal at 7:10am and ends leaving the campus at 11:10pm.

Saturday service has been added, when classes are in session, on a trial basis starting at 8:15am in St. George and ending at 4:30 pm leaving the College. The Saturday service will run on a modified schedule posted on the website.

STUDENT EMPLOYMENT ON CAMPUS

The Campus Center hires students as Information Desk attendants, Game Room attendants, and Operations staff. You must have a minimum GPA of 2.25 and have completed at least two (2) semesters at the College. To apply, pick up an application in the Office of Student Life, 1C-201.

At the beginning of each semester, the CSI Bookstore hires book sellers and cashiers who have a neat appearance and good verbal skills. Applications are available in the Bookstore, 1C-105.

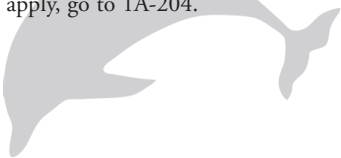
The Office of Parking and DolphinCard Services hires students to work as traffic enforcement officers, which requires outdoor work year-round and good interpersonal skills, and as office administrative assistants, which requires a minimum of 12 hours availability during predetermined shifts. Applications are available in the office, 3A-106.

The Office of Dining Services hires cashiers, servers, and concession stand attendants. The jobs require flexible schedules and evening/weekend availability. Applications are available at the cash registers in the main Campus Center area.

The Center for the Arts hires students to work as ushers and as technical staff. Technical skills are required for certain positions. To inquire, contact the Administrative Office, in 1P-116.

Information Technology hires students to work as computer 'lab' attendants. Applicants must have computer skills and a minimum 2.5 GPA. To apply, submit a resume to Ms. Doriann Pieve-Hyland in 2A-306. For more information visit our Website at www.csi.cuny.edu/studenthelpdesk.

Finally, the CSI Office of Human Resources can furnish applications for work as a college assistant in certain offices on campus. The positions require a minimum commitment of 20 hours per week and other skills. To apply, go to 1A-204.



GET INVOLVED*how to get involved on campus***S**TUDENT LIFE
Carol Brower, Director

Phone: 1.718.982.3088

Hours: Monday – Friday

Evenings: Wednesday & Thursday

Email: studentlife@csi.cuny.eduWebsite: www.csi.cuny.edu/currentstudents/studentlifeCSI Connect: <http://www.orgsync.com/login/college-of-staten-island>

Location: 1C-201

Fax: 1.718.982.3087

8:00am – 6:00pm

5:00pm – 7:00pm

The mission of the Office of Student Life is to create learning experiences which complement academic pursuits, support holistic student development and foster an engaging campus community.

The Office of Student Life serves the entire population of CSI by providing leadership development opportunities, advisement to clubs, organizations, and publications including Student Government, the Campus Activities Board, WSIA-FM and through the management of the Campus Center. The Office of Student Life provides a variety of services and programs including administering “*CSI CONNECT*”, a web-based involvement system; coordination of the CLUE program; oversight of the campus Food Pantry, coordination of student leadership programs and civic engagement initiatives; publication of the student handbook, *The Gazetteer*; and through implementation and coordination of a diverse calendar of student events, including Pluralism and Diversity events.

Student Life programs provide the opportunity for students to grow emotionally, socially, and interpersonally. Students’ involvement in campus organizations and leadership development opportunities extends classroom learning into the many facets of their lives. Student Life allows students to network and form mentor relationships with CSI faculty and staff. The Student Life staff also encourages students’ personal growth by providing challenges and support as they question and clarify their values.

CSI CONNECT

CSI CONNECT (OrgSync) is a gateway to student events, student leadership opportunities, student groups and much more. The web-based program showcases groups and events on campus. You can register to attend events, join a student club, establish and manage your student involvement and log your community service hours. Getting involved has never been easier! To get started log on to <http://www.orgsync.com/login/college-of-staten-island> with your CIX email address and password.

CLUE PROGRAM

The Office of Student Life coordinates the CLUE (College Life Unit Experience) Program. The CLUE Program consists of workshops and programs geared to help students learn more about CSI and themselves through our Co-Curricular (CC) and Personal Growth (PG) program offerings.

Among the CLUEs that students select, two must be approved as Co-Curricular (CC) and the other two must be approved as Personal Growth (PG). Co-Curricular CLUEs are activities that focus on scholarly, cultural and civic development. Examples of these include: lectures, concerts, documentary films, and theatrical events. Personal Growth CLUEs are activities that deal with a students’ personal development, such as health and wellness, career discovery, and recreational or social experiences in college life.

LEADERSHIP DEVELOPMENT PROGRAMS

Contact: Robert King Kee

Phone: 1.718.982.3119

Email: robert.kee@csi.cuny.edu

Location: 1C-201

Fax: 1.718.982.3087

The CSI Office of Student Life creates educationally purposeful experiences that promote student leadership and development, campus and community involvement and success. We recognize the potential for growth and learning in all facets of campus life and we work in collaboration with students, faculty, staff, alumni and community leaders to provide innovative and experiential learning opportunities.

The Emerging Leaders Program

The Emerging Leaders Program at the College of Staten Island is a year long leadership program designed

to facilitate the development of leadership skills and abilities of our students through participation in a series of workshops, experiential learning opportunities and volunteer and civic engagement activities. Workshop topics include:

- Collaborative Leadership Skills
- Goal-Setting and Time Management
- Cultural Competence
- Vision, Mission, Values
- Communication Skills

This program is just one of the many exciting leadership opportunities available for you to meet other students and to broaden your college experience outside of the classroom. All currently enrolled CSI students with a minimum GPA of 2.5 and having completed between 24 and 96 credits are invited to apply. Are you ready to lead?

Leadership Development Program and Services

The Office of Student Life offers students many opportunities to explore and develop their knowledge and personal leadership skills. Our programs and services aim to provide a foundation for students to become more confident, socially just and engaged civic leaders. We offer campus-wide workshops, group-specific workshops, and retreats and conferences that are planned annually. Stop by the Office of Student Life and find out what is being offered and how our team can help you get involved on campus and develop your leadership style.

COMMUNITY SERVICE AND CIVIC ENGAGEMENT

Students at CSI can make a difference, get involved and engaged in their community in a variety of ways. Volunteering is a direct and rewarding way to create change in your community. By investing a small amount of time, you can make a big and meaningful difference in the lives of others. There are various reasons and many benefits for volunteering and getting involved. Volunteering helps gain employment, interpersonal skills, making contacts and friendships and learning to better deal with difficult situations.

Each month the Office of Student Life will sponsor a featured service project. To find out more information about volunteering or to sign up for an opportunity to make a difference in your community, contact the Office of Student Life, Campus Center (1C), Room 201. Help yourself by being of service to others.

LEADERSHIP OPPORTUNITIES

How Can I Become a Student Leader?

Becoming a student leader is easy and the options for leadership involvement at CSI are vast. Students can run for and be elected to a leadership position on Student Government, College Council, or the CSI Association. Club membership is also a great way to become a leader. Student Life and Student Government charter over 40 clubs each year. There are also several other organizations on campus on which you, as a student, are eligible to serve, such as the Campus Activities Board, or becoming an Ambassador, Peer Educator, or Orientation Leader. For ways to get involved, stop in the Office of Student Life, Campus Center (1C), Room 201 and let us help you decide which leadership role would best meet your needs and interests.

Running for Office – Elected Student Leader Positions on Campus

Every spring semester (and sometimes in the fall), elections are held wherein the students of CSI have the chance to vote for those fellow students they feel will best represent them in the affairs of the College. The following are those organizations and what they do:

CSI STUDENT GOVERNMENT is composed of 25 representatives elected by the student body each spring. Any student who has earned at least 6 credits with at least a 2.25 grade point average can run for a seat on Student Government.

CSI ASSOCIATION, Inc. is composed of six students, three faculty, and four administrators who administer the Student Activity Fee at CSI. Students who have a 2.25 grade point average may run for a seat on the Association.

COLLEGE COUNCIL is a governance body of faculty, administrators, and seven students that approves and formulates policy relating to admission and retention of students, grading practices and standards, degree requirements, and protection of academic freedom; encourages cultural activities; and addresses itself to the aspects of campus life that relate to academic affairs and educational matters.

FACULTY STUDENT DISCIPLINARY COMMITTEE is composed of two faculty members, two student members, and a chairperson and is responsible for hearing charges, accusations, or allegations presented against a student, which if proved, may subject that student to disciplinary action.

AUXILIARY SERVICES CORPORATION is composed of five students and provides essential services to the students, faculty, and staff of the College through administration of the CSI bookstore, dining services, vending services,

and parking registration and enforcement. Students who have a 2.25 grade point average may run for a seat on the Association.

The **UNIVERSITY STUDENT SENATE (USS)** is an elected body of students with constituent representation from each of CUNY’s institutions. The USS represents students’ interests at the University level. The chairperson of the USS sits as a voting member on the CUNY Board of Trustees.

THE CAMPUS CENTER

Contact: Greg Brown	Location: 1C-203
Phone: 1.718.982.3089	Fax: 1.718.982.3087
Building Hours:	
Monday – Friday	8:00am – 11:00pm
Saturday	8:00am – 6:30pm
Sunday	11:00am - 6:00pm
Email: gregory.brown@csi.cuny.edu	

Mission of the Campus Center at CSI

The Campus Center draws together all members of the College of Staten Island community. It is a shared possession of the students, faculty, staff, alumni, and guests. While each of these groups is important, it is the students who are at the heart of what the Campus Center is about.

Every student is welcome at the Campus Center. Every student has an equal share. By providing the opportunity for each student to come into contact with others, the Campus Center promotes an understanding and appreciation of the diversity of the College of Staten Island and of the world at large.

The Campus Center fulfills this mission through its programs and services. Students who create programs in the Campus Center complement their education with experience in group process, ethics, leadership, volunteerism, and social responsibility. Students who attend these programs and participate in these activities also enrich their education through the learning, growth, and entertainment that such events offer.

The Campus Center’s services endeavor to meet the social, educational, and recreational needs of the College community. As needs change, so too must the services. By encouraging personal growth, by supporting divergent thought and free expression, by celebrating the individual, and by providing an environment that fosters integrity and respect, the Campus Center exists as more than a building.

Our Services

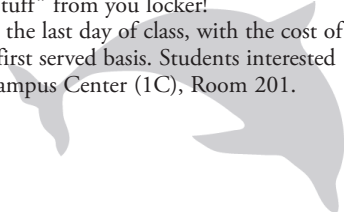
The Campus Center is comprised of many operating areas and offices. Our public areas include the Green Dolphin Lounge, West Dining Room, and Rotunda—all on the main level of the Campus Center. On the second floor, the Campus Center offers students the opportunity to play games in the Game Room, meet quietly and socialize in the Quiet Games Room, or to keep up to date on Email and computer classes in the Computer Lab. Also located on the second floor are student organization offices including The Banner, Catalyst, Third Rail, the Campus Activities Board (CAB), NYPIRG, and Student Government.

Located in the Campus Center are the CSI Association Office (1C-202), CSI Auxiliary Services (1C-208), the Bookstore (1C-First Floor), The Multifaith Center (1C-212A), the Veteran’s Resource Center (1C-216), WSIA- 88.9 FM (1C-106), Dining Services (1C-Cafeteria), Health & Wellness Services (1C-112), Student Government (1C-207), Student Life Involvement Center and Campus Activities Board (1C-212B), Computer Lab (1C-213), LGBTQ Resource Center (1C-225) and the Office of Student Life (1C-201). Each of these offices serves the College community in many different ways. Each area offers students the opportunity to help shape campus life through programs and services. To find out more, just stop in to the Office of Student Life and explore all that we have to offer to you.

Campus Center Lockers

The Campus Center offers students the only location to rent lockers anywhere on campus. By renting a locker here on campus, you have the opportunity to store items that you use daily or only once in a while. The centralized location in the Campus Center offers you the opportunity to stop by and grab a bite to eat, play a video game, study, or meet up with some friends – all this while just getting “stuff” from you locker!

Lockers are rented on a semester basis, from the first day of class through the last day of class, with the cost of \$10 for rental and \$5 for security deposit. Lockers are rented on a first come, first served basis. Students interested in renting a locker should come to the Office of Student Life located in the Campus Center (1C), Room 201.



CLUBS AND ORGANIZATIONS

Contact: Debi Kee

Location: 1C-212B

Phone: 1.718.982.3268

Fax: 1.718.982.3087

Email: debi.kee@csi.cuny.edu

Interested in Joining a Club? *There Are Lots from which to choose!*

Clubs at CSI are formed around a commonality of educational, vocational, cultural, social, religious, or political interests. Students who get involved in clubs are offered an opportunity to share interests and goals in a non-classroom setting. Clubs at CSI often serve as a center for social interaction and a forum for the expression and exploration of ideas.

Getting Involved!

Getting involved with clubs at CSI is easy. Our web-based involvement system CSI CONNECT (<http://www.orgsync.com/login/college-of-staten-island>) allows you to learn about student groups on campus, decide which groups best meet your interests, join them and stay connected to their programs, meetings and other members. The system is also available as an APP for ios and android devices - download "ORGSYNC" from the apple or google play store and get connected. To access the full features of CSI CONNECT you log on with your SLAS username and password. Contact the Office of Student Life if you have questions 718.982.2816.

Club Hours

During the academic semester CSI features two club hour periods each week that are reserved for "other than classroom activities." These hours, every Tuesday from 2:30pm to 4:25pm, and every Thursday from 2:30pm to 4:25pm, are designed to increase learning opportunities by providing time for faculty, staff, and students to attend programs, hold meetings, and pursue interests that may not be strictly related to course content and classroom demands. During these periods most student clubs and organizations hold meetings. The Office of Student Life, Campus Center (1C), Room 201, reserves classroom space during the club hours so various groups can meet on campus. Club meeting spaces and times are available in the Office of Student Life.

CSI Clubs and Organizations

CSI boasts a variety of clubs that encompass a broad range of interests and goals. For a list of clubs, when they meet, and to learn more about the groups at the college, log in to CSI CONNECT (<http://www.orgsync.com/login/college-of-staten-island>) or on the CSI website at http://www.csi.cuny.edu/currentstudents/studentlife/join_a_club_widget.html.

Start a Club

The College of Staten Island encourages students to form clubs to design and implement programs, events and activities which support, enrich, extend and amplify the goals of the CSI educational mission. Involvement in these types of groups presents students with the opportunity to broaden their learning, obtain leadership and interpersonal skills, and develop a commitment to service. Student clubs should strengthen campus-community relations, improve inter-institutional communications, and facilitate students' acquisition of skills, which will be transferable to other areas of their lives. For more information on how you can start a club at CSI visit the CSI website at <http://www.csi.cuny.edu/currentstudents/studentlife/startaclub.html> or stop in the Office of Student Life Involvement Center located in the Campus Center (1C), room 212B.

POLICIES ON RECOGNITION OF STUDENT CLUBS, ORGANIZATIONS, AND PUBLICATIONS *Recruitment and Initiations Practices and Hazing*

The College of Staten Island is a public college supported by funds appropriated by the Legislature of the State of New York. As a publicly supported institution, it espouses the principles of access to all student organizations by all members of the student body.

In order for an organization to be officially recognized at the College of Staten Island, membership and participation in it must be available to all eligible students of the College. In addition, in order to be recognized, each organization must agree not to discriminate on the basis of race, color, creed, national origin, ethnicity, ancestry, religion, age, sex (including pregnancy, childbirth and related conditions), sexual orientation, gender, gender identity, marital status, partnership status, disability, genetic information, alienage, citizenship, military or veteran status, status as a victim of domestic violence/stalking/sex offenses, unemployment status, or any other legally prohibited basis in accordance with federal, state and city laws.

Furthermore, the practices commonly referred to as pledging and rushing are not permitted. New York State law and University policy prohibit hazing, which includes but is not confined to, any action or situation which recklessly or intentionally endangers mental or physical health or involves forced consumption of liquor or drugs for the purpose of initiation into or affiliation with any organization.

The same law provides that the governing documents of every campus organization are deemed to prohibit

the organization from engaging in hazing. This means that your organization's constitution is considered to contain a provision, which prohibits hazing, even if the organization has not officially adopted such a provision.

It is a violation of acceptable standards of conduct at the College of Staten Island for any individual or organization to engage in the practice of hazing as defined above. Any such violation may result in disciplinary proceedings against the involved students and organization and subject the students to the penalty of expulsion, suspension, restitution, probation, censure, warning, or admonition, and subject the organization to the penalty of rescission of its permission to operate on College facilities.

CAMPUS ACTIVITIES BOARD (CAB)

Contact: Debi Kee	Location: 1C-212B
Phone: 1.718.982.3268/2816	Fax: 1.718.982.2855
Email: csicab@gmail.com	Facebook Group: CSI Campus Activities Board
Twitter and Instagram: @CSICAB #CSICAB	

Enhancing CSI Experiences!

The Campus Activities Board (CAB) is the programming board that allocates an earmarked portion of the Student Activity Fee for social, cultural, educational, and community service programs. The programming board works to identify the diverse needs of the CSI student body and then to develop programs of a cultural, educational, or social nature that will educate and entertain.

The Campus Activities Board is comprised of seven committees: CAB Live, CAB Live @ Night, Film and Television, Special Events, Marketing and Membership: Print and Social Media, Speaker Series, and "On the Road with CAB". CAB committees have a goal of providing programming that directly promotes social interaction; presents alternative out-of-classroom opportunities and encourages diversity as well as a sense of community. The process of producing programs offers CAB members the opportunity to develop both leadership and life skills; participate in professional interactions; collaborate with faculty, staff and fellow students, and learn fiscal responsibility.

CAB Committees have sponsored such programs as Welcome Back and Spring Carnivals, a weekly film series, trips to Broadway shows and amusement parks, comedy shows, a speaker series, and the popular *Make Your Own* events. CAB works with a number of campus departments to sponsor events through the Board's Community Proposal process. To find out about upcoming events visit the CAB page on CSI CONNECT (<http://www.orgsync.com/login/college-of-staten-island/>)

The Campus Activities Board is always looking for students to help create and implement student programs and events. If you are interested in joining CAB please go to Office of Student Life, Involvement Center, Campus Center (1C), room 212B. The Board meets approximately twice a month during Tuesday club hours. The planning and decision-making process is one in which students learn many skills, especially those related to working with other students on campus-wide projects.

PLURALISM AND DIVERSITY

Contact: Brittany Sinodinos	Location: 1C-201
Phone: 1.718.982.2658	Fax: 1.718.982.3087
Email: pluralism@csi.cuny.edu	
Website: http://www.csi.cuny.edu/pluralismanddiversity/	

One of the commitments of the College of Staten Island is to create in all aspects of campus life "...a climate that fosters respect for the pluralism of American society" and to confront racism, sexism, homophobia, ageism, and other such prejudice through education and enlightened example.

The Pluralism and Diversity program encourages and/or sponsors a variety of educational, social, and cultural events throughout the academic year, intended to promote appreciation and respect for the diversity of the College and its surrounding community. These events feature various ethnic, religious, cultural, and other groups and explore the many meanings of pluralism in this society.

STUDENT PUBLICATIONS

Contact: Robert King Kee	Location: 1C-201
Phone: 1.718.982.3119	Fax: 1.718.982.3087
Email: studentlife@csi.cuny.edu	

The College of Staten Island is home to several award-winning student publications, all of which are paid through the Publications portion of the Student Activity Fee. The Student Publications Board, composed of students, faculty, and staff, is charged with allocating funding to student publications in a fair and timely manner.

CSI's student publications are:

THE BANNER: a regular newspaper that focuses on campus news and issues of interest to CSI students, faculty, and staff.

CAESURA: a literary magazine founded by a community of writers and artists who hold the principle that art is a craft and, as is, more than self-expression.

CATALYST: a magazine that promotes awareness, campus and community involvement in all the sciences on campus and related sub-disciplines.

GET DOWN TO BUSINESS: a publication from the School of Business to inform the student body of business trends, ideas and the like with regard to Business.

THIRD RAIL: a political journal focusing on the intersection between art, culture and politics. Third Rail regularly publishes poetry, fiction and non-fiction, along with photography, drawing and in-depth journalism.

Any currently registered student is welcome to join any student publication, or join with others to create a new publication of their own. The rules by which student publications may charter are set out in the CUNY Bylaws, Article 15, section 2, which is included in THE GAZETTEER. For more information on creating a new publication, please stop by the Office of Student Life in the Campus Center (1C), Room 201.

WSIA-FM

Contact:	Location: 1C-106
Phone: 1.718.982.3050	Fax: 1.718.982.3082
Email: studentlife@csi.cuny.edu	Website: www.wsia.fm

WSIA - Staten Island's ONLY radio station! From eclectic music, to news and public affairs programming, to college and professional sports, WSIA 88.9 FM is proud to serve the College of Staten Island and the local community.

WSIA brings to the airwaves music that is not readily available on other radio stations, including the work of independent artists and local and unsigned bands covering every corner of the musical spectrum. WSIA also provides news and public affairs programming—including interviews with local politicians, College faculty and students, and community members.

The WSIA sports department broadcasts CSI baseball and basketball games, other College and community sporting events, sports talk shows, and The Staten Island Yankees.

As one of the most technologically advanced college radio stations in the country, WSIA is proud to feature a state-of-the-art recording and production studio, along with fully equipped news, interview and on-air studios. The station also maintains a Website, www.wsia.fm, where you can find out more about our programming and, listen to our live stream.

WSIA is operated by a student board of directors, elected by the station staff, with a general manager and professional engineer. Membership at WSIA is open to any student, part-time or full-time, presently enrolled at CSI. The station also has a limited number of community volunteer positions. Anyone interested in joining should stop by the WSIA studios in the Campus Center (1C), Room 106, or call the station at 1.718.982.3050.

CSI ASSOCIATION, INC. *Marianne McLaughlin, Executive Director*

Phone: 1.718.982.3090	Location: 1C-202
Hours: Monday – Friday	Fax: 1.718.982.3096
Wednesday	9:00am – 5:00pm
Other Evenings and weekends by appointment	9:00am – 7:00pm
Email: marianne.mclaughlin@csi.cuny.edu	

WHAT IS THE CSI ASSOCIATION?

The CSI Association is a 501 (c)(3) nonprofit corporation with a Board of Directors who administer the student activity (SA) fee at CSI. The Association also allocates an earmarked portion of the fee that it traditionally has applied to Commencement exercises, and administration of the corporation. The Association participates in the development and review of activity fee budgets for Sports and Recreation, Health and Wellness, the Children's Center, the WSIA radio station, and the Campus Activities Board, and Transportation Services (Loop Bus and Ferry Shuttle) all SA fee funded. Any student with a minimum GPA of a 2.25 can run for a position on the Association's Board of Directors. The President of the College appoints a designee who serves as the President of the Association. All student activity fee budgets are approved at meetings of the Association's Board of Directors. Minutes of these meetings are posted for review and sent to the archives housed in the Library. Each year the financial records of the Association are audited by an independent certified public accountant. The City University also periodically audits the Association's financial records. Interested parties may review copies of the

and Student Facilities Commission. The Student Government conducts open business meetings at least every two weeks while classes are in session. Meetings are held every other Thursday during Club Hours.

The Student Government provides many programs and services for the students of CSI as well as the College community. The Student Government as a whole sponsors many programs to assist students such as providing scholarships and loans, and providing funds to buy a copy of all currently used textbooks for the Library reserve. They also fund a graduate school assistance program and travel assistance fund for students invited to participate in academic conferences and the study abroad program, as well as provide informational forums and bring in guest lecturers. The Student Government accepts proposals from the College community for both academic and cultural programs through special funds provided for these purposes. The Student Government Club Commission provides funding for approximately 40 clubs along with sponsoring the Club Fair, Club Festival, and Club Awards Ceremony. The Election Commission sponsors student elections each year at which students are elected to several campus governance bodies. Students who are encountering problems on campus are encouraged to contact members of the Student Government in the Campus Center (1C), Room 207.

THE CSI STUDENT GOVERNMENT CONSTITUTION

The College of Staten Island of The City University of New York established the Student Government of the College in accordance with Article XV and Article XVI of the Bylaws of the Board of Trustees, which enumerates the principles and procedures governing the rights, conduct, and organization of students. The CSI Student Government Constitution which outlines the mission, structure, duties and responsibilities of Student Government is available on the CSI website at <http://www.csi.cuny.edu/currentstudents/studentlife/studentgovernment.html> . Copies are also available in the Student Government Office, Campus Center (1C), Room 207.

CSI ATHLETICS *Charles Gomes, Athletic Director*

Contact: David Pizzuto

Location: 1R-204

Phone: 1.718.982.3160

Fax: 1.718.982.3138

Hours: Monday – Friday

9:00am – 5:00pm

Email: david.pizzuto@csi.cuny.edu

Website: www.csidolphins.com

The College of Staten Island's Intercollegiate Athletics Program is dedicated to offering the best in varsity sports opportunities for all students. The CSI Dolphins currently boast 14 NCAA Division III intercollegiate sports, and participate in The City University of New York Athletic Conference (CUNYAC). Varsity sports offerings include men's and women's basketball, soccer, cross-country, swimming, tennis, volleyball, and men's baseball, and women's softball. Non-varsity club sports are also available in men's and women's track and field.

Student-athletes at CSI get to take advantage of the exceptional playing facilities on the College of Staten Island campus, from the newly renovated 1,200-seat indoor basketball arena, home of the 2005-2006 Con Edison/CUNYAC Men's and Women's Basketball Tournament, to the 2,500-seat baseball stadium, former home of the Staten Island Yankees minor league baseball team. The Sports & Recreation Center also features a 25-meter swimming pool. In the fall of 2004, the Dolphins unveiled their new CSI Soccer complex, featuring state-of-the-art Field Turf synthetic grass. In addition, the women's softball field was completely renovated and surfaced with Field Turf as well.

Competing at a high level is nothing new for the Dolphins. In 2001, the CSI athletics program won its first ever CUNYAC Commissioner's Cup, awarded annually to the top athletics program in the CUNYAC. The award is based on a points system, where teams are rewarded for finishing as regular season champions, or by placing first or second in the CUNYAC championship tournament. In 2011-12, CSI Men's Basketball took its longest journey in any NCAA DIII tournament with that team going all the way to the NCAA "Sweet 16". During the 2015-16 athletic year CSI laid claim to championships in Men's Swimming, Men's Cross-Country, Women's Softball, and Men's Baseball. To kick off the 2016-17 athletic year, CSI won the CUNYAC Championships in Women's Soccer, Women's Basketball and Men's Basketball.

CSI students don't have to be athletes to enjoy what athletics has to offer. Admission to all CSI home games are free and all are Personal Growth (PG) CLUE events. Students can also take part in free giveaway nights and contests during various sporting events.

The CSI Athletics Program also reaches out to students and the community by providing an in-depth Website (www.csidolphins.com), which records the latest developments in the program. In 2007, CSI Athletics also unveiled CSI SportsNet, which provides live streaming video feeds of select CSI sporting events live over the internet.

The student-athletes' individual honors while at CSI have always reached superior levels. The CUNYAC acknowledged many CSI athletes as all-stars in their respective sports. Player of the Year, Rookie of the Year, Coach of the Year, and Scholar-Athletes of the Year awards are also offered by the conference promoting various players and coaches.

The annual CSI Awards Banquet each spring is another successful event. Over 80 student-athletes are honored with awards from coaches and administrators. The evening also acknowledges the parents and friends who help support athletics throughout the year.

SUDENT ELECTION REVIEW COMMITTEE (SERC)

Each year the Student Government nominates members of the College community to serve on the Student Election Review Committee (SERC), which are then appointed by the President of the College. Students, administrators, and faculty may serve. The Committee is responsible for overseeing student elections. They approve all procedures and rules, hear complaints about the conduct of the elections, count the votes, verify the results, and recommend the verified results to the President of the College for certification. Regularly scheduled student elections are held during April and October.

NYPIRG (NEW YORK PUBLIC INTEREST RESEARCH GROUP)

Contact:	Program Coordinator	Location: 1C-218
Phone:	1.718.982.3109	
Hours:	Daily and by appointment	Website: www.nypirg.org

NYPIRG, the New York Public Interest Research Group, is a statewide, student-directed group that works to protect the environment, defend higher education, and fight for consumer rights.

CSI NYPIRG is one of 20 chapters based out of colleges and universities across New York State. NYPIRG's State Board of Directors is made up entirely of students, including three from the College of Staten Island. The Board of Directors is responsible for establishing NYPIRG's direction.

NYPIRG students develop and lead projects on a variety of issues such as environmental protection, higher education, homelessness, and student empowerment.

CSI NYPIRG has advocated for environmental justice, lobbied in Albany and City Hall for better legislation to protect children against lead poisoning, and organized coalitions to fight against proposed CUNY budget cuts and tuition hikes. For example, students working with NYPIRG fought for and won funding to clean up over 800 toxic waste sites in New York, including nine here in Staten Island.

Students involved in NYPIRG have become advocates for their local and statewide communities. Students conduct surveys and news conferences to alert consumers of rip-offs and other issues. The NYPIRG Straphangers Campaign reports on inadequate transit service and reduced fares for students.

NYPIRG offers internships on and off campus and every semester NYPIRG students participate in a Statewide Student Action Conference. This is an opportunity to meet students from across the state, have fun, and learn. CSI NYPIRG strongly encourages student leaders to attend.

NYPIRG organizes a General Interest Meeting/Student Action Meeting each semester for students looking to get involved. Those interested can stop by the NYPIRG office located in the Campus Center (1C), Room 218, or call 1.718.982.3109.

SUCCEEDING IN ACADEMIA

resources for successful students

ACADEMIC FREEDOM

The City University subscribes to the American Association of University Professors' 1940 Statement of Principles on Academic Freedom, and the College of Staten Island respects academic freedom for faculty and students as well as freedom in their personal lives for all individuals in the campus community.

GRADE APPEALS

Students wishing to appeal a grade other than WN, WU or FIN must do so within 60 school days, (except

for the summer session), following the end of the semester. (Please refer to the Academic Calendar posted on the Registrar Website <http://www.csi.cuny.edu/currentstudents/academiccalendars/>). Appeals must be submitted in writing to the chairperson of the department in which the course was offered. Upon receipt of the appeal, the chairperson shall direct the student to discuss the issue with the instructor who assigned the grade. If the issue remains unresolved, the student may request a review by the Department Committee on Grade Appeals.

This Committee on Grade Appeals shall review all information presented by the student and shall meet with the instructor. The Committee shall render a decision within 30 days after the student requested the grade review by the Committee since the student and instructor did not come to resolution. If the Committee upholds the appeal by a vote of 3-0, the chairperson shall change the grade to reflect the decision of the Committee. If the Committee does not uphold the student, there is no further appeal within the College and the grade remains.

In all deliberations on grade appeals, the burden shall be on the student to prove that a violation of the College's regulations occurred or that the instructor's own stated criteria for grading, which shall have been enunciated at the beginning of the semester, have not been followed. Students in need of advice about the procedure may consult an academic and personal counselor.

Students wishing to appeal a WN, WU or a FIN grade must file a written petition supported by documentation to the Committee on Course and Standing.

CUNY PORTAL

Through the CUNY Portal website (www.csi.cuny.edu) students can access a variety of links including: Application for Admission - Blackboard (online course management system) - CPE Results - CUNY eMail - DegreeWorks (online transcript) and ePermit.

To access the CUNY Portal go to www.cuny.edu and select the Log-in link on the menu bar and select CUNY Portal. Please contact the Student Technology HelpDesk in 2A-306d or 718.982.HELP if you require assistance with your username and password.

CENTER FOR ADVISING & ACADEMIC SUCCESS (CAAS)

Paulette Brower-Garrett, Director

Phone:	1.718.982.2280	Location:	1A-101
Hours:	Monday, Thursday Tuesday and Wednesday Fridays Saturday and Sunday Evening and Weekend Hours are only available when classes are scheduled.	Fax:	1.718.982.2610
Email:	adviseмент@csi.cuny.edu		9:00am – 6:30pm 9:00am - 4:00pm 1:00pm- 4:30pm Vary
Facebook:	http://www.facebook.com/AcademicAdvisementatCSI	Website:	www.csi.cuny.edu/academicadvisement
Hobson:	"The CSI Bridge VIP Student Portal": retain@csi.cuny.edu		

ACADEMIC ADVISEMENT

Contact: Suzy Shepardson, Associate Director
Dina Grant Pattelli, Freshman Year Advising Specialist
Aliza Martini, Senior Academic Advisor & Communications Specialist

Phone: 1.718.982.2283

"Empowering Proactive Learning & Providing the Foundation for Lifelong Success"

CAAS supports the academic goals of the College through utilization of best practices which provide efficient academic advising and educational goal planning services. Our mission of equipping students, faculty, and college staff with the essential tools, skills, and knowledge to navigate the educational experience, successfully transit into academic careers and to promote lifelong independent learning is accomplished by:

- Providing advisement support to new students, matriculated undeclared continuing students who have earned less than 45 credits, and to students who are declared as Associate Degree Liberal Arts majors.
- Assisting students with major and career identification and general education requirements
- Teaching students usage of college-wide advising tools including: DegreeWorks (the degree audit self-advisement tool), and Hobsons
- Empowering students to proactively become active participants in their own educational experience
- Maintaining knowledge of College programs, academic policies, and procedures

- Overseeing early alert outreach
- Assisting students with TAP eligibility concerns
- Assists Adults Returning to the Classroom (ARC) students

All students assigned to CAAS are required to meet with an advisor minimally once each semester during the Early Advisement Period (each March and October). At least 3 weeks prior to the opening of the Registration Period, students meet with an advisor to complete their educational plans, discuss their major and career goals, review their course eligibility and review all applicable coursework requirements. Afterwards, student advisement holds are released and students may complete their registration process in CUNYfirst on or after their enrollment access date.

Continuing Student Appointment Service: <https://advisortrac.csi.cuny.edu>

During the above periods, most students assigned to CAAS are required to schedule an appointment to fulfill their advisement requirement. Further information on this process can be obtained at: <https://advisortrac.csi.cuny.edu>. Normally however, advisement is only accessible on a walk-in basis; additional information can be found on our website under the “News & Events” link or via limited email service.

INFORMATION TECHNOLOGY HELP DESK
Benji Kiriakose, HelpDesk Manager

Phone:	1.718.982.HELP	Location:	2A-306d
Email:	helpdesk@csi.cuny.edu	Website:	www.csi.cuny.edu/studenthelpdesk
Hours:	Monday-Thursday		8:00am - 7:00pm
	Friday and Saturday		9:00am - 5:00pm

The Technology HelpDesk is available to assist you with the technology on campus. We provide CUNYfirst, CUNY Portal, BlackBoard, student email (CIX), SLAS (computer login) assistance. For online instructions including video tutorials, please visit our webpage. Our webpage also contains a link to ECHO (Experience CSI’s Help Online), our 24/7 online resource.

Computer Lab Location and Hours:

1L-212	Monday – Saturday	8:00am – midnight
	Sunday	9:00am – midnight
1L-202	Monday - Friday	10:00am - 10:00pm
3N-217	Monday – Thursday	9:00am – 10:00pm
	Friday	9:00am – 6:00pm
	Saturday	9:00 am – 4:00pm
	Sunday	Closed
1C-113	Monday – Thursday	11:00am – 8:00pm
	Friday	9:00am – 5:00pm
	Saturday and Sunday	Closed

During other times (winter recess, breaks, and summer session) please see the schedules posted on the doors of the above labs, or visit our website. Please note that all hours are subject to change.

All of the computer labs are using Office 2013. Please plan accordingly. If you need assistance using this version of MS Office, please visit our website for a list of Technology Literacy workshops being offered. Also, do not forget to bring a flash drive or CD, with you since data, programs, and computer files will not be stored on laboratory computers after they are shut down. Upon boot up, each computer is restored to its original image. **Please save your work to a flash drive periodically.**

Keep in mind:

The computer labs are staffed with knowledgeable OIT staff members who can assist you in getting started, help you if you run into problems, or calm your fears if you are computer phobic.

COMPUTER USER RESPONSIBILITIES

The computer resources of The City University of New York and the College of Staten Island must be used in a manner that is consistent with the University’s educational purposes and environment. All users of computer resources are expected to act in a spirit of mutual respect and cooperation, and to adhere to the regulations for their use set forth in this document. As a user of CUNY computer resources:

- You are required to have a valid authorized account to use computer resources that require one and may use only those computer resources that are specifically authorized. You may use your account only in accordance with its authorized purposes and may not use an unauthorized account for any purpose.
- You are responsible for the safeguarding of your computer account. For a mainframe computer account, you should change your password frequently and should not disclose it to anyone. You should take all necessary precautions in protecting the account, no matter what type of computer resource is being used.
- You may not circumvent system protection facilities.
- You may not knowingly use any system to produce system failure or degraded performance.
- You may not engage in unauthorized duplication, alteration, or destruction of data, programs, or software. You may not transmit or disclose data, programs or software belonging to others and may not copy material protected by copyright.
- You may not engage in abusive or improper use of computer hardware. This includes, but is not limited to, tampering with equipment, unauthorized attempts at repairing equipment, and unauthorized removal of equipment components.
- You may not use computer resources for private purposes, including, but not limited to, the use of computer resources for profit-making or illegal purposes.
- You may not use computer resources to engage in abuse of computer personnel or other uses. Such abuse includes the sending of abusive or obscene messages within CUNY or beyond via network facilities.
- The use of college computer resources may be subject to College regulations, and you are expected to be familiar with those regulations.

These regulations and College regulations are subject to revision. You are expected to be familiar with any revisions in the regulations.

The University reserves the right to monitor, under appropriate conditions, all data contained in the system to protect the integrity of the system and to ensure compliance with regulations.

Any user who is found to be in violation of these rules is subject to the following:

- Suspension and/or termination of computer privileges;
- Disciplinary action by appropriate College and/or University officials;
- Referral to law enforcement authorities for criminal prosecution;
- Other legal action, including action to recover civil damages and penalties.

“Computer resources” is an inclusive term referring to any and all computing/information technology: hardware, software, and access. Hardware includes, but is not limited to, terminals, personal computers, workstations, printers, mice, monitors, cabling, and peripheral devices. Software includes, but is not limited to, mainframe-shared software, networked software, and stand-alone software residing on personal computers. Access includes, but is not limited to, accounts on timesharing systems as well as access to stand-alone personal computing systems and other relevant technology.

- The computers are for educational purposes only and you agree to abide by the CSI and CUNY User Responsibilities Policies.
- The User Name is your UserID

COMPUTER LOGIN ID (SLAS)

All users (current students, faculty, staff, alumni, etc.) are required to have a login ID and password to utilize the computers. When you enter your ID and password you will be authenticated by the database and the desktop will appear, from here you can access any of the programs found on the computers. If you are not sure if you have an ID you can visit the HelpDesk or any of the Open Computer Labs. Since you are responsible for any unauthorized activity that takes place with your account it is important that you log off the computers once you are finished.

- Your CSI Computer Login ID (SLAS) is generally: Firstname.Lastname
- The password format is generally CSI and your CUNYfirst emplID, example: Csi12345678

CUNYfirst

CUNYfirst allows CUNY students to manage their academic careers and financial accounts in real time, from anywhere, anytime. By accessing the Student Center within CUNYfirst, students will be able to browse the College catalog, enroll in classes, check their schedules, pay their bill, etc. For information on how to access

work with student peers in developing strategies for academic success.

STUDY FOR SUCCESS

Study centers are an integral component of the academic support services provided at CSI. The study centers are dedicated to meeting the academic needs of all students, and to assisting them in developing the skills necessary to ensure their success. In the various study centers across campus, students have the opportunity to work with peer tutors to broaden their understanding of a variety of disciplines. Students are guided to take an active role in setting their educational goals. Various tutoring strategies are incorporated, including individualized sessions, small group sessions, computer-assisted instruction and peer study groups. For information and academic assistance, contact the following individuals:

STUDY CENTERS	Contact	Location	Phone#
Biology Learning Center	Lisa Ghigliotti	1A-108	1.718.982.3843
Center for Student Accessibility	Eileen Parathyras	1P-101	1.718.982.2510
Writing Center	Bob Brandt	2S-216	1.718.982.3636
Center for Academic Student Assistance		1L-117	1.718.983.3963
-Science, Technology, Engineering Science & Math	Koby Kohulan	1L-117	1.718.982.4212
-Humanities and Social Sciences (1A-108)	Christopher Cuccia	1L-117	1.718.982.3962
Mathematics Study Center	Lewis Carbonaro	1S-214	1.718.982.3619
Media Culture	Lori Hiris	1P-222	1.718.982.2573
Modern Languages Media Center	Valeria Belmonti	2S-114	1.718.982.3711
SEEK Learning Center	Ralph Pagan	1A-108	1.718.982.2412
Nursing Neighborhood	Dr. Barbara Griffiths	5S-108	1.718.982.3842
Nursing Student Resource Center		5S-119	
Nursing Student Test Prep Center		5S-121	
Computer Science Center	Orit Gruber	1N-113	1.718.982.2850

CUNY LANGUAGE IMMERSION PROGRAM (CLIP) *Office of Continuing Education and Professional Development*

Contact: Donna Grant
Phone: 1.718.982.3996/4161
Email: CLIP@csi.cuny.edu

Location: 1L-204
Fax: 1.718.982.4033

The CUNY Language Immersion Program (CLIP) offers non-native English speaking students who have been admitted to a City University of New York (CUNY) college the opportunity to spend more time learning English in an academic environment before formally enrolling in college courses. Students in the CLIP Program acquire the reading, writing and oral communication skills necessary to be successful at CUNY. The Program's instructional philosophy reflects a holistic approach to language development in the context of academic preparation. This includes classwork, research project, computer-assisted learning, orientation to college and tutoring. It is a low-cost option for students that have remedial English needs.

- Daytime classes meet Monday-Friday from 8:45am - 2:15pm
- Tuition is \$180 for the Fall and Spring 16-week terms, \$75 for 6-week Summer term. Lower tuition rates may be available for some students.
- Students who register for CLIP will defer their use of Financial Aid and put themselves in a better position to earn a degree once they are enrolled in credit classes.

CENTER FOR GLOBAL ENGAGEMENT *Stephen Ferst, Executive Director*

Contact: Stephen Ferst
Phone: 1.718.982.2100
Hours: Monday – Friday
Email: studyab@csi.cuny.edu Study Abroad
intstudy@csi.cuny.edu Foreign students & scholars and general Center questions
elistudy@csi.cuny.edu English Language Institute

Location: 2A-206
Fax: 1.718.982.2108
9:00am – 5:00pm

The Center for Global Engagement promotes the internationalization of academic life at the College of Staten Island/CUNY in order to foster an awareness of the interdependence of nations, the value of diversity, and the importance of international understanding. The Center administers student study abroad programs, provides

assistance to foreign students and scholars at CSI, and directs the English Language Institute. There are also many potential volunteer opportunities for CSI students at the Center. The Center is located in the North Administration Building (2A), Room 206. Stop by or call 1.718.982.2100.

English Language Institute (ELI)

The Institute offers intensive English and cultural orientation programs to international students, visitors, professionals, and community members. Sessions are offered each semester, with intensive sessions in the summer and during the winter intersession. Classes range from beginner to advanced levels.

International Student and Scholar Services

The Center provides services for students and scholars from around the world. In addition to processing all required immigration documentation, the Center provides extensive orientation, ongoing advisement, and assistance in on- and off-campus adjustment.

Study Abroad

Study Abroad programs provide wonderful opportunities for students to learn about the world first-hand. CSI sponsors programs in Ecuador, Italy, Greece, China, Denmark, Barbados, Ireland, Japan, France, England, and several other countries. In addition, over 30 other programs are open to CSI students through our membership in the College Consortium for International Studies (CCIS) and through the programs offered by other CUNY colleges. While no previous language study is required for most programs, students should have a 2.5 or better GPA. All programs provide academic credit for courses taken abroad. Internships and service learning opportunities are included in many programs. Financial aid applies and there are special scholarships and grants available to assist qualified CSI and CUNY students.

On-Campus International Programs

The Center organizes and sponsors a variety of on-campus programs. *World on Wednesdays* is held every Wednesday and focuses on international topics of interest to the CSI community. International Coffee Hours are held the first Thursday of every month and provide an opportunity for the CSI community interested in international education to gather in an informal setting. The Center highlights many of their activities during the annual International Education Week in November. Occasional special speakers, international musicians, and cross-cultural films are also offered to the campus community throughout the year. Most programs are offered for CLUE credit.

LIBRARY
Wilma Jones, Chief Librarian

Contact:	Reference Desk	Location:	1L-105
Phone:	1.718.982.4010	Fax:	1.718.982.4002
Library Hours:	Monday – Saturday		8:00am - Midnight
	Sunday		12Noon - Midnight
	Summer and other times as posted at the Library and its homepage.		
Email:	library@csi.cuny.edu	Website:	www.library.csi.cuny.edu

The College of Staten Island Library (CSI Library) utilizes state-of-the-art technology to enable students to access educational resources. The Library’s home page is a portal to over 200 databases that offer access to thousands of journals in all disciplines. Students may search these resources in a variety of ways: at the Library’s numerous computer workstations, by borrowing a laptop computer to access the campus-wide wireless network, or by logging in from remote locations (i.e., home, office, etc).

The Library consists of three floors. Reference librarians are available on the first floor to work with students seven days a week, from 8am-10pm, whenever the library is open. They provide research assistance for course assignments, term papers, and formatting citations in all academic disciplines. One-on-one guidance at the reference desk is supplemented with workshops, Library Instruction sessions, and research consultations.

Reference books, such as general and specialized encyclopedias, dictionaries, handbooks, and atlases are located in the Reference Area on the first floor. Many course textbooks selected by professors are available for 2-hour loan periods at the Circulation/Reserve Desk on the first floor. Students may also borrow books, graphing calculators, laptops, DVDs, and reserve group study rooms with a current Dolphin ID card at the Circulation/Reserves Desk.

The second floor of the Library houses a K-12 Text Collection, the Archives & Special Collections, a unit containing an ever-growing collection of political and historical materials about Staten Island, as well as the Library Learning Lab, where students receive formal instruction on using the Library’s resources and services. Study rooms, work space, printers, scanners, photocopy machines, and a fax machine also are available for students.

The third and final floor of the Library houses the circulating collection (with over 250,000 volumes) that can be borrowed for three-week period and renewed online. The third floor also contains print journals, magazines, and

newspapers for use inside the Library. Designated as a silent area, the third floor facilitates individual study with over 200 study carrels lined along the perimeter of the stacks.

To make full use of the Library's services and resources, students need:

- A bar code sticker placed on the back of a current Dolphin ID card, which will allow students to take out print materials and access their account online.
- A CSI email login and password to access computer workstations and databases from off campus.

Further information about the Library's services and resources can be found on the Library web site at www.library.csi.cuny.edu.

OFFICE OF RECRUITMENT AND ADMISSIONS: NEW STUDENT PROGRAMS UNIT *Emmanuel Esperance, Director*

Contact:	Sean Walsh, Assistant Director for Orientation	Location:	2A-208
Phone:	1.718.982.2529	Fax:	1.718.982.2599
Hours:	Monday – Friday		9:00am – 5:00pm
Email:	Orientation@csi.cuny.edu		
Web:	www.csi.cuny.edu/CLUE		

The New Student Programs (NSP) Unit is dedicated to assisting and supporting new students through transitional issues that occur in the first year of college at CSI. NSP provides introductory orientation programs for incoming students prior to the beginning of each semester. NSP maintains an Information Center for new and prospective students and coordinates the New Student Mentoring Program, which provides peer-to-peer mentoring on a variety of first-year initiatives, including supporting first year students throughout their first semester, as well as, first-year students who are on, or at risk of academic probation. New students interested in being mentored during their first-year at the College are encouraged to contact NSP to be paired with a current upper-division student.

In addition, the NSP Unit coordinates the New Student Orientation Leadership Program, training current CSI students to serve as role models for incoming students during the orientation process as New Student Orientation Leaders. Current CSI students who are interested in becoming Orientation Leaders should contact NSP for more information.

New Student Orientation

The College of Staten Island requires all first-year incoming students to attend New Student Orientation (NSO), a comprehensive mandatory one-day program, presented by multiple offices and departments on campus. The overall goal of NSO is to provide students with a sense of belonging and connection to the campus community, to provide students with the tools to become responsible learners and college students, develop partnerships and effective communication skills, and ease students' transition to CSI. Please visit the following website for information on NSO: www.csi.cuny.edu/CLUE/orientation.html.

New Student Programs also assists Veteran Support Services and the Verrazano School Honors Program with their New Student Orientations.

OFFICE OF ACCESS AND SUCCESS *Debra Evans-Greene, Project Director*

		Location:	1A-310
Phone:	718.982.2005		
Office Hours:	Monday - Friday		9:00am - 5:00pm
Email:	debra.evans@csi.cuny.edu		

COLLEGIATE SCIENCE AND TECHNOLOGY ENTRY PROGRAM (CSTEP)

The CSTEP Program is designed to increase the number of historically underrepresented and economically disadvantaged students who enroll in and complete undergraduate and graduate programs leading to professional licensure or to careers in a STEM field. The CSTEP Program is also designed for New York State residents, including permanent residents and full-time students in good academic standing (2.9GPA) at the College of Staten Island. Students must be of African descent, Latino, Native American/Alaskan Native decent or economically disadvantaged (based on criteria established by New York State.) The program provides students with paid internships and scientific research opportunities.

For more information about CSTEP, please visit the program's webpage at: http://csi.cuny.edu/step_cstep/cstep/

COLLEGE SUCCESS INITIATIVE LEARNING BY TEACHING PROGRAM (CSILTP)

The College Success Initiative Learning by Teaching Program (CSILTP) is a comprehensive support program created to increase college graduation rates for historically underrepresented and economically disadvantaged students. This program was designed by The City University of New York (CUNY) to recruit and retain underrepresented students, especially males, at the college level. The College Success Initiative Learning by Teaching Program was created to strengthen the high school to college pipeline and enable more students from historically underrepresented and economically disadvantaged backgrounds to enter and succeed in higher education. Our purpose is to provide support that will ensure students graduate with degrees in academic and/or professional areas of study. Incoming freshmen participate in a one (1) year Learning Community; the program provides students with mentoring, tutoring and paid internships.

For information about CSILTP, please visit the program's website at: <http://www.csi.cuny.edu/bmi/>

OFFICE OF TESTING
Alan Hoffner, Director

Contact:	Alan Hoffner	Location:	1A-104
	Gary Pizzolo	Fax:	1.718.982.2494
Phone:	1.718.982.2380	Hours:	9:00am – 5:00pm
Hours:	Monday-Wednesday, Friday		9:00am – 7:00pm
	Thursday	Website:	www.csi.cuny.edu/studentaffairs/testing/
Email:	testing@csi.cuny.edu		

CUNY Basic Skills Test

All new students, unless exempt, are required to take the CUNY Assessment Tests in reading, writing, and mathematics in order to become degree (matriculated) students. The scores are used for advisement and placement into college courses. Students who fail one or more of the tests will be directed to the appropriate summer or winter immersion workshops, into remedial courses, or into the CUNY Start program.

Placement Examinations

Placement examinations are offered by the Department of Biology and the Department of World Languages. These examinations determine placement at the appropriate course level.

PATHWAYS TO DEGREE COMPLETION INITIATIVE

The Pathways to Degree Completion Initiative is CUNY's new general education framework which allows students to transfer their general-education, pre-major and elective credits seamlessly among CUNY's colleges. It guarantees that general education requirements fulfilled at one CUNY college will automatically transfer to another CUNY college and fulfill that area/bucket requirement as well.

Beginning in Fall 2013, CUNY implemented the Pathways initiative across its undergraduate colleges to ease student transfer between CUNY colleges, remove roadblocks to student progress and ensure that courses meet high student learning standards. For additional information about the Pathways initiative, go to www.csi.cuny.edu/pathways/.

REGISTRAR
Yechiel J. Rosenrauch, Interim Registrar

Phone:	1.718.982.2123	Location:	2A-110
General Office Hours:	Monday – Friday	Fax:	1.718.982.2584
	Monday – Friday		9:00am – 5:00pm
Registrar Service Center Office Hours:	Monday – Friday		9:00am - 4:45pm
	Thursday		9:00am - 6:45pm
	<i>Please note that the Registrar's office will be closed at 4:45pm when there are no classes in session.</i>		
Email:	registraroffice@csi.cuny.edu		

READING BETWEEN THE LINES - CLASS LISTING

All of the important facts are revealed in a single class listing (see example Class Detail):

BIO 106 - This identifies the subject (Biology) and class level

Biology Principles 1 - Class Title, which reflects the content of the semester's work. Note the "I," which indicates

that there must be a second-level class after completion of this one.

3.0 Units – Number of credits, and number of equated credits. Like most 100-level classes (there are some exceptions), BIO 106 is a three-credit class.

PREREQ – This is very important, because it tells students which classes have to be completed prior to registration for this class

CO-REQ BIO 107 – A corequisite is indicated, which means that there is a class that must be taken during the same semester as BIO 106. (In this case it is BIO 107, which is a one-credit laboratory class.)

REQUIREMENT DESIGNATION –

This will tell you what area of Pathways General Education Requirements are satisfied by taking this class.

D001 – Indicates when the class is being offered and when it is scheduled to meet. In this example, the course is offered during the day (as opposed to the evening or weekend). Evening sections will begin with an E, weekend sections will begin with an S.

Please be sure to always refer to the most recent tuition bill that you received from the College and verify the building and room number, as sometimes buildings and rooms change from the time the Schedule of Classes is published or since you registered.

SCLASS NUMBER 15925 – This is the class identification number, which is the unique identifying number assigned to each class. Section number is also known as the Course Registration Code. Be sure, when registering, that you have correctly entered the section number as the course registration code for the class you want to take. Otherwise, you will end up registered for the wrong class!

TU/TH 8:00 a.m. – 9:55 a.m., 3S-117. – Day, time, and room number of the class. In this example Section 2480 meets in two different buildings both days but Section 2485 is in the same building both days but in two different rooms. Always double check class times and locations to make sure that they do not conflict with your personal schedule. Room numbers do occasionally change as well. Room changes appear on the Web at esims.cuny.edu or the CSI homepage at csi.cuny.edu.

Bruce Eisenberg – Knowing the name of the class instructor can be helpful. Other students who have taken the class can offer information and advice about particular professors. TBA is not a hardworking ubiquitous professor, but an abbreviation for “To Be Announced.” This simply means that the class instructor was not known when the schedule was printed.

FREQUENTLY ASKED QUESTIONS

What's the difference between a matriculated (degree) and a non-matriculated (non-degree) student?

A matriculated student is one who is enrolled and registered in a particular degree program (for example Biology). A non-matriculated student, though perhaps pursuing a degree or ultimately intending to pursue a degree, has not chosen a plan (major). Also, students simply taking classes, for purposes other than obtaining a degree, are non-matriculated.

What's the difference between “real” credits and equated credits?

Although most classes offer students the same number of “real” credits as equated credits, perhaps leading students to assume that they are always the same. However, in many instances, the “real” credits are not the same as the equated credits. Equated credits are the credits you pay for and that number also determines your full-time or

Search for Classes

Class Detail

BIO 106 - D001 Principles of Biology I

College of Staten Island | 2014 Spring Term | Lecture

[VIEW SEARCH RESULTS](#)

Class Details			
Status	Open	Career	Undergraduate
Class Number	15925	Dates	1/27/2014 - 5/23/2014
Session	Regular Academic Session	Grading	Undergraduate Letter
Units	3 units	Grades	
Instruction Mode	In Person	Location	Main - College of Staten Island
Class Components	Lecture Required	Campus	College of Staten Island

Meeting Information			
Days & Times	Room	Instructor	Meeting Dates
Tu 8:00AM - 8:50AM	3S 117	Bruce Eisenberg	01/27/2014 - 05/23/2014
Th 8:00AM - 9:55AM	3S 117	Bruce Eisenberg	01/27/2014 - 05/23/2014

Enrollment Information	
Enrollment Requirements	Prerequisite: MTH 020 or an appropriate score on the CUNY Mathematics Assessment Test. Corequisite: BIO 107.
Requirement Designation	Required Core - Life and Physical Sciences

Class Availability			
Class Capacity	50	Wait List Capacity	0
Enrollment Total	49	Wait List Total	0
Available Seats	1		

Description
Introductory biology for non-science majors. Structure and function of the body and the effects of the environment on it. Fundamental biological principles and concepts and their applications to relevant concerns such as drug addiction, food additives, physical fitness, and the population explosion. Not credited toward the Biology major. (science) (RLPR)
Prerequisite: MTH 020 or an appropriate score on the CUNY Mathematics Assessment Test. Corequisite: BIO 107.

Textbook/Other Materials	
Textbook Assignment Complete	
Special Instructions	Books available in used and rental for significant savings
Book	
Status	Required
	Campbell Biology: Concepts & Connections, ...

part-time status. Please note that remedial courses worth four equated credits produce zero “real” credits. “Real” credits are only those that go toward your degree credit requirement. In other words, you pay for any equated credits you take, but only “real” credits count toward your degree requirement.

GRADE POINT AVERAGE (GPA)

The grade point average (GPA) is determined by dividing the total quality points earned by the total number of credits attempted. All credits for which the student is officially registered after the change of program period of each semester shall be considered “attempted credits,” except where the grades carry no penalty, (i.e., grades of W, WA, INC, AUD, and PEN.) For example:

Course	Grade	Credits	Quality Points per Credit	Total Quality Points
ENG 111	A	3	x 4	= 12
COR 100	B	4	x 3	= 12
ART 100	C	3	x 2	= 6
ANT 100	D	3	x 1	= 3
PED 190	F	1	x 0	= 0
Total Credits		= 14		
Quality Points		= 33		
GPA	= $\frac{\text{Quality Points}}{\text{Credits Attempted}}$	= $\frac{33}{14}$	= 2.36	

Grading System

The following grading symbols are used:

Grade	Identification	Quality Points per Credit
A	Excellent	4.0
A-	Excellent	3.7
B+	Excellent	3.3
B	Good	3.0
B-	Good	2.7
C+	Good	2.3
C	Satisfactory	2.0
D	Pass	1.0
F	Failing/unsuccessful completion of course	0.0
P	Passing	
S	Satisfactory; used for CUNYStart & Immersion courses only -	
W	Withdrew with no penalty	-
WA	Administrative Withdrawal	-
WN	Unofficial Withdrawal, non-attendance - never attended. No credit, equivalent to a grade of F (Fall 2008-Summer 2009 Only: Effective Summer 2013 converted to Withdrawal Non-attendance, Non-Punitive.	0.0
*WN	Never attended. This grade carries no penalty.	
WU	Withdrew Unofficially (counts as failure)	0.0
INC	Incomplete (temporary grade)	-
AUD	Auditor	-
Y	Year or Longer Course of Study	-
Z	No grade submitted by instructor	-
PEN	Grade Pending	-
FIN	Failure (changed from Incomplete)	0.0

REGISTRATION AT CSI

Web-enhanced registration allows students a greater degree of flexibility and convenience. Registering via the Internet at your appointed time during Priority Registration is the best way to obtain a schedule that meets your academic needs and accommodates your schedule. If you do not have access to the Internet or wish to register on campus, computers are available for student use in the Web Resource Center, located in building 2A, room 104. Please refer to the Registration Information link at <http://www.csi.cuny.edu/registrar/registration.php4> for additional information. Students will be receiving updates about registration via their assigned CSI Email. Students

for whom advisement is required must see their advisor before registering. Registration will be blocked without the approval of an advisor. The advisor or department staff must remove the advisement service indicator before you can register. Students for whom advisement is optional or not required may register without seeing an advisor.

CUNYFIRST offers more than just registration. Students may also view their schedules, grades, transcripts, bill status, search for open course sections, and view their assigned CSI Email addresses.

SEEK: SEARCH FOR EDUCATION, ELEVATION, AND KNOWLEDGE
Gloria Garcia, Director Location: 1A-112

Phone: 1.718.982.2410 Fax: 1.718.982.2422
Hours: Monday – Friday 9:00am – 5:00pm
Email: gloria.garcia@csi.cuny.edu
Website: www.csi.cuny.edu/seek

The SEEK Program (Search for Education, Elevation and Knowledge) is CSI's Educational Opportunity Program, open to first-semester students who meet specific financial and academic criteria. SEEK students receive extra financial benefits, as well as academic, personal and career counseling. They also are eligible for services from the SEEK Learning Center, which is instrumental in helping students successfully build their academic skills through free tutoring, study groups, educational workshops and more. The Learning Center also includes a computer lab where a technician assists students with software, Internet access and other computer needs.

Additional opportunities for SEEK students include: a National Honor Society for outstanding academic achievers; a Research Assistants Project which pairs qualified students with faculty researchers; and many other civic and service activities.

SERVICES FOR YOU

information for all students

ALUMNI RELATIONS
Donna Garambone, Alumni Affairs Coordinator

Contact: Donna Garambone Location: 1A-110
Phone: 1.718.982.2262
Hours: Monday – Friday 9:00am – 5:00pm
Email: alumni@csi.cuny.edu
Facebook: facebook/csialumni

You may not be thinking of it now, as you take classes, pick a major, or study for exams but one day you'll join the ranks of our 67,000 plus alumni worldwide! CSI graduates who were once students like you. You can get involved now by collaborating with alumni to plan joint activities. The CSI Alumni Association mission is dedicated to promoting lifelong spirit of pride, fellowship, loyalty and learning among alumni, students, and the community. We are here to assist you and mentor you *before* you graduate. Each year the CSI Alumni Relations Office in conjunction with the Alumni Association:

- Sponsors social, cultural, professional events
- Awards scholarships from the CSI Alumni Association Scholarship Endowment fund and Alumni Legacy Scholarship to qualified students.
- Recognizes worthy students with Outstanding Student Leadership Awards at Commencement.
- Provides Gifts for grads and invites alumni to participate in commencement day activities
- Assists in publishing *Eye on CSI* alumni magazine
- Offers students the opportunity to perform community service by volunteering at alumni and college events.

When you graduate with an associate's, baccalaureate, master's degree, or accredited program certificate, you will automatically become a member of the CSI Alumni Association and receive a CSI Alumni Card. This card allows you access to Member benefits, which include discounts on Auto and Homeowners Insurance, Group Term Life Insurance, and the opportunity to network with our alumni. You can also connect with us and other alumni on our Facebook page. Your lifelong relationship with the College of Staten Island starts now! Come by and say hi as a future member of our alumni family!

DOLPHIN COVE HOUSING

Contact:	McKala Accetura	Location:	Dolphin Cove, South Building
Phone:	1.718.982.3019	Fax:	718.982.3065
Office Hours:	Monday-Friday		9:00am - 5:00pm
Email:	csistudenthousing@csi.cuny.edu		

Being a part of an on-campus residential community is more than just having a place to sleep each night. Your roommate and neighbors could become lifelong friends. As you interact with other CSI students, you'll have the opportunity to learn about people who are different than you, and, in the process, learn more about yourself.

In addition, living on-campus will help you be a better student, since you'll have easy access to important campus resources, such as academic advisors, tutorial centers and labs, The Writing Center and the library. How will we help you achieve all this? The staff at CSI Student Housing is here to help create a true student community. Throughout the year, we'll host frequent events, such as social gatherings and guest speakers, designed to help you make friends and be a better student. Our Resident Assistants (RAs) are student leaders who are specially trained to help make your time in CSI Student Housing a richer experience.

Students who are interested in living on campus are invited to tour the residence halls by stopping in the Student Housing Office on the first floor of the Dolphin Cove South building, calling, emailing, or visiting our website at CSIStudentHousing.com.

OFFICE OF PARKING & DOLPHINCARD SERVICES

Contact:	Jose Colon	Location:	3A-106
Phone:	718.982.2294	Fax:	718.982.2367
Hours:	Monday – Thursday		9:00am - 8:00pm
Evenings:	Friday		9:00am - 4:30pm
Email:	jose.colon@csi.cuny.edu		

Short on time-no problem! The Office of Parking & DolphinCard Services provides convenient one-stop access to your CSI photo identification card and parking needs.

Parking Questions, Parking Answers

It may seem at times that there are only seven parking spots on the entire College campus, and of course, they're all taken! But there are actually seven lots, and several other gravel parking fields, throughout campus, all with access to nearby academic buildings, or campus shuttle bus service. Since parking rules at College of Staten Island are strictly enforced, there are some items of information that students must know.

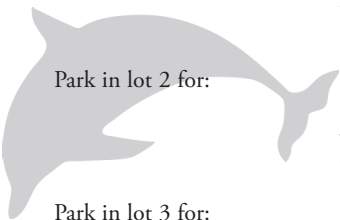
Rather than list all the information here however, the Office of Parking & DolphinCard Services has created an easily accessible and extremely thorough booklet that outlines parking DO's and DON'Ts at CSI. Additional questions, such as parking rules, fees, safety, penalties, visitor parking, and disabled parking are addressed. This booklet is sure to clue you in to everything you ever wanted to know about parking at College of Staten Island. Students can pick up one of these booklets at the Office of Parking & DolphinCard Services or on the web at http://www.csi.cuny.edu/parking_services/pdf/parking.pdf.

Parking in Lot 6 may not be the closest to your classroom, however, consider this: how many times do you end up driving from lot to lot, circling around for 15 minutes or even 30 minutes all to "save" time by parking near your classroom? The fact is, securing a spot in lot 6, known as the Easy Parking lot may be the best and quickest way to get to class.

Parking Decals may be purchased by mail or at the Office of Parking & DolphinCard Services throughout the school year.

Where should I park?

Park in lot 1 for:	2A North Administration
	3A West Administration
	2N History, Political Science, Economics, Philosophy
	3N Business
	1P Center for the Arts
Park in lot 2 for:	1A South Administration
	3S Education
	4S Psychology, Sociology, Anthropology
	6S Biology, Chemistry
	1P Center for the Arts
Park in lot 3 for:	1L Library, Social Work



	1S Mathematics
	2S English, Speech, World Languages and Literatures
	5S Marcus Hall (Nursing)
Park in lot 4 for:	1C Campus Center, Bookstore & Cafeteria
	1N Computer Science, Engineering Science & Physics
	4N Engineering Technologies
	5N Physical Therapy
Park in lot 5 for:	2R The Children's Center
Park in lot 6 for:	1R Sports & Recreation Center and all playing fields
	"Easy Parking" Lot
	Dolphin Cove Student Housing
Park in lot 7 for:	1M Campus Services Central Plant

Please note: the purchase of a valid CSI parking decal is required to park on Campus, including Lot 6.

DolphinCard-One Card Many Uses!

The DolphinCard—College of Staten Island ID card—provides safe and secure identification for members of the College of Staten Island community. DolphinCard also provides access to a host of campus services, such as food purchases, vending machines, bookstore purchases, parking purchases, residence hall laundry machines and library access.

Using your DolphinCard for purchases on campus is fast and easy: simply deposit funds onto your card account through the DolphinCard website, in person at the Office of Parking & DolphinCard Services or at one of the Cash Management Centers conveniently located in the Campus Center or Library.

Save up to 13.875% by purchasing a tax free student meal plan! For specific information or to obtain a meal plan agreement, come to our office during regularly scheduled business hours.

To obtain a new card, replace a lost or stolen card, make deposits or for general assistance, you can visit the Office of Parking & DolphinCard Services during regularly scheduled business hours.

Students must present proof of registration to obtain a new card. Faculty and staff must present a letter from the Office of Human Resources or provide some other source of verification of employment. There is no charge for your first DolphinCard. Lost or stolen DolphinCards must be reported and are subject to payment of replacement fees.

CENTER FOR CAREER AND PROFESSIONAL DEVELOPMENT
Caryl Watkins, Director

Contact:	Caryl Watkins, Director	Location:	1A-105
	Joanne Hollan, Associate Director	Fax:	1.718.982.2308
Phone:	1.718.982.2300	Hours:	9:00am – 5:00pm
Hours:	Monday – Friday	Evening:	5:00pm – 7:00pm
Evening:	Thursday	Email:	careers@csi.cuny.edu
Email:	careers@csi.cuny.edu	Website:	www.csi.cuny.edu/career/

The Center for Career and Professional Development assists students in developing individualized career planning, career skill building, and internship, employment, and special opportunity goals through a variety of services.

- Career and internship Advisement
- Employment Consultation
- Experiential Education through the CUNY Service and CUNY Cultural Corps programs
- Access to "Careers 24/7" our online career services online database which provides comprehensive career related information and resources around the clock.
- On-Campus Recruitment events, such as Job Fairs, Career Expo's and Employer Series Workshops
- On-Line CLUE's on a variety of career and employment related topics and other virtualized services.
- Assistance with career research and exploration using FOCUS2, a Career Planning System for College Students.

CHILDREN'S CENTER
Margaret Rooney, Executive Director

Contact:	Margaret Rooney, Executive Director	Location:	2R-104
Phone:	1.718.982.3190	Fax:	1.718.982.3196
Office Hours:	Monday – Friday	Hours:	8:30am – 5:00pm
Email:	childrenscenter@csi.cuny.edu	Website:	www.csi.cuny.edu/childcare

The Children's Center at CSI offers early education and childcare programs to children of CSI students while they are attending classes and participating in other co-curricular activities. The facilities include a spacious indoor area for learning through play, rest, and meal times, and a large, beautiful outdoor play area. Nutritious morning snacks, lunch, and afternoon snacks are offered.

The programs include an infant/toddler program, a preschool program, a Pre-K for All program and a school-age program, all featuring hands-on learning experiences in a caring, well-supervised environment. The infant/toddler program serves children 6 to 24 months of age. These children explore the world around them with an experienced, nurturing staff. The preschool program, for children 2 to 6 years old, focuses on the cognitive, social, emotional, and physical development of each individual child.

The Pre-K for All program is offered in conjunction with and funded by the NYC Department of Education. Children who are 4 years of age by December 31st of the calendar year may register for the program in addition to regular childcare hours. The school-age program for children 5 to 9 years of age, involves creative and problem-solving activities, homework assistance, and outdoor play. **All programs are run pending enrollment.**

The Children's Center is licensed by the New York City Department of Health and Mental Hygiene, Bureau of Child Care and is funded through the CSI Association, Inc., Student Activity Fees, state and federal grant money, and childcare fees based on \$2 per hour (subject to change). Some additional assistance with childcare fees may be available to income-eligible families through a federal childcare grant.

The Children's Center is located in Building 2R, and is open Monday through Friday from 7:30am to 6:30pm for infants and toddlers, 7:00am to 6:30pm for preschoolers, and 3:00pm to 6:30pm for school age children.

The Center also offers Winter and Summer Programs for infants, toddlers and preschool children 15 months to 6 years of age; and a July session for school-age children ages 5 to 9. For more information about winter and summer programs, please contact the Children's Center.

COUNSELING CENTER *Ann Booth, Director*

Contact:	Ann Booth	Location:	1A-109
Phone:	1.718.982.2391	Fax:	1.718.982.2585
Hours:	Monday - Friday		9:00am – 5:00pm
Evenings:	Wednesday and Thursday		5:00pm – 7:00pm
Email:	counseling@csi.cuny.edu	Website:	www.csi.cuny.edu/studentaffairscounseling

The Counseling Center offers a broad range of personal and academic counseling services to help the students of the College of Staten Island achieve their full academic potential. Professional counselors work in collaboration with student to explore issues that help overcome obstacles that interfere with accomplishing their goals.

Personal counseling is designed to help students address concerns, come to a greater understanding of themselves, and develop effective strategies for dealing with life's challenges. Students seek personal counseling for a variety of reasons. Some common reasons for seeking personal counseling are stress, depression, anxiety, family and relationship issues, drugs or alcohol abuse, sexual identity, eating disorders, and cultural adjustment, to name a few.

Academic counseling is designed to assist students in maximizing their academic performance. Counselors help students with a variety of issues that affect academic success such as study and test taking skills, test anxiety, time management, concentration and attention difficulties, goal setting, and motivation. Counselors can also provide help with appeals to the Committee on Course and Standing.

CENTER FOR STUDENT ACCESSIBILITY *Stefan Charles-Pierre, Director*

Phone:	1.718.982.2510	Location:	1P-101
Hours:	Monday, Tuesday, Wednesday, and Friday	Fax:	1.718.982.2117
	Thursday		9:00am – 5:00pm
E-mail:	csa@csi.cuny.edu		9:00am – 7:00pm

The mission of the Center for Student Accessibility (CSA) is to facilitate reasonable accommodations for students with documented disabilities ensuring equal access to academic and co-curricular programming in compliance with the Americans with Disabilities Act. Through intensive student support programming, comprehensive services and a commitment to student learning, staff members work toward creating an

environment that fosters empowered students who will realize their potential in a higher education setting. The CSA believes students need the best preparation possible for success in a global society and competitive workforce. As a result of the intentional efforts of committed professional staff, students with disabilities will be among the most engaged, prepared, and successful students at the College of Staten Island.

The Center provides reasonable accommodations for students such as distraction-limited and alternate testing locations, accommodations in the residence halls, support for alternate text conversion and technology-based accommodations, as well as services such as, tutoring, academic advisement and mentoring. Also, there is a special support program for students in their first year of college, the goal of which is to foster academic excellence and an overall successful college experience. The Center has oversight of the Resource Center for the Deaf and Hard of Hearing which provides accommodations and support services specifically for students who are Deaf or hard-of-hearing. All students are encouraged to explore the range of offerings available to them and ask about technology training. The CSA is a National Voter Registration Act voter registration site.

DIVERSITY AND COMPLIANCE *Danielle Dimitrov, Director*

Phone: 1.718.982.2250
Email: danielle.dimitrov@csi.cuny.edu

Location: 1A-103
Fax: 1.718.982.2559

The mission of the Office of Diversity and Compliance (ODC) is to ensure compliance with all laws and CUNY policies that pertain to nondiscrimination, including sexual harassment and assault, the Americans with Disabilities Act, Section 504 of the Rehabilitation Act, and Title IX of the Education Amendments of 1972. This also includes overseeing recruitment efforts that promote affirmative action and comply with Equal Employment Opportunity Commission regulations.

In order to promote and maintain a respectful learning and working environment for the entire campus community, the ODC is charged with investigation and mediation concerning complaints of noncompliance with regard to discrimination on the basis of race, color, creed, national origin, ethnicity, ancestry, religion, age, sex (including sexual harassment, gender-based harassment and sexual violence), 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, or any other legally prohibited basis in accordance with federal, state and city laws.

The College is committed to addressing discrimination, including harassment and retaliation complaints promptly, consistently and objectively. Members of the College community – applicants, employees, and students – may promptly report any allegations of discrimination, including sexual harassment or retaliation to Danielle Dimitrov, Director of the Office of Diversity and Compliance/Chief Diversity Officer.

The College's Policy on Equal Opportunity and Non-Discrimination may be accessed online here: http://www.csi.cuny.edu/diversity_and_compliance/Equal_Opportunity_and_Non_Discrimination.pdf

The College's Policy on Sexual Misconduct may be accessed online here: http://www.csi.cuny.edu/diversity_and_compliance/Sexual_Misconduct.pdf

EMERGENCY STUDENT RESOURCES

PETRIE STUDENT EMERGENCY GRANT FUND

The Carroll and Milton Petrie Student Emergency Grant Fund has been created for the purpose of providing quick response emergency grants to matriculated students in good standing with short-term financial emergencies to enable them to remain in school, rather than being forced to take a leave of absence or drop out.

Students who demonstrate need and are facing a current unexpected emergency may apply for this grant. All grants are subject to approval with documentation and verification to support your application. Questions may be directed to the Office of the Vice President for Student Affairs, 1A-301, 718-982-2335

Applications are available in: COPE 1A-109A, SEEK 1A-112G, Health and Wellness 1C-112, Science & Technology 1A-310, Financial Aid 2A-401C, Student Life 1C-201 and at www.csi.cuny.edu/PetrieGrant

EMERGENCY BOOK LOAN PROGRAM

Student Government at CSI has designated funds to assist students in hardship that have completed the financial-aid process but will not receive their aid award in time for the purchase of books at the start of the semester.

For students who qualify, a book loan against the student's financial award is granted. Note this is a loan and

must be fully repaid as soon as the aid award is distributed unless an alternative payment arrangement is made with the Office of the Vice President of Student Affairs.

Students can apply for an emergency book loan at the Office of the Vice President for Student Affairs (1A-301) Monday-Friday between the hours of 9am to 5pm.

CSI FOOD PANTRY

In response to the growing food insecurity challenges that the College of Staten Island students are experiencing, the CSI Food Pantry opened its doors in the Spring of 2016. The Food Pantry offers healthy food selections to currently enrolled CSI students who may be experiencing hunger, so that they can focus on their academic studies. The food pantry, located in the Green Dolphin Lounge of the Campus Center (1C), is open several times a month for any currently enrolled CSI student with a valid CSI Dolphin Card. Students in need will also be able to make a confidential appointment to visit the pantry. Students will be provided with various nonperishable items from the food pantry. Students are encouraged to bring their own grocery bag or to reuse the grocery bag they are given upon their initial visit to the pantry. All information about applications to the food program will be kept strictly confidential. Faculty and staff are encouraged to refer students who express a need that could be addressed by using the CSI Food Pantry. For more information about the CSI Food Pantry or to make a confidential appointment, please contact the Office of Student Life at (718) 982-3088 or come by the Office of Student Life in the Campus Center, 1C-201.

ENROLLMENT SERVICES *Mario D'Alessandro, Director*

Phone:	In person inquiry only	Location: 2A-106
Hours:	Monday - Wednesday	9:00am – 5:00pm
	Thursday	9:00am – 7:00pm
	Friday:	9:00am - 5:00pm

Enrollment Services is a place to receive information and assistance regarding various college services in one central location. In particular, we are your first stop for Financial Aid related services. Do you want to learn how to apply and maintain eligibility for Financial Aid, including Loans and Payment Plans? Have a CUNYFirst Hold you want to inquire about? Need information about special programs and enrollment incentives? Looking to update your records with the College? Maybe you have been away for a while and want to come back and continue your degree. Computer kiosks are also available for students to access online services in both 2A-104, our Web Resources Lab, and in our main office in 2A-106, with a printer connected to the kiosks in room 106. A SLAS login is required to access these kiosks. From the simple to the complex, the dedicated Enrollment Services advisors are here to answer your questions. When in-depth counseling is required, the staff will ensure that an appropriate referral is made.

HEALTH AND WELLNESS SERVICES *Linda Conte, Director*

Contact:	Terianne Darragh, MSN, RN	Location: 1C-112
Phone:	1.718.982.3045	Fax: 1.718.982.2966
TTY:	1.718.982.3315	
Hours:	Monday, Tuesday, Friday	9:00am – 5:00pm
	Wednesday, Thursday	9:00am – 7:00pm
Email:	healthcenter@csi.cuny.edu	

Health and Wellness Services is committed to providing prevention and treatment services to enhance health and encourage healthy lifestyle decisions. A nurse practitioner and nurses are available to provide free services that include episodic treatment for acute health problems, first aid, physical exams for program requirements, STI testing and treatment, GYN exams, immunizations, and tuberculin skin tests (PPD). Rapid confidential HIV testing services, pregnancy testing, and blood pressure checks are also available. *Services are partially funded by the Student Activity Fee.*

WELLNESS PROGRAM/PEER DROP-IN CENTER

Contact:	Janine Scotto, LCSW	Location: 1C-111
Phone:	1.718.982.3113	Fax: 1.718.982.2966
Hours:	Monday-Thursday	9:00am - 4:00pm

Email: wellness@csi.cuny.edu

The office provides student-centered health information and educational outreach programs and services. Health promotion events include wellness fairs, blood drives, as well as special health-screening events. Free brochures, CLUE events, condoms, and information about community resources are available.

Health Education

Confidential health education appointments are available with professional staff on a variety of health issues including birth control, sexually transmitted infections, nutrition, smoking cessation, and stress management. Stop in or call 1.718.982.3113.

Peer Education Program

Peer Educators address health and wellness issues through outreach and programming. Students who have an interest in health promotion and have completed at least 25 credits are encouraged to apply. Applications are available in 1C-111 and online.

THE LESBIAN, GAY, BISEXUAL, TRANSGENDER AND QUESTIONING (LGBTQ) RESOURCE CENTER *Office of Student Life*

Contact: Jeremiah Jurkiewicz
Phone: 718.982.3091

Location: 1C-226

The Lesbian, Gay, Bisexual, Transgender and Questioning Resource Center is dedicated to improving the educational environment for LGBTQ+ students, faculty, staff, administrators and alumnae by providing a safe space for LGBTQ+ community members and allies and advancing LGBTQ scholarly activities at the College of Staten Island.

The LGBTQ+ Center embraces the diversity of the CSI community and provides resources and programs for campus members who want to learn more about and advocate for LGBTQ+ issues. It encourages a confidential support network and operates as a source for information about counseling and other resources available on campus and throughout the region for LGBTQ+, allies and their families. The Center raises awareness about issues important to LGBTQ+ people and offers services such as a support group and drop-in library. The Center organizes activities, panels, and speakers on a variety of LGBTQ+ topics each semester. The Resource Center's SafeZone and Ally Trainings provide the opportunity for faculty, staff, and students to learn about the LGBTQ+ community and how to create a SafeZone in their office and be an Ally to the community in their everyday life.

MULTIFAITH CENTER

Phone: 1.718.982.3006

Location: 1C-212

The Multifaith Center provides educational, social, and spiritual events for the CSI community, including some CLUE certified events. The current staff of faith leaders represent Jewish, Roman Catholic and Episcopalian traditions, and though other faiths are not represented on the staff, we are willing and able to help students connect to mentors of almost any faith. Each tradition offers its own programming as well as some collaborative events. We strive to serve as a resource for student life, academic, and administrative members of the college and are happy to provide speakers or services for holidays, memorials and other events. Everyone is welcome to attend Multifaith Center sponsored events and our door is open to all, regardless of religious affiliation or belief. Our work is focused above all on fostering understanding, friendship and faith in an effort to build and support common values of humanity on our campus.

STUDENT CAMPUS INFORMATION EXCHANGE (CIX) EMAIL

Contact: Student Technology Help Desk Location: 2A-306d or
E-mail HelpDesk Location: 1L-212

Phone: 1.718.982.HELP

Website: <http://cix.csi.cuny.edu>

Your success at CSI is our priority. Since effective communication is essential to your college career, **all important correspondence from CSI is sent to your Campus Information eXchange (CIX) Email account.**

- Your CSI Email address is generally: Firstname.Lastname@cix.csi.cuny.edu
- The password format is generally Csi and your CUNYfirst emplID, example: Csi12345678

Email Access

- To access your CSI e-mail account go to: [HTTP://CIX.CSI.CUNY.EDU](http://CIX.CSI.CUNY.EDU)

- The following site will provide helpful information regarding your Email: http://www.csi.cuny.edu/studenthelpdesk/ServicesInstructions/HD_SERVICES_EMAIL_INSTRUCTIONS.html
- This system will not allow you to forward your Emails to other email accounts.

The Benefits

- This email account is Web-based and can be accessed from any computer that has internet capability.

Stay connected; stay informed.

STUDENT FINANCIAL AID OFFICE *Phillippe Marius, Director*

Phone:	1.718.982.2030	Location:	2A-106
Hours:	Monday – Friday	Fax:	1.718.982.2037
	Thursday		9:00am – 4:45pm
Email:	financialaid@csi.cuny.edu		9:00am - 7:00pm
		Website:	www.csi.cuny.edu/finaid

January 31 is the priority deadline for applying for financial aid for the summer and fall. November 30 is the priority deadline for those starting college in the spring. Everyone must reapply each year. Meeting these deadlines allows the College to receive data from federal and state financial aid application processing centers with enough time to resolve any problems or to request and receive any necessary documents before payment is due for tuition and fees. Financial aid awards may thus be credited to the tuition and fees account and only the remaining balance, if any, will have to be paid by the due date.

Students file the Free Application for federal Student Aid (FAFSA) at www.fafsa.ed.gov. Within the online FAFSA application there is a link for New York State residents to access and file the TAP application online. Before applying for a Federal Direct Loan, students must file the FAFSA (and NYS residents should file the TAP application). Students applying for a loan at the College for the first time must also complete the Entrance Counseling and sign the electronic Multiple-year Promissory Note (eMPN); the eMPN is signed with the student's Federal Student Aid (FSA) ID used for the FAFSA. Links to the Entrance Counseling and the eMPN are provided in the Federal Loans tab at www.csi.cuny.edu/finaid, where the CSI Direct Loan application is also available.

There are financial aid implications when students withdraw from one or more courses. Therefore, please consult a Financial Aid Counselor prior to any withdrawal. Additionally, students are expected to attend class in all courses for which they receive aid; eligibility will be recalculated to exclude any courses in which there is no evidence of attendance.

THE BERTHA HARRIS WOMEN'S RESOURCE CENTER *Alyson Bardsley, Director*

Contact:	Lori Uccio	Location:	2N-106
Phone:	1.718. 982-2871		
Email:	wmscenter@csi.cuny.edu	Website:	www.csi.cuny.edu/womenscenter

The Bertha Harris Women's Center is dedicated to meeting the diverse needs of women students, to addressing gender-related issues both on and off-campus, and to empowering women in order to strengthen the entire community. The Women's Center promotes the education and personal growth of women and persons of any gender who support its concerns. It encourages a confidential support network among students, staff, and faculty, while also serving as a conduit of information about counseling and other resources available to women on campus and in the surrounding communities. The Women's Center works to raise awareness about issues important to women and encourages community service by CSI students and organizations that serve women on campus, on Staten Island, or anywhere. In response to needs and interests voiced by students each semester, the Center organizes student activities, panels, and speakers on a variety of topics. Every semester the Director of the Women's Center teaches WGS 490, a four-credit course that combines student internships at the Women's Center with readings and reflections on feminist theory and practice.

VETERAN SUPPORT SERVICES *Ann Treadaway, Coordinator*

Phone:	1.718. 982-3108	Location:	1C-216
Hours:	Monday - Friday	Fax:	1.718.982-3073
			9:00am – 8:00pm
Website:	www.csi.cuny.edu/veterans/index.php		

Veteran Support Services (VSS) was established to better assist and respond to the needs of students who have

served in the Armed Forces and their families. VSS works closely with other campus departments and community veteran organizations providing referrals and information as needed in order to ensure that each student remains well informed about all that is available to them. Computers, printers, and a library of educational and reference materials as well as a television and lounge area are available to all CSI student veterans. VSS offers an environment in which to study, receive tutoring services, connect with other vets or just relax between classes. Veterans Support Service's mission is to facilitate a smooth transition from military life to the college experience by providing veterans a strong support system.

FUN THINGS TO DO

things to do on campus

ASTROPHYSICAL OBSERVATORY
Professor Irving Robbins, Director

Phone: 1.718.982.3260 or more info at 1.718.982.2818 Location: 6N
 Hours: Public hours monthly while School is in session Fax: 1.718.982.2830
 Email: irving.robbins@csi.cuny.edu

The Astrophysical Observatory at CSI has been officially recognized by the Minor Planet Center (MPC) commissioned by the International Astronomical Union (IAU) located at the Harvard-Smithsonian Astrophysical Observatory. The MPC regularly issues calls for positional data on asteroids whose orbits are weakly known, called critical asteroids, as well as data for asteroids that come near Earth, called unusual or NEO, Near Earth Objects (possible collisions with our planet!). The CSI observatory asteroid hunting and tracking program data collected at CSI and at remote observing sites is used by the MPC, in conjunction with data from other observatories worldwide, to refine orbital elements of asteroids. In other words, the most significant outcome of this effort is in the follow-up of newly discovered asteroids and keeping track of any NEO whose orbit is secured with follow-up astrometry that is done at CSI. The CSI Astrophysical Observatory uses a Meade 16" LX 200 Telescope that is computer-controlled. Research on asteroids is also done with very light-sensitive digital cameras and analysis programs. Research has been funded by NASA and NSF grants and provides funds to use robotic telescopes elsewhere in the world. The latter work has resulted in the discovery of eight new minor planets to date; and the tracking of hundreds of minor planets in our solar system. The observatory is used as a research facility for the new "Astrophysics focus" in the Physics B.S. degree. Students participate in the asteroid research program, as well as learning observing techniques and the use of equipment found in an observatory.

A public program for observing the heavens is carried out a few times monthly during the term. The observatory schedule is on the CSI Website (www.csi.cuny.edu), see Quick Links upper right for "Astrophysical Observatory". Dressing warmly is important in cooler months. Call 1.718.982.3260 for information or if weather is doubtful. Call Professor Robbins for more details at (718) 982-2818.

CENTER FOR THE ARTS
John Jankowski, Director

Phone: 1.718.982.2504 Location: 1P-116
 Box Office Phone: 1.718.982-ARTS (2787) Fax: 1.718.982.2251
 Box Office Hours: Monday-Friday: 10:00am – 4:00pm
 Tuesday and Thursday: 10:00am - 6:00pm
 Email: boxoffice@csi.cuny.edu Website: www.cfashows.com

The Center for the Arts (CFA) is noted for its annual series, CFA Presents, which features new and well-known performing artists from around the world on stage for the campus and the Staten Island community. The CFA also offers CFA Rentals, a program where individuals and organizations rent theater space to present a wide range of events from dance recitals and graduations to school time performances and community forums. In addition, the CFA is home to numerous CSI classes and events throughout the year.

The CFA is located in the 1P building which it shares with the Performing and Creative Arts Department, the Department of Media Culture, and the Center for Student Accessibility. CFA venues include the Springer Concert Hall (911 seats), the Williamson Theatre (442 seats), the Recital Hall (156 seats), and the Lecture Hall (143 seats).

CFA offers CSI students a number of special benefits:

- 50% off two tickets per show
- \$5.00 RUSH tickets half hour before show time
- CLUE credit to CFA shows and related projects
- Work study and part-time employment opportunities

SPORTS AND RECREATION CENTER *Charles Gomes, Athletic Director*

Contact:	Charles Gomes	Location:	1R-204
Phone:	1.718.982.3160	Fax:	1.718.982.3138
Membership:	1.718.982.3327		
Building Hours:	Monday – Friday	7:00am – 9:30pm	
	Saturday	8:00am – 5:30pm	
	Sunday	9:00am – 4:30pm	
Email:	athletics@csi.cuny.edu	Website:	www.csidolphins.com

The College of Staten Island Sports & Recreation Center offers a multitude of facilities and programs to students, faculty, staff, and community members.

The state-of-the-art Sports & Recreation Center at CSI offers the latest in exercise equipment facilities. The facilities include a 25-meter, eight-lane swimming pool; a 24,000-square foot newly renovated main basketball/volleyball arena; a 12,000-square foot auxiliary gymnasium; two fully equipped fitness centers including over 3,000 pounds of free weights, and over ten cardiovascular machines including treadmills, stationary bikes, and stair machines; five indoor racquetball courts; six outdoor and six domed tennis courts, a quarter-mile track; two soccer fields; outdoor basketball and handball courts; a 2,500-seat baseball stadium; and one intercollegiate and two intramural softball fields.

Membership to the Sports & Recreation Center is free for students. CSI offers special discount rates for faculty, staff, seniors, and families. There are one-month, three-month, six-month, and one-year plans that include access to all of the Sports & Recreation Center's facilities, classes, and programs. Special rates offered to seniors and children.

Special social or athletic events, private or public, can also be hosted by the CSI Sports & Recreation Center. With years of experience organizing a vast array of successful events, CSI's Sports & Recreation Center is the community's clear choice when service and value are a must.

Sports & Recreation Program Highlights

All CSI intercollegiate home games are played at the Sports & Recreation Center, are free and CLUE-certified for all students. CSI intercollegiate schedules are available in 1R-204 or on the CSI Athletics website at www.csidolphins.com.

CSI offers members and students swimming lessons. Private lessons are available for students, faculty, staff, and community members at competitive prices. There are also regularly scheduled aerobics classes, staffed by certified instructors. Step & tone, aqua aerobic, body sculpting, yoga, kick boxing, salsa, and many other classes are offered to all students and members. Aerobics schedules are available at the Membership Office, 1R-204 or at www.csidolphins.com.

INTRAMURALS

All students, faculty, and staff are encouraged to participate in CSI's Intramural & Recreation program filled with leagues, tournaments, special events and more that are available FREE of charge. Sports Leagues offered include, but are not limited, to 3-on-3 & 5-on-5 basketball, indoor soccer, flag football, ultimate frisbee, volleyball, dodgeball, and softball. In addition there are many alternate tournaments such as tennis, handball (1-wall & 4-wall), table tennis, badminton, billiards, wallyball, chess & racquetball that are offered throughout the semester(s). Some special events offered include the widely popular, Students versus Faculty/Staff games along with three point, one-on-one and hot shots contests. All events are either coeducational or specific for both men and women. Each offer great competition in a fun and friendly atmosphere while meeting new people. Instructional tennis and swimming lessons are also available to students of all skill levels. New to the program will be our FREE Personal/Weight Training Sessions. Recreationally, the Intramural program offers open gym/field time for popular sports such as basketball and soccer. The Intramural schedules are available in 1R-204, online at www.csidolphins.com, and also throughout the CSI campus with flyer posting for every event.

GROUP FITNESS PROGRAM

Contact: Mike Wilson

Location: 1R-204

Phone: 1.718.982.3286

Fax: 1.718.982.3096

Email: mike.wilson@csi.cuny.edu

Have you always wanted to start an exercise program but haven't known where to start? Well, the Sports & Recreation Center offers plenty of opportunities to get started through its Group Fitness Program.

A variety of classes are offered during the day, evening, and on weekends. These include aerobic classes (e.g., Step Aerobics, Aqua), mind/body classes (e.g., Yoga), strength conditioning classes (e.g., Body Sculpt; Weight Training on resistaballs and abdominals), combination classes (e.g., Tone and Stretch), and specialty classes (e.g., Zumba, Pilates-style mat workout). In addition, from time to time master classes and workshops are offered (e.g., How to Use the Weight Room, Nutrition and Fitness).

To participate, all you need is a valid student ID card and sneakers (except in the pool, of course!) The current class schedule with a description of classes is available at the Issue Desk in the Sports & Recreation Center or on the College's Website (www.csi.cuny.edu) under Events & Activities, Group Fitness Schedule.

Still not convinced that you can do it? Periodically, special classes are offered to help orient beginners. For more information about these classes or for help taking that first step, contact Mike Wilson at 1.718.982.3286.

STUDENT RIGHTS & RESPONSIBILITIES AND COLLEGE POLICIES

information for all students

CAMPUS BEHAVIOR CODE: HENDERSON RULES

Adopted by the Board of Trustees of The City University of New York on June 23, 1969, and amended on October 27, 1980, May 22, 1989, and June 25, 1990.

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 Bylaws of the Board of Higher Education.

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

"THE PRESIDENT. The president, with respect to his educational unit, shall:

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

I. 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 their rights or interferes with the institution's educational processes or facilities, or the rights of those who wish to avail themselves of any of the institution's instructional, personal, administrative, recreational, and community services.
7. Disorderly or indecent conduct on University/college owned or controlled property is prohibited.
8. No individual shall have in his possession a rifle, shotgun or firearm or knowingly have in his possession any other dangerous instrument 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 an 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 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.

II. Penalties:

1. Any student engaging in any manner in conduct prohibited under substantive Rules 1-11 shall be subject to the following range of sanctions as hereafter defined in the attached Appendix: admonition, warning, censure, disciplinary probation, restitution, suspension, expulsion, ejection, and/or arrest by the civil authorities.
2. Any tenured or non-tenured faculty member, or other member of the 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 Bylaws of The City University of New York, or suspension with/without pay pending a hearing before an appropriate college 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 the manner in conduct prohibited under substantive Rules 1-1 shall be entitled to be treated in accordance with applicable provisions of the Educational Law, or the Civil Service Law, or the applicable collective bargaining agreement, or the Bylaws or written policies of The City University of New York.
3. Any visitor, licensee, or invitee, engaging in any manner in conduct prohibited under substantive Rules 1-11 shall be subject to ejection, and/or arrest by the civil authorities.
4. Any organization which authorized the conduct prohibited under substantive rules 1-11 shall have

its permission to operate on campus rescinded.

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

Sanctions defined:

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

Adopted by the Board of Trustees of the City University of New York on June 23, 1969 as amended on October 27, 1989, and June 25, 1990.

For more information and questions related to student rights and responsibilities at the College of Staten Island, contact the Office of the Vice President for Student Affairs at 718.982.2335.

CUNY ByLaws

Articles XV and XVI, and The CUNY Campus Behavior Code

ARTICLE XV STUDENTS

CUNY Bylaws

ARTICLE XV

SECTION 15.0. PREAMBLE.

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

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

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

SECTION 15.1. CONDUCT STANDARD DEFINED.

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

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

SECTION 15.2. STUDENT ORGANIZATIONS.

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

the names and addresses of its president and secretary or other officers corresponding in function to president and secretary.

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

- b. Extra-curricular activities at each college or school shall be regulated by the duly elected student government organization to insure the effective conduct of such college or school as an institution of higher learning and for the prevention of activities which are hereafter proscribed or which violate the standards of conduct of the character set forth in bylaw 15.1. Such powers shall include:
 1. The power to charter or otherwise authorize teams (excluding intercollegiate athletics), publications, organizations, associations, clubs or chapters, and, when appropriate in the exercise of such regulatory power, the power to refuse, suspend or revoke any charter or other authorization for cause after hearing on notice.
 2. The power to delegate responsibility for the effective implementation of its regulatory functions hereunder to any officer or committee which it may appoint.
- c.
 1. Any person or organization affiliated with the college may file a complaint with the chief student affairs officer if there is reason to believe that a student organization has violated any of the standards of conduct set forth in section 15.1 above. The chief student affairs officer shall promptly notify the affected organization, investigate any complaint and report the results of that investigation along with a recommendation for appropriate action to the complainant and the student government which shall take action as it deems appropriate, except that in the case of a complaint against the student government itself, the chief student affairs officer shall report the results of the investigation and the recommendation for appropriate action directly to the president.
 2. The complainant or any student organization adversely affected pursuant to paragraph c (1) above may appeal to the president. The president may take such action as he or she deems appropriate, and such action shall be final.
- d. Each college shall establish a student elections review committee in consultation with the various student governments. The student elections review committee shall approve the election procedures and certify the results of elections for student governments, and student body referenda. Decisions of the student elections review committee may be appealed to the college president, whose decision shall be final. An appeal from the decision of the student elections review committee must be made in writing to the President within ten (10) calendar days of the decision. The President shall consult with the student elections review committee and render a decision as expeditiously as possible which may affirm, reverse, or modify the decision of the student elections review committee.
- e. Student government elections shall be scheduled and conducted, and newly elected student governments shall take office, in accordance with policies of the board, and implementing regulations.

SECTION 15.3. THE UNIVERSITY STUDENT SENATE.

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

SECTION 15.4. STUDENT DISCIPLINARY PROCEDURES.

Complaint Procedures:

- a. A University student, employee, visitor, organization or department who/which believes she/he/it is the victim of a student's misconduct (hereinafter "complainant") may make a charge, accusation, or allegation against a student (hereinafter "respondent") which if proved, may subject the respondent to disciplinary action. Such charge, accusation, or allegation must be communicated to the chief student affairs officer of the college the respondent attends.

- b. The chief student affairs officer of the college or her or his designee shall conduct a preliminary investigation in order to determine whether disciplinary charges should be preferred. The chief student affairs officer or her or his designee shall advise the respondent of the allegation against her or him, explain to the respondent and the complainant their rights, consult with other parties who may be involved or who have information regarding the incident, and review other relevant evidence. The preliminary investigation shall be concluded within thirty (30) calendar days of the filing of the complaint, unless:
- (i) said complaint involves two or more complainants or respondents; or
 - (ii) said complaint involves a matter that is also under investigation by law enforcement authorities. In those cases, the preliminary investigation shall be completed within sixty (60) calendar days. Further, if the matter has been previously investigated pursuant to the Board of Trustees Policy Against Sex-Based Harassment and Sexual Violence, the chief student affairs officer shall dispense with a preliminary investigation and rely on the report completed by the Title IX Coordinator. Following the completion of the preliminary investigation, the chief student affairs officer or designee shall take one of the following actions:
 - (i) Dismiss the matter if there is no basis for the allegation(s) or the allegation(s) does not warrant disciplinary action. The individuals involved shall be notified that the complaint has been dismissed;
 - (ii) Refer the matter to mediation (except in cases involving allegations of sexual assault, stalking or other forms of sexual violence); or
 - (iii) Prefer formal disciplinary charges.
- c. In the event that a respondent withdraws from the college after a charge, accusation or allegation against a respondent has been made, and the college prefers formal disciplinary charges, the respondent is required to participate in the disciplinary hearing or otherwise to resolve the pending charges and shall be barred from attending any other unit of the university until a decision on the charges is made or the charges are otherwise resolved. If the respondent fails to appear the college may proceed with the disciplinary hearing in absentia, and any decision and sanction shall be binding.

Mediation Conference:

- d. The college may offer the respondent and the complainant the opportunity to participate in a mediation conference prior to the time the disciplinary hearing takes place in an effort to resolve the matter by mutual agreement (except in cases involving sexual assault, stalking and other forms of sexual violence). The conference shall be conducted by a qualified staff or faculty member designated by the chief student affairs officer. The following procedures shall be in effect at this conference:
1. An effort shall be made to resolve the matter by mutual agreement.
 2. If an agreement is reached, the faculty or staff member conducting the conference shall report her recommendation to the chief student affairs officer for approval and, if approved, the complainant and the respondent shall be notified, and a written memorandum shall be created memorializing the resolution and any consequences for non-compliance.
 3. If no agreement is reached within a reasonable time, or if the respondent fails to appear, the faculty or staff member conducting the conference shall refer the matter back to the chief student affairs officer who may prefer disciplinary charges.
 4. The faculty or staff member conducting the mediation conference is precluded from testifying at a college hearing regarding information received during the mediation conference, or presenting the case on behalf of the college.

Notice of Hearing and Charges, and Pre-Hearing Document Inspection:

- e. Notice of the charge(s) and of the time and place of the hearing shall be personally delivered to the respondent, or sent by certified or overnight mail and email to the respondent's CUNY-assigned email address. Notice shall also be sent in a similar manner to the complainant to the extent the charges relate to her/him/it. The chief student affairs officer is also encouraged to send the notice of charges to any other e-mail address that he or she may have for the respondent and the complainant. The hearing shall be scheduled within a reasonable time following the filing of the charges or the mediation conference. Notice of at least seven (7) calendar days shall be given to the respondent in advance of the hearing unless the respondent consents to an earlier hearing. The respondent is permitted one (1) adjournment as of right. Additional requests for an adjournment must be made at least five (5) calendar days prior to the hearing date, and shall be granted or denied at the discretion of the chairperson of the faculty-student disciplinary committee. If the respondent fails to respond to the notice, appear on the adjourned date, or request an extension, the college may proceed in absentia, and any decision and

sanction shall be binding.

- f. The notice shall contain the following:
1. A complete and itemized statement of the charge(s) being brought against the respondent including the rule, bylaw or regulation she/he is charged with violating, and the possible penalties for such violation.
 2. A statement that the respondent and the complainant have the right to attend and participate fully in the hearing including the right:
 - (i) to present their side of the story;
 - (ii) to present witnesses and evidence on their behalf;
 - (iii) to cross-examine witnesses presenting evidence;
 - (iv) to remain silent without assumption of guilt; and
 - (v) to be represented by an advisor or legal counsel at their expense; if the respondent or the complainant request it, the college shall assist in finding a legal counsel or advisor.
 3. A warning that anything the respondent says may be used against her/him at a non-college hearing.
 4. At least five (5) calendar days prior to the commencement of a student disciplinary hearing, the college shall provide the respondent and the complainant and/or their designated representative, with similar and timely access to review any documents or other tangible evidence that the college intends to use at the disciplinary hearing, consistent with the restrictions imposed by Family Education Rights and Privacy Act ("FERPA"). Should the college seek to introduce additional documents or other tangible evidence during, or some time prior to, the disciplinary hearing, the respondent and the complainant shall be afforded the opportunity to review the additional documents or tangible evidence. If during the hearing the respondent submits documentary evidence, the chairperson may, at the request of either the college or the complainant, direct the respondent to produce such other documents as may be necessary in the interest of fairness.

Emergency Suspension:

- g. The president or her/his designee may in emergency or extraordinary circumstances, temporarily suspend a student pending an early hearing as provided in this bylaw section 15.4. to take place within not more than twelve (12) calendar days, unless the student requests an adjournment. Such suspension shall be for conduct which impedes, obstructs, impairs or interferes with the orderly and continuous administration and operation of any college, school, or unit of the university in the use of its facilities or in the achievement of its purposes as an educational institution. Prior to the commencement of a temporary suspension of a student, the college shall give the student oral notice (which shall be confirmed via email to the address appearing on the records of the college) or written notice of the charges against her/him and, if she/he denies them, the college shall forthwith give the student an informal oral explanation of the evidence supporting the charges and the student may present informally her/his explanation or theory of the matter. When a student's presence poses a continuing danger to person or property or an ongoing threat of disrupting the academic process, notice and opportunity for denial and explanation may follow suspension, but shall be given as soon as feasible thereafter. The complainant shall be notified in the event that an emergency suspension is imposed against a student, and/or when the suspension is subsequently lifted to the extent that the suspension involves the complainant in the same manner notice is given to the student.

Faculty-Student Disciplinary Committee Structure:

- h. Each faculty-student disciplinary committee shall consist of two (2) faculty members or one (1) faculty member and one (1) member of the Higher Education Officer series (HEO), and two (2) student members and a chairperson, who shall be a faculty member. A quorum shall consist of the chairperson and any two (2) members, one of whom must be a student. Hearings shall be scheduled promptly (including during the summers) at a convenient time and efforts shall be made to insure full student and faculty representation.
- i. The president shall select in consultation with the head of the appropriate campus governance body or where the president is the head of the governance body, its executive committee, three (3) members of the faculty of that college to receive training and to serve in rotation as chairperson of the disciplinary committee. The following schools shall be required to select two (2) chairpersons: CUNY School of Law, Guttman Community College, CUNY School of Professional Studies, and the CUNY School of Journalism. If none of the chairpersons appointed from the campus can serve, the president, at her/his discretion, may request that a chairperson be selected by lottery from the entire group of chairpersons appointed by other

- colleges. The chairperson shall preside at all meetings of the faculty-student disciplinary committee and decide and make all rulings for the committee. She/he shall not be a voting member of the committee but shall vote in the event of a tie.
- j. The faculty members shall be selected by lot from a panel of six (6) elected biennially by the appropriate faculty body from among the persons having faculty rank or faculty status. CUNY School of Law, Guttman Community College, CUNY School of Professional Studies, and the CUNY School of Journalism shall be required to select four (4) faculty members. The HEO members shall be selected by lot from a panel of six (6) HEO appointed biennially by the president. CUNY School of Law, Guttman Community College, CUNY School of Professional Studies, and the CUNY School of Journalism shall be required to select four (4) HEO's. The student members shall be selected by lot from a panel of six (6) elected annually in an election in which all students registered at the college shall be eligible to vote. CUNY School of Law, Guttman Community College, CUNY School of Professional Studies, and the CUNY School of Journalism shall be required to select four (4) students. In the event that the student or faculty panel or both are not elected, or if more panel members are needed, the president shall have the duty to select the panel or panels which have not been elected. No individuals on the panel shall serve on the panel for more than four (4) consecutive years. Notwithstanding the above, in cases of sexual assault, stalking and other forms of sexual violence, the president shall designate one (1) chairperson, two (2) faculty/HEO members, and two (2) students, who shall be specially trained, and who shall constitute the faculty-student disciplinary committee in all such cases.
 - k. In the event that the chairperson cannot continue, the president shall appoint another chairperson. In the event that a seat becomes vacant and it is necessary to fill the seat to continue the hearing, the seat shall be filled from the respective faculty, HEO, or student panel by lottery.
 - l. Each academic year, the chief student affairs officer, and her or his designee, shall appoint/identify one or more college employees to serve as presenters for the hearings. This list shall be forwarded to the Office of the Vice Chancellor for Student Affairs, and the Office of the General Counsel and Sr. Vice Chancellor for Legal Affairs prior to the first day of the academic year.
 - m. Persons who are to be participants in the hearings as witnesses or have been involved in preferring the charges or who may participate in the appeals procedures or any other person having a direct interest in the outcome of the hearing shall be disqualified from serving on the committee.
- Faculty-Student Disciplinary Committee Procedures:
- n. The following procedures shall apply at the hearing before the faculty-student disciplinary committee:
 1. The chairperson shall preside at the hearing. The chairperson shall inform the respondent of the charges, the hearing procedures and her or his rights.
 2. All faculty student disciplinary committee hearings are closed hearings, but the respondent has the right to request an open public hearing. However, the chairperson has the right to deny the request and hold a closed hearing when an open public hearing would adversely affect and be disruptive to the committee's normal operations, or when the complainant in a case involving allegations of sexual assault, stalking, or other forms of sexual violence requests a closed hearing. In the event of an open hearing, the respondent must sign a written waiver acknowledging that those present will hear the evidence introduced at the hearing.
 3. After informing the respondent of the charges, the hearing procedures, and her or his rights, the chairperson shall ask the respondent to respond. If the respondent admits the conduct charged, the respondent shall be given an opportunity to explain her/his actions before the committee and the college shall be given an opportunity to respond and present evidence regarding the appropriate penalty. If the respondent denies the conduct charged, the college shall present its case. At the conclusion of the college's case, the respondent may move to dismiss the charges. If the motion is denied by the committee, the respondent shall be given an opportunity to present her or his defense.
 4. Prior to accepting testimony at the hearing, the chairperson shall rule on any motions questioning the impartiality of any committee member or the adequacy of the notice of the charge(s). Subsequent thereto, the chairperson may rule on the admissibility of the evidence and may exclude irrelevant, unreliable or unduly repetitive evidence. In addition, if either party wishes to question the impartiality of a committee member on the basis of evidence which was not previously available at the inception of the hearing, the chairperson may rule on such a motion. The chairperson shall exclude from the hearing room all persons who are to appear as witnesses, except the respondent and the

complainant.

5. The college shall make a record of each fact-finding hearing by some means such as a stenographic transcript, an audio recording or the equivalent. The college must assign a staff member for each hearing, with the sole responsibility of ensuring that the hearing is recorded in its entirety. No other recording of the proceedings may be permitted. A respondent who has been found to have committed the conduct charged after a hearing is entitled upon request to a copy of such a record without cost upon the condition that it is not to be disseminated except to the respondent's representative or attorney. In the event of an appeal, both the respondent and the complainant are entitled upon request to a copy of such a record without cost, upon the condition that it is not to be disseminated except to their representatives or attorneys.
6. The college bears the burden of proving the charge(s) by a preponderance of the evidence.
7. The role of the faculty-student disciplinary committee is to listen to the testimony, ask questions of the witnesses, review the testimony and evidence presented at the hearing and the papers filed by the parties and render a determination. In the event the respondent is found to have committed the conduct charged, the committee shall then determine the penalty to be imposed.
8. The college, the respondent and the complainant are permitted to have lawyers or other representatives act on their behalf during the pendency of a disciplinary action, which shall include the calling and examining of witnesses, and presenting other evidence. Any party intending to appear with an attorney shall give the other party 5 (five) calendar days' notice of such representation.
9. The chairperson of the faculty-student disciplinary committee retains discretion to limit the number of witnesses and the time of testimony for the presentations by any party and/or their representative.
10. In the event that the respondent is charged with a sexual assault, stalking or other forms of sexual violence, neither the respondent nor the complainant shall be permitted to cross-examine the other directly. Rather, if they wish to, the respondent and the complainant may cross-examine each other only through a representative. If either or both of them do not have a representative, the college shall work with them to find a representative to conduct such cross-examination. In the alternative, either party may provide written questions to the chairperson to be posed to the witness.
11. At the end of the presentations, the respondent and the complainant may introduce individual character references. The college may introduce a copy of the respondent's previous disciplinary record, including records from any CUNY institution the respondent has attended, where applicable, provided the respondent was shown a copy of the record prior to the commencement of the hearing. The previous disciplinary record shall be submitted to the committee in a sealed envelope, bearing the respondent's signature across the seal, and shall only be opened if the respondent has been found to have committed the conduct charged. The previous disciplinary records, as well as documents and character evidence introduced by the respondent, the complainant, and the college shall be opened and used by the committee for dispositional purposes, i.e., to determine an appropriate penalty if the charges are sustained.
12. The committee shall deliberate in closed session. The committee shall issue a written decision, which shall be based solely on the testimony and evidence presented at the hearing and the papers filed by the parties.
13. The respondent shall be sent a copy of the faculty-student disciplinary committee's decision within seven (7) calendar days of the conclusion of the hearing, by regular mail and e-mail to the address appearing on the records of the college. In cases involving two or more complainants or respondents, the respondent shall be sent a copy of faculty-student disciplinary committee's decision within fourteen (14) calendar days of the conclusion of the hearing. The chief student affairs officer is also encouraged to send the decision to any other e-mail address that he or she may have for the respondent. The decision shall be final subject to any appeal. In cases involving a crime of violence or a non-forcible sex offense, as set forth in FERPA, the complainant shall simultaneously receive notice of the outcome of the faculty-student disciplinary committee's decision as it relates to the offense(s) committed against the complainant, in the same manner as notice is given to the respondent.
14. When a disciplinary hearing results in a penalty of dismissal or suspension for one term or more, the decision is a university-wide penalty and the respondent shall be barred from admission to, or attendance at, any other unit of the university while the penalty is being served.
15. Disciplinary penalties shall be placed on a respondent's transcript unless a mediation agreement, the

committee's decision, or the decision on any appeal under section 15.4(o) below, expressly indicate otherwise. For all undergraduate students, a penalty other than suspension or expulsion shall be removed from the respondent's transcript upon the request of the respondent after at least four (4) years have elapsed since the penalty was completed, unless the respondent has been found to have committed a subsequent violation pursuant to this Article. The chief student affairs officer shall be responsible for having any penalty removed from a student's transcript as provided above.

Appeals.

- o. A respondent or a complainant may appeal a decision of the faculty-student disciplinary committee to the president on the following grounds: (i) procedural error, (ii) newly discovered evidence that was not reasonably available at the time of the hearing, or (iii) the disproportionate nature of the penalty. The president may remand for a new hearing or may modify the penalty either by decreasing it (on an appeal by the respondent) or increasing it (on an appeal by the complainant). If the president is a party to the dispute, her/his functions with respect to an appeal shall be discharged by an official of the university to be appointed by the chancellor or her or his designee. If the penalty after appeal to the president is one of dismissal or suspension for one term or more, a respondent or a complainant may appeal to the board committee on student affairs and special programs. The board may dispose of the appeal in the same manner as the president.
- p. An appeal under this section shall be made in writing within fifteen (15) calendar days after the delivery of the decision appealed from. This requirement may be waived in a particular case for good cause by the president or the board committee as the case may be. Within three (3) calendar days of the receipt of any appeal, either to the president or the board committee on student affairs and special programs, the appealing party shall be sent a written notice of the other party's appeal. In addition, the respondent and/or the complainant shall have the opportunity to submit a written opposition to the other party's appeal within fifteen (15) calendar days of the delivery of the notice of receipt of such appeal.
- q. The president shall decide and issue a decision within fifteen (15) calendar days of receiving the appeal or within fifteen (15) calendar days of receiving papers in opposition to the appeal, whichever is longer. The board committee shall decide and issue a decision within five (5) calendar days of the meeting at which it hears the appeal.

SECTION 15.5. ACTION BY THE BOARD OF TRUSTEES.

Notwithstanding the foregoing provisions of this article, the board of trustees reserves full power to suspend or take other appropriate action against a student or a student organization for conduct which impedes, obstructs, or interferes with the orderly and continuous administration and operation of any college, school, or units of the university in the use of its facilities or in the achievement of its purposes as an educational institution in accordance with procedures established by the board of trustees.

SECTION 15.6. COLLEGE GOVERNANCE PLANS.

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

ARTICLE XVI STUDENT ACTIVITY FEE AND AUXILIARY ENTERPRISES

Section 16.1. Student Activity Fee

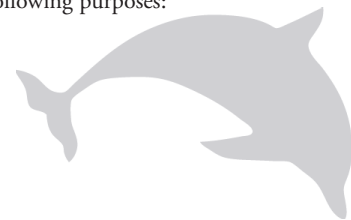
The student activity fee is the total of the fees for student government and other student activities. Student activity fees, including student government fees collected by a college of the university, shall be deposited in a college central depository and, except where earmarked by the Board, allocated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

Section 16.2. Student Activity Fees

Use-Expenditures Categories.

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

- 1. Extracurricular educational programs;
- 2. Cultural and social activities;
- 3. Recreation and athletic programs;
- 4. Student government;
- 5. Publications and other media;
- 6. Assistance to registered student organizations;
- 7. Community service programs;
- 8. Enhancement of the college and university environment;



9. Transportation, administration, and insurance related to the implementation of these activities;
10. Student services to supplement or add to those provided by the university;
11. Stipends to student leaders.

Section 16.3. Student Government Fee.

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

Section 16.4. Student Government Activity Defined.

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

Section 16.5. College Association.

- a. The college association shall have responsibility for the supervision and review over college student activity fee supported budgets. All budgets of college student activity fees, except where earmarked by the board to be allocated by another body, should be developed by a college association budget committee and recommended to the college association for review by the college association prior to expenditure. The college association shall review all college student activity fees, including student government fee allocations and expenditures for conformance with the expenditures categories defined in Section 16.2. of this article, and the college association shall disapprove any allocation or expenditure it finds does not so conform, or is inappropriate, improper, or inequitable.
- b. A college association shall be considered approved for purposes of this article if it consists of thirteen (13) members, its governing documents are approved by the college president, and the following requirement are met:
 1. The governing board of the college association is composed of:
 - (i) The College president or his/her designee as chair.
 - (ii) Three administrative members appointed by the college president.
 - (iii) Three faculty members appointed by the college president from a panel whose size is twice the number of seats to be filled and the panel is elected by the appropriate college faculty governance body.
 - (iv) Six student members comprised of the student government president(s) and other elected students with the student seats allocated on a basis which will provide representation to each government, where more than one exists, as nearly as practicable in proportion to the student activity fees provided by the students from the respective constituencies.
 2. The college association structure provides a budget committee composed of members of the governing board, at least a majority of who are students, selected in accordance with section 16.5.(b)(1)(i) of these Bylaws. The budget committee shall be empowered to receive and review student activity fee budget requests and to develop a budget subject to the review of the college association. The college association may choose to not approve the budget or portions of the budget if in their opinion such items are inappropriate, improper, or inequitable. The budget shall be returned to the budget committee with the specific concerns of the college association noted for further deliberation by the budget committee and subsequently resubmitted to the college association. If the budget is not approved within thirty (30) days those portions of the budget voted upon and approved by the college association board will be allocated. The remainder shall be held until the college association and the budget committee agrees.
 3. The governing documents of the college association have been reviewed by the board's general counsel and approved by the board.

Section 16.6. Management and Disbursement of Funds.

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

Section 16.7. Revenues.

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

Section 16.8. Fiscal Accountability Handbook.

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

Section 16.9. College Purposes Fund.

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

Section 16.10. Auxiliary Enterprise Board.

- a. The auxiliary enterprise board shall have responsibility for the oversight, supervision and review over college auxiliary enterprises. All budgets of auxiliary enterprise funds and all contracts for auxiliary enterprises shall be developed by the auxiliary enterprise budget and contract committee and reviewed by the auxiliary enterprise board prior to expenditure or execution.
- b. The auxiliary enterprise board shall be considered approved for the purposes of this article if it consists of at least eleven (11) members, its governing documents are approved by the college president and the following requirements are met.
 1. The governing board is composed of the college president, or his/her designee as chair, plus an equal number of students and the combined total of faculty and administrative members.
 2. The college president appoints the administrative members.
 3. The faculty members are appointed by the college president from a panel whose size is twice the number of seats to be filled, and the panel is elected by the appropriate college faculty governance body.
 4. The student members are the student government president(s) and other elected students, and the student seats are allocated on a basis which will provide representation to each government, where more than one exists, as nearly as practicable, in proportion to the student enrollment by head counter from the respective constituencies.
 5. The auxiliary enterprise board structure provides for a budget and contract committee composed of a combined total of faculty and administrative members that is one more than the number of student members. The budget and contract committee shall be empowered to develop all contract and budget allocation proposals subject to the review and approval of the auxiliary enterprise board.
 6. The governing documents of the auxiliary enterprise board have been reviewed by the board's general counsel and approved by the board.

Section 16.11. The Review Authority of College Presidents over Student Activity Fee Allocating Bodies and Auxiliary Enterprise Boards.

- a. The president of the college shall have the authority to disapprove any student activity fee, including student government fee, or auxiliary enterprise allocation or expenditure, which in his or her opinion contravenes the laws of the city, state, or nation or any Bylaw or policy of the university or any policy, regulation, or order of the college. If the college president chooses to disapprove an allocation or expenditure, he or she shall consult with the general counsel and vice chancellor for legal affairs and thereafter communicate his/her decision to the allocating body or auxiliary enterprise board.
- b. The president of the college shall have the authority to suspend and send back for further review any student activity fee, including student government fee, allocation or expenditure which in his or her opinion is not within the expenditure categories defined in section 16.2. of this article. The college association shall, within ten (10) days of receiving a proposed allocation or expenditure for further review, study it and make a recommendation to the president with respect to it. The college president shall thereafter consider the recommendation, shall consult with the general counsel and vice chancellor for legal affairs, and thereafter communicate his/her final decision to the allocating body as to whether the allocation or expenditure is disapproved.
- c. The chancellor of his/her designee shall have the same review authority with respect to university student activity fees that the college president has with respect to college student activity fees.
- d. All disapprovals exercised under this section shall be filed with the general counsel and vice chancellor for legal affairs.
- e. Recipients of extramural student activity fees shall present an annual report to the chancellor for the appropriate board committee detailing the activities, benefits and finances of the extramural body as they pertain to the colleges where students are paying an extramural fee.

Section 16.12. Referenda.

1. A referendum proposing changes in the student activity fee shall be initiated by a petition of at least ten (10) percent of the appropriate student body and voted upon in conjunction with student government elections.
 - a. Where a referendum seeks to earmark student activity fees for a specific purpose or organization without changing the total student activity fee, the results of the referendum shall be sent to the college association for implementation.
 - b. Where a referendum seeks to earmark student activity fees for a specific purpose or organization by changing the total student activity fee, the results of such referendum shall be sent to the board by the president of the college together with his/her recommendation.
 - c. At the initiation of a petition of at least ten (10) percent of the appropriate student body, the college president may schedule a student referendum at a convenient time other than in conjunction with student government elections.
 - d. Where the referendum seeks to affect the use or amount of student activity fees in the college purposes fund, the results of the referendum shall be sent to the board by the college president together with his/her recommendation.

Section 16.13. Disclosure.

- a. The college president shall be responsible for the full disclosure to each of the student government of the college of all financial information with respect to student activity fees.
- b. The student government shall be responsible for the full disclosure to their constituents of all financial information with respect to student government fees.
- c. The student activity fee allocating bodies shall be responsible for the full disclosure of all financial information to its membership, to the college and to the student governments with respect to all of its activities.
- d. The auxiliary enterprise board shall be responsible for the full disclosure of all financial information to its membership, to the college and to the student governments with respect to auxiliary enterprises.
- e. For purposes of the foregoing paragraphs, full disclosure shall mean the presentation each semester of written financial statements which shall include, but need not be limited to, the source of all fee income by constituency, income from other sources creditable to student activity fee accounts, disbursements, transfers, past reserves, surplus accounts, contingency and stabilization

funds. Certified independent audits performed by a public auditing firm shall be conducted at least once each year.

Section 16.14. Stipends.

The payment of stipends to student leaders is permitted only within those time limits and amounts authorized by the board.

*For graduate students at the graduate division, the president of the graduate division shall, insofar as practicable, establish procedures, consistent with this article and implement provisions thereof. The sections on student activity fees shall apply to the graduate division.

** Throughout these Bylaws in any college or unit where the title "dean of students" does not exist, the same shall refer to the officer performing the functions which would otherwise be performed by a dean of students.

NOTICE OF NON-DISCRIMINATION

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

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

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

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

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

- <http://www2.cuny.edu/wp-content/uploads/sites/4/page-assets/about/administration/offices/hr/policies-and-procedures/CUNYPolicy-Equal-Opportunity-and-Non-Discrimination-010115-procedures.pdf>
- <http://www2.cuny.edu/wp-content/uploads/sites/4/page-assets/about/administration/offices/legal-affairs/POLICY-ON-SEXUAL-MISCONDUCT-10.1.2015-with-links.pdf>
- <http://www2.cuny.edu/about/administration/offices/legal-affairs/policies-procedures/reasonable-accommodations-and-academic-adjustments/>

The following person has been designated at The College of Staten Island to handle inquiries and complaints relating to CUNY's Policy on Equal Opportunity and Non-Discrimination and Policy on Sexual Misconduct and to ensure compliance with CUNY's Procedures for Implementing Reasonable Accommodations and Academic Adjustments:

Danielle Dimitrov
Director/Chief Diversity Officer, Title IX Coordinator, 504/ADA Coordinator
Office of Diversity and Compliance
Building 1A, Room 103
(718) 982-2250
Danielle.Dimitrov@csi.cuny.edu

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

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

POLICY ON EQUAL OPPORTUNITY AND NON-DISCRIMINATION

The City University of New York (“University” or “CUNY”), and the College of Staten Island, located in a historically diverse municipality, is committed to a policy of equal employment and equal access in its educational programs and activities. Diversity, inclusion, and an environment free from discrimination are central to the mission of the University. The College’s Policy on Equal Opportunity and Non-Discrimination may be accessed online here: http://www.csi.cuny.edu/diversity_and_compliance/Equal_Opportunity_and_Non_Discrimination.pdf

It is the policy of the University and the College 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, or any other legally prohibited basis in accordance with federal, state and city laws. It is also the University and College’s Policy to provide reasonable accommodations when appropriate to individuals with disabilities, individuals observing religious practices, or employees who are victims of domestic violence/stalking/sex offenses.

The College of Staten Island does not discriminate against any student on the basis of pregnancy or related conditions. Absences due to medical conditions relating to pregnancy will be excused for as long as deemed medically necessary by a student’s doctor and students will be given the opportunity to make up missed work. Students needing assistance can seek accommodations from the Center for Student Accessibility at 718.982.2510 or CSA@csi.cuny.edu or the college’s Title IX Coordinator, Danielle Dimitrov, at 718. 982.2250 or danielle.dimitrov@csi.cuny.edu.

This Policy also prohibits retaliation for reporting or opposing discrimination, or cooperating with an investigation of a discrimination complaint.

POLICY ON SEXUAL MISCONDUCT

Danielle Dimitrov is CSI’s Title IX Coordinator and 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 CSI and carrying out the other functions of that position set forth in this policy. She can be reached by phone: 718.982.2250 or by email: danielle.dimitrov@csi.cuny.edu. Additional resources regarding combating sexual assault and other unwelcome sexual behavior can be found online here: <http://www1.cuny.edu/sites/title-ix/campus/college-of-staten-island/>

Every member of The City University of New York community, including students, employees and visitors, deserves the opportunity to live, learn and work free from sexual harassment, gender-based harassment and sexual violence. Accordingly, CUNY is committed to: 1) Defining conduct that constitutes prohibited sexual harassment, gender-based harassment and sexual violence; 2) Providing clear guidelines for students, employees and visitors on how to report incidents of sexual harassment, gender-based harassment and sexual violence and a commitment that any complaints will be handled respectfully; 3) Promptly responding to and investigating allegations of sexual harassment, gender-based harassment and sexual violence, pursuing disciplinary action when appropriate, referring the incident to local law enforcement when appropriate, and taking action to investigate and address any allegations of retaliation; 4) Providing ongoing assistance and support to students and employees who make allegations of sexual harassment, gender-based harassment and sexual violence; 5) Providing awareness and prevention information on sexual harassment, gender-based harassment and sexual violence, including widely disseminating this policy, and implementing training and educational programs on sexual harassment, gender-based harassment and sexual violence to college constituencies; and 6) Gathering and analyzing information and data that will be reviewed in order to improve safety, reporting, responsiveness and the resolution of incidents.

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. Amorous, dating or sexual activity or relationships ("intimate relationships"), even when apparently consensual, are inappropriate when they occur between a faculty member or employee and any student for whom he or she has a professional responsibility. Those relationships are inappropriate because of the unequal power dynamic between students and faculty members and between students and employees who advise or evaluate them, such as athletic coaches or workplace supervisors.

AFFIRMATIVE CONSENT

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

Consent can be withdrawn at any time. Past consent to sexual activity between individuals does not constitute consent to subsequent sexual activity between those individuals, and consent to one form of sexual activity does not necessarily imply consent to other forms of sexual activity. Whether one party to sexual activity is in a position of authority or influence over the other party is a relevant factor in determining consent.

In order to give affirmative consent, one must be of legal age (17 years or older) and not mentally or physically incapacitated, or physically helpless, unconscious or asleep. Depending on the degree of intoxication, someone who is under the influence of alcohol, drugs or other intoxicants may be incapacitated and therefore unable to consent. Consent is not valid if it is the result of coercion, intimidation, force or threat of harm.

Immediate Assistance in Cases of Sexual Violence

Reporting to Law Enforcement

Students or employees who experience any form of sexual violence on or off-campus (including CUNY-sponsored trips and events) and visitors who experience sexual violence on a CUNY campus are strongly encouraged to immediately report the incident by calling 911, contacting their local police precinct, or contacting their college public safety office – 718.982.2111 (Building 2A, Room 108) available 24/7.

Obtaining Immediate Medical Attention and Emotional Support

CUNY and CSI are committed to assisting anyone who experiences sexual violence to seek comprehensive medical attention as soon as possible to treat injuries, obtain preventative treatment for sexually transmitted diseases, and preserve evidence, among other things (CSI Health Center, 718.982.3045; 1C-112).

On-campus resources include nurses and/or nurse practitioners at campus health offices and counselors at campus counseling centers. Counselors are trained to provide crisis intervention and provide referrals for longer-term care as necessary. (CSI Counseling Center, 718.982.2391; 1A-109).

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

We encourage individuals who have experienced sexual harassment, gender-based harassment or sexual violence (referred to in this policy as "complainants") to report the incident(s) to campus authorities, even if they have reported the incident to outside law enforcement, and regardless of whether the incident took place on or off-campus. Such reporting will enable complainants to get the support they need, and provide the college with the information it needs to take appropriate action. However, individuals should be aware that there are employees at their college/unit whom they can speak with on a strictly confidential basis before determining whether to make a report to college authorities.

Students may contact the:

- Title IX Coordinator (Danielle Dimitrov, danielle.dimitrov@csi.cuny.edu; (718) 982-2250; 1A-103); OR
 - Director of Public Safety (Robert Wilson; robert.wilson@csi.cuny.edu; (718) 982-2111; 2A-108); OR
 - Chief Student Affairs Officer (Jennifer S. Borrero; jennifer.borrero@csi.cuny.edu; (718) 982-2335; 1A-301).
- Employees may also contact the Director of Human Resources (Hope Berté; hope.berte@csi.cuny.edu; (718)

982-2379; 1A-201) in addition to the Title IX Coordinator or Director of Public Safety.

CONFIDENTIALITY

After a report of an alleged incident of sexual harassment, gender-based harassment or sexual violence has been made to the Title IX Coordinator, a complainant may request that the matter be investigated without her/his identity or any details regarding the incident being divulged further. Alternatively, a complainant may request that no investigation into a particular incident be conducted or that an incident not be reported to outside law enforcement.

In all such cases, the Title IX Coordinator will weigh the complainant's requests against the college's obligation to provide a safe, non-discriminatory environment for all students, employees and visitors, including the complainant. A decision to maintain confidentiality does not mean that confidentiality can be absolutely guaranteed in all circumstances, but only that all efforts will be undertaken to keep information confidential consistent with law. Notwithstanding the decision of the Title IX Coordinator regarding the scope of any investigation, the college will provide the complainant with ongoing assistance and support, including, where appropriate, the interim and supportive measures set forth in Section VII of this policy.

If the Title IX Coordinator determines that she/he will maintain confidentiality as requested by the complainant, the college will take all reasonable steps to investigate the incident consistent with the request for confidentiality. However, a college's ability to meaningfully investigate the incident and pursue disciplinary action may be limited by such a request.

CONFIDENTIAL EMPLOYEES

For Students: Students at CSI who wish to speak to someone who will keep all of the communications strictly confidential should speak to one of the following:

- Counselor or other staff member at their college counseling center [718.982-2391; 1A-109]; or
- Nurse, nurse practitioner or other staff member in the college health office; [718.982.3045; 1C-112]

The above individuals will not report any information about an incident to the college's Title IX Coordinator or other college employees without the student's permission. The only exception is in the case where there is an imminent threat to the complainant or any other person. A student who speaks solely to a "confidential" employee is advised that, if the student wants to maintain confidentiality, the college may be unable to conduct an investigation into the particular incident or pursue disciplinary action against the alleged perpetrator. However, these professionals will assist the student in receiving other necessary support. A student who first requests confidentiality may later decide to file a complaint with the college or report the incident to local law enforcement and thus have the incident investigated.

For employees: Although there is no one directly employed by CUNY to whom CUNY employees can speak on a confidential basis regarding sexual harassment, gender-based harassment or sexual violence, free confidential support services are available through CUNY's Work/Life Program, which is administered by an outside company. Confidential community counseling resources are also available throughout New York City: 24-hour helpline: (800) 833-8707.

AMNESTY FOR DRUG AND ALCOHOL USE

We strongly encourage students to report instances of sexual harassment, gender-based harassment or sexual violence as soon as possible, even if those reporting or the alleged victim may have engaged in the inappropriate or unlawful use of alcohol or drugs. Therefore, a student who reports or experiences sexual harassment, gender-based harassment or sexual violence will not be disciplined by the college for any violation of CUNY's Policy Against Drugs and Alcohol in connection with the reported incident, subject to the conditions in CUNY's Medical Amnesty/Good Samaritan policy.

Please access the full Policy on Sexual Misconduct online here: http://www.csi.cuny.edu/diversity_and_compliance/Sexual_Misconduct.pdf

R EASONABLE ACCOMMODATIONS

The City University of New York, and the College of Staten Island, in compliance with Sections 503 and 504 of the Federal Rehabilitation Act of 1973 ("Rehabilitation Act"), the Americans with Disabilities Act of 1990 ("ADA"), New York State Executive Law §296, and the New York City Human Rights Law, provides qualified individuals with disabilities the opportunity to participate in programs, activities, or employment.

A student should make an initial request for accommodation to the Center for Student Accessibility ("CSA"), and provide appropriate supporting documentation. The CSA Director, Stefan Charles-Pierre, may consult with appropriate college officials such as the instructor or provost to determine the appropriateness of the requested accommodation consistent with the program requirements. Such consultation shall be confidential, and limited to

those officials whose input is necessary to the decision.

Students may consult with CSA Director Stefan Charles-Pierre [by phone: (718) 982-2510, or email: Stefan.Charlespierre@csi.cuny.edu or the 504/ADA Compliance Coordinator, Danielle Dimitrov [by phone (718) 982-2250, or email: danielle.dimitrov@csi.cuny.edu], at any time to discuss and understand their rights under the Rehabilitation Act, the ADA, and state and local legislation.

If a proffered accommodation is unacceptable to the student, the student may discuss the situation with the 504/ADA Compliance Coordinator who will review the matter and attempt to resolve it. The College 504/ADA Compliance Coordinator may designate one or two members of the 504/ADA Committee to assist in this effort. If the proffered accommodation is still unacceptable, the College Compliance Coordinator will apprise the College President of the issues and the college Compliance Coordinator's recommendation. The President shall make the final decision.

The College's full Reasonable Accommodations Policy, including a list of the 504/ADA Compliance Committee members and information and pertaining to applicants for employment, current employees, and visitors may be accessed online here: http://www.csi.cuny.edu/diversity_and_compliance/reasonable_accom.html

DRUGS, ALCOHOL AND TOBACCO

Help Keep CSI a Drug-Free Campus

Selling and using drugs on campus is illegal. Drinking alcohol if you are under 21 is illegal. Isn't it time you got involved in creating a drug-free campus?

Policy/Standards of Conduct

The City University affirms its continuing commitment to drug, tobacco, and alcohol education on campus. It is committed to the development of educational and support programs directed toward the use and abuse of drugs, tobacco, and alcohol, whether legal or illegal.

The inappropriate use of alcohol and other drugs threatens the health and safety of students, employees, their families, fellow students, and the general public, as well as adversely impairing performance. In addition to promoting health, safety, and a positive learning and working environment, The City University is committed to preventing alcohol and other drug-related problems among all members of The University Community.

Unlawful Possession

The unlawful possession, use, or distribution of alcohol or other drugs by anyone, either on University property or at University-sponsored activities, is prohibited. Any person who is determined to have violated this policy will be subject to intervention by City University officials. Starting in 1998 federal law allows, but does not require, Colleges and Universities to notify parents anytime a student under 21 violates drug or alcohol laws.

This policy and its requirements are consistent with The City University's desire to promote health and safety and are in accordance with the requirements of the Drug-Free Workplace Act of 1988 and the Drug-Free School and Communities Act Amendments of 1989.

The College of Staten Island, a unit of The City University of New York, actively supports prevention of alcohol and drug abuse through education. It presents a variety of drug and alcohol abuse education and prevention programs. Specifically, the College of Staten Island's programs aim to:

- educate students about substance abuse;
- offer supportive, confidential counseling;
- refer students with substance abuse-related programs to community agencies and treatment centers.

For information and assistance call any of these offices in the Division of Student and Enrollment Services:

Counseling Center	1A-109	1.718.982.2395
Center for Student Accessibility	1P-101	1.718.982.2513
Health and Wellness Services	1C-112	1.718.982.3045

Sanctions Against Drug Policy Violations

Students are expected to comply with the Rules of Conduct printed in the *Undergraduate Catalog* and reprinted in **THE GAZETTEER**.

Any student found in violation of the rules and regulations set forth in this policy may be subject to disciplinary action. Sanctions may include admonition, warning, censure, disciplinary probation, restitution, suspension, expulsion, and/or complaint to civil authorities. These are clearly defined in the College Bulletins and **THE GAZETTEER**.

A student who is experiencing difficulty with alcohol or chemical dependency may be referred to the Vice President for Student Affairs or the appropriate Counseling Center by members of the instructional staff or may seek assistance directly. The Vice President for Student and Enrollment Services may recommend disciplinary

action or recommend that the student meet with a counselor for appropriate referral or assistance through self-help organizations or other outside intervention agencies.

Both federal and state law make it a criminal offense to manufacture, distribute, dispense, or possess with intent to manufacture, distribute, dispense, or simply possess a controlled substance.

The New York State Penal Law makes it a criminal offense to possess, possess with intent to sell, or actually sell various drugs. The drugs to which this law applies include marijuana and those listed in the schedules contained in the New York Public Health Law 3306.

The possible sanctions for violation of federal or state law depend upon the particular offense. The various offenses are premised upon aggravating factors, including the type and quantity of drugs involved. Sanctions range from community service to a monetary fine and/or imprisonment.

It is a violation of New York State Penal Law 240.40 for a person to appear in public under the influence of narcotics or drugs other than alcohol to the degree that this endangers oneself or other persons or property, or annoys persons in his/her vicinity. It is also a violation of New York State Penal Law 260.20 (2) for a person to give or sell an alcoholic beverage to a person less than 21 years old.

Any person who operates a motor vehicle while intoxicated or while his/her ability to operate such vehicle is impaired by the consumption of alcohol or drugs, in violation of Vehicle and Traffic Law 1192, is subject to suspension or revocation of driving privileges in that state as well as a fine and possible imprisonment. These begin at \$300 to \$500 in fines and/or up to fifteen (15) days in prison, plus a ninety-day suspension. In addition, under New York State Civil Practice Law and Rules section 1311 and 1321, seizure and forfeiture of vehicles driven while impaired or intoxicated is also possible.

TOBACCO FREE

PROHIBITED USE

In accordance with The CUNY Revised Tobacco Policy, the use of tobacco will be prohibited on all College property, both indoors and outdoors, as of July 1, 2012.

After a careful consideration of the merits of "smoke-free" and "tobacco-free" designations, it has been determined that "tobacco-free" is the correct terminology to be utilized in the context of this Implementation Plan. A smoke-free policy is one that eliminates the use of smoke-producing tobacco. The primary concern of a smoke-free policy is secondhand smoke. A tobacco-free policy eliminates the use of any tobacco product, including, but not limited to spit tobacco, snuffs, and other "smokeless" products, hookahs, etc. Tobacco-free emphasizes the health of all, including the user.

The policy prohibits smoking and the use of tobacco products (including cigarettes, cigars, pipes, smokeless tobacco, and all tobacco products) as well as the use of electronic cigarettes, or herbal cigarettes, or any other kind of smoking product, by students, faculty, staff, contractors, vendors, visitors, and any other person on all grounds and facilities under CUNY jurisdiction. This includes (i) locations such as playing fields, entrances and exits to buildings, and parking lots; (ii) within all vehicles on College properties, and within all College vehicle at any location; (iii) tobacco industry promotions, advertising, marketing, and distribution of marketing materials on campus properties; and (iv) tobacco industry sponsorship of athletic events and athletes.

All attendees at public events, such as conferences, meetings, public lectures, social events, cultural events, and sporting events using College facilities shall be required to abide by this policy; organizers shall communicate this policy to attendees and shall enforce the policy. Written notification of the policy shall be included, as appropriate, in all contracts that vendors and renters are required to sign.

Improper disposal of cigarettes or other waste is also proscribed through existing prohibitions on littering, Accommodations and Academic Adjustments.

CITY UNIVERSITY OF NEW YORK MEDICAL AMNESTY/GOOD SAMARITAN POLICY

- I. The City University of New York's ("CUNY's") Medical Amnesty/Good Samaritan Policy's purpose is to encourage students to seek medical assistance related to drug and alcohol use without fear of being disciplined for such use. Because the use of drugs or alcohol may be life-threatening, CUNY wishes to reduce barriers to seeking and receiving medical help in those situations. In addition, CUNY wishes to encourage students who may be the victims of or witnesses to sexual harassment or sexual violence while under the influence of drugs or alcohol to seek medical assistance and to report that sexual assault. Toward that end, CUNY's Policy is that students who seek medical assistance either for themselves or others will not be subject to discipline under the circumstances described below.

- II. Students who call for medical assistance for themselves or others and/or who receive medical assistance as a result of a call will not be disciplined for the consumption of alcohol (either if underage or if consumed in a CUNY-owned or operated building/facility where alcohol consumption is prohibited) or drugs under certain conditions. First, the students involved must agree to timely completion of assigned alcohol and/or drug education activities, assessment, and/or treatment, to be determined by the individual campuses or units of CUNY with which the students are affiliated. Second, there must be no other violations that ordinarily would subject the student to disciplinary action. Other violations that would invoke discipline include but are not limited to (i) unlawful distribution of alcohol or drugs; (ii) sexual assault; (iii) sexual harassment; (iv) causing or threatening physical harm; (v) causing damage to property; (vi) hazing.
- III. If students are involved in repeated incidents, the availability of medical amnesty to those students is at the discretion of the campus or unit with which the students are affiliated. Even if medical amnesty is granted to those students, repeated incidents raise issues of medical concern and may result in parental notification, medical withdrawal, and/or other non-disciplinary responses.
- IV. Failure to complete required alcohol and/or drug education activities, assessment and/or treatment by the deadline may result in a revocation of medical amnesty.

CUNY POLICY ON ACADEMIC INTEGRITY

Academic Dishonesty is prohibited in The City University of New York and is punishable by penalties, including failing grades, suspension, and expulsion, as provided herein.

I. 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 it 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 & 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 it 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 it 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.

Adapted with permission from Baruch College: A Faculty Guide to Student Academic Integrity. The Baruch College document includes excerpts from University of California's web page entitled "The Academic Dishonesty Question: A Guide to an Answer through Education, Prevention, Adjudication and Obligation" by Prof. Harry Nelson.

II. METHODS FOR PROMOTING ACADEMIC INTEGRITY Please see the CSI website www.csi.cuny.edu for detailed information.

III. PROCEDURES FOR IMPOSITION OF SANCTIONS FOR VIOLATIONS OF CUNY POLICY ON ACADEMIC INTEGRITY

A. Introduction

As a legal matter, in disciplining students for violations of policies of academic integrity, CUNY, as a public institution, must conform to the principles of due process mandated by the Fourteenth Amendment to the United States Constitution -- generally speaking, to provide notice of the charges and some opportunity to be heard. In the context of court litigated violations, questions as to how much and what kind of process was "due" turn on the courts' judgment whether the decision on culpability was "disciplinary" (a question of fact) or "academic" (a question of the instructor's expert judgment). This distinction has proved difficult to apply on campus. Accordingly, these procedures provide for alternative approaches depending on the severity of the sanction(s) being sought. If the instructor desires solely an "academic" sanction, that is, a grade reduction, less process is due than if a "disciplinary" sanction, such as suspension or expulsion, is sought.

A faculty member who suspects that a student has committed a violation of the CUNY or the college Academic Integrity Policy shall review with the student the facts and circumstances of the suspected violation whenever possible. The decision whether to seek an academic sanction only, rather than a disciplinary sanction or both types of sanctions, will rest with the faculty member in the first instance, but the college retains the right to bring disciplinary charges against the student. Among the factors the college should consider in determining whether to seek a disciplinary sanction are whether the student has committed one or more prior violations of the Academic Integrity Policy and mitigating circumstances if any. It is strongly recommended that every instance of suspected violation should be reported to the Academic Integrity Official on a form provided by the college as described in the third Recommendation for Promoting Academic Integrity, above. Among other things, this reporting will allow the college to determine whether it wishes to seek a disciplinary sanction even where the instructor may not wish to do so.

B. Procedures In Cases Where The Instructor Seeks An Academic Sanction Only

1. Student Accepts Guilt And Does Not Contest The Academic Sanction

If the faculty member wishes to seek only an academic sanction (i.e., a reduced grade¹ only), and the student does not contest either his/her guilt or the particular reduced grade the faculty member has chosen, then the student shall be given the reduced grade, unless the college decides to seek a disciplinary sanction, see Section I above and IV below. The reduced grade may apply to the particular assignment as to which the violation occurred or to the course grade, at the faculty member's discretion.

2. Student Denies Guilt And/Or Contests The Academic Sanction

If the student denies guilt or contests the particular grade awarded by the faculty member, then the matter shall be handled using the college's grade appeals process, including departmental grading committees where applicable, or the Academic Integrity Committee. In either case, the process must, at a minimum, provide the student with an opportunity to be heard and to present evidence.

C. Procedures In Cases Where A Disciplinary Sanction Is Sought

If a faculty member suspects a violation and seeks a disciplinary sanction, the faculty member shall refer the matter to the college's Academic Integrity Official using the Faculty Report form, as described in the third Recommendation for Promoting Academic Integrity above, to be adjudicated by the college's Faculty-Student Disciplinary Committee under Article 15 of the CUNY Bylaws. As provided for therein, the Faculty-

Student Disciplinary may, among other things, investigate, conciliate, or hear evidence on cases in which disciplinary charges are brought². Under certain circumstances, college officials other than the Academic Integrity Official may seek disciplinary sanctions following the procedures outlined above. For the reasons discussed in Item IV below, if a reduced grade is also at issue, then that grade should be held in abeyance, pending the Faculty-Student Disciplinary Committee's action.

D. Procedures In Cases In Which Both A Disciplinary And An Academic Sanction Are Sought

If a faculty member or the college seeks to have both a disciplinary and an academic sanction imposed, it is not advisable to proceed on both fronts simultaneously lest inconsistent results ensue. Thus, it is best to begin with the disciplinary proceeding seeking imposition of a disciplinary sanction and await its outcome before addressing the academic sanction. If the Faculty-Student Disciplinary Committee finds that the alleged violation occurred, then the faculty member may reflect that finding in the student's grade. If the Faculty-Student Disciplinary Committee finds that the alleged violation did not occur, then no sanction of any kind may be imposed. The decision whether to pursue both types of sanctions will ordinarily rest with the faculty member.

E. Reporting Requirements

1. By The Faculty Member To The Academic Integrity Official

In cases where a violation of academic integrity has been found to have occurred (whether by admission or a fact-finding process), the faculty member should promptly file with the Academic Integrity Official a report of the adjudication in writing on a Faculty Report form (see sample attached) provided by the college as described above. The Academic Integrity Official shall maintain a confidential file for each student about whom a suspected or adjudicated violation is reported. If either the grade appeals process or the Faculty-Student Disciplinary Committee finds that no violation occurred, the Academic Integrity Official shall remove and destroy all material relating to that incident from the student's confidential academic integrity file. Before determining what sanction(s) to seek, the faculty member or the Academic Integrity Official may consult the student's confidential academic integrity file, if any, to determine whether the student has been found to have previously committed a violation of the Academic Integrity Policy, the nature of the infraction, and the sanction imposed or action taken.

2. By the Academic Integrity Official To the Faculty Member

Where a matter proceeds to the Faculty-Student Disciplinary Committee, the Academic Integrity Official shall promptly report its resolution to the faculty member and file a record of the resolution in the student's confidential academic integrity file, unless, as indicated above, the suspected violation was held to be unfounded, in which case all reporting forms concerning that suspected violation shall be destroyed

¹ A reduced grade can be an "E," a "D-," or another grade that is lower than the grade that would have been given but for the violations.

² Typically, disciplinary sanctions would be sought in cases of the most egregious, or repeated, violations, for example: infraction in ways similar to criminal activity (such as forging a grade form; stealing an examination from a professor or a university office; or forging a transcript); having a substitute take an examination or taking an examination for someone else; sabotaging another student's work through actions designed to prevent the student from successfully completing an assignment; dishonesty that affects a major or essential portion of work done to meet course requirements. [These examples have been taken from a list of violations compiled by Rutgers University.]

CUNY PROCEDURES FOR HANDLING STUDENT COMPLAINTS ABOUT FACULTY CONDUCT IN ACADEMIC SETTINGS (EFFECTIVE MAY 1, 2010)

- I. **Introduction.** The University and its Colleges have a variety of procedures for dealing with student-related issues, including grade appeals, academic integrity violations, student discipline, disclosure of student records, student elections, sexual harassment complaints, disability accommodations, and discrimination. One area not generally covered by other procedures concerns student complaints about faculty conduct in the classroom or other formal academic settings. The University respects the academic freedom of the faculty and will not interfere with it as it relates to the content or style of teaching activities. Indeed, academic freedom is and should be of paramount importance. At the same time the University recognizes its responsibility to provide students with a procedure for addressing complaints about faculty treatment of students that are not protected by academic freedom and are not covered by other procedures. Examples might include incompetent or inefficient service, neglect of duty, physical or mental incapacity and conduct unbecoming a member of the staff.
- II. **Determination of Appropriate Procedure.** If students have any question about the applicable procedure to follow for a particular complaint, they should consult with the chief student affairs officer. In particular, the chief student affairs officer should advise a student if some other procedure is applicable to the type of complaint the student has.
- III. **Informal Resolution.** Students are encouraged to attempt to resolve complaints informally with the faculty

member or to seek the assistance of the department chairperson or campus ombudsman to facilitate informal resolution.

- IV. **Formal Complaint.** If the student does not pursue informal resolution, or if informal resolution is unsuccessful, the student may file a written complaint with the department chairperson or, if the chairperson is the subject of the complaint, with the academic dean or a senior faculty member designated by the college president. (This person will be referred to below as the Fact Finder.). Only students in a faculty member's class or present in another academic setting where the alleged conduct occurred may file complaints against that faculty member.
- A. The complaint shall be filed within 30 calendar days of the alleged conduct unless there is good cause shown for delay, including but not limited to delay caused by an attempt at informal resolution. The complaint shall be as specific as possible in describing the conduct complained of.
 - B. The Fact Finder shall promptly send a copy to the faculty member about whom the complaint is made, along with a letter stating that the filing of the complaint does not imply that any wrongdoing has occurred and that a faculty member must not retaliate in any way against a student for having made a complaint. If either the student or the faculty member has reason to believe that the department chairperson may be biased or otherwise unable to deal with the complaint in a fair and objective manner, he or she may submit to the academic dean or the senior faculty member designated by the college president a written request stating the reasons for that belief; if the request appears to have merit, that person may, in his or her sole discretion, replace the department chairperson as the Fact Finder. The chairperson may also submit a written request for recusal for good cause to the academic dean or senior faculty member designated by the college president to review such requests. If a recusal request is granted, a different department chairperson shall conduct the investigation, or, if no other chairperson is available, an administrator designated by the college president shall serve in the chairperson's stead. Further, the college president may re-assign investigations as necessary, including but not limited to situations in which a Fact Finder has not completed an investigation in a timely manner. In addition, during any time that no department chairperson is available to investigate a complaint, the college president may assign an administrator to investigate.
 - C. The Fact Finder shall meet with the complaining student and faculty member, either separately or together, to discuss the complaint and to try to resolve it. The Fact Finder may seek the assistance of the campus ombudsman or other appropriate person to facilitate informal resolution.
 - D. If resolution is not possible, and the Fact Finder concludes that the facts alleged by the student, taken as true and viewed in the light most favorable to the student, establish that the conduct complained of is clearly protected by academic freedom, he or she shall issue a written report dismissing the complaint and setting forth the reasons for dismissal and send a copy to the complaining student, the faculty member, the chief academic officer and the chief student affairs officer. Otherwise, the Fact Finder shall conduct an investigation. The Fact Finder shall separately interview the complaining student, the faculty member and other persons with relevant knowledge and information and shall also consult with the chief student affairs officer and, if appropriate, the college ombudsman. The Fact Finder shall not reveal the identity of the complaining student and the faculty member to others except to the extent necessary to conduct the investigation. If the Fact Finder believes it would be helpful, he or she may meet again with the student and faculty member after completing the investigation in an effort to resolve the matter. The complaining student and the faculty member shall have the right to have a representative (including a union representative, student government representative or attorney) present during the initial meeting, the interview and any post investigation meeting.
 - E. In cases where there is strong preliminary evidence that a student's complaint is meritorious and that the student may suffer immediate and irreparable harm, the Fact Finder may provide appropriate interim relief to the complaining student pending the completion of the investigation. The affected faculty member may appeal such interim relief to the chief academic officer.
 - F. At the end of the investigation, the Fact Finder shall issue a written report setting forth his or her findings and recommendations, with particular focus on whether the conduct in question is protected by academic freedom, and send a copy to the complaining student, the faculty member, the chief academic officer and the chief student affairs officer. In ordinary cases, it is expected that the investigation and written report should be completed within 30 calendar days of the date the complaint was filed.
- V. **Appeals Procedure.** If either the student or the faculty member is not satisfied with the report of the Fact
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Finder, the student or faculty member may file a written appeal to the chief academic officer within 10 calendar days of receiving the report, which time period may be extended for good cause shown. The chief academic officer shall convene and serve as the chairperson of an Appeals Committee, which shall also include the chief student affairs officer, two faculty members elected annually by the faculty council or senate and one student elected annually by the student senate. The Appeals Committee shall review the findings and recommendations of the report, with particular focus on whether the conduct in question is protected by academic freedom. The Appeals Committee shall not conduct a new factual investigation or overturn any factual findings contained in the report unless they are clearly erroneous. If the Appeals Committee decides to reverse the Fact Finder in a case where there has not been an investigation because the Fact Finder erroneously found that the alleged conduct was protected by academic freedom, it may remand to the Fact Finder for further proceedings. The committee shall issue a written decision within 20 calendar days of receiving the appeal. A copy of the decision shall be sent to the student, the faculty member, the department chairperson and the president.

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

WORKPLACE VIOLENCE POLICY AND PROCEDURES

POLICY STATEMENT

The City University of New York (the "University" or "CUNY") is committed to the prevention of Workplace Violence and will respond promptly to any threats and/or acts of violence. For purposes of this Policy, Workplace Violence is defined as any physical assault or acts of aggressive behavior occurring where an employee performs any work-related duty in the course of his or her employment, including but not limited to:

- (i) An attempt or threat, whether verbal or physical, to inflict physical injury upon an employee;
- (ii) Any intentional display of force that would give an employee reason to fear or expect bodily harm;
- (iii) Intentional and wrongful physical contact with an employee without his or her consent that entails some injury;
- (iv) Stalking an employee in a manner that may cause the employee to fear for his or her physical safety and health when such stalking has arisen through and in the course of employment.

Workplace Violence presents a serious occupational safety hazard to CUNY and its employees. The University will respond promptly to threats and/or acts of violence. All employees are responsible for helping to create an environment of mutual respect and for assisting in maintaining a safe and secure work environment and will be removed from University property and are subject to disciplinary and/or personnel action up to and including termination, consistent with University policies, rules, and collective bargaining agreements, and/or referral to law enforcement authorities for criminal prosecution.

Incidents involving Workplace Violence will be given the serious attention they deserve. Employees are responsible for reporting any incidents of Workplace Violence of which they become aware. The procedure for reporting incidents of suspected or alleged Workplace Violence can be found in the campus specific Workplace Violence Prevention Program at Paragraph 7. The procedure for reporting complaints of a potential violation of the CUNY Workplace Violence Prevention Policy and Programs can be found in the campus specific Workplace Violence Prevention Programs at Paragraph 9.

The University, at the request of an employee, or student, or at its own discretion, may prohibit members of the public, including family members, from seeing an employee or student on University property unless necessary to transact University-related business. This policy particularly applies when an employee or student anticipates

that an act of violence may result from an encounter with said individual(s).

Employee participation in the implementation of this Policy will be provided through their authorized employee representatives, who will be invited to participate in: (1) Scheduled physical risk assessment site evaluation(s) to determine the presence of risk factors which may place employees at risk of workplace violence; (2) the development and annual review of a Workplace Violence Prevention Program promulgated by each College for the implementation of the Policy; (3) the annual review of the Campus Workplace Violence Incidents Report prepared annually by each College; and (4) as appropriate, following a serious incident of Workplace Violence.

POLICY ON THE COLLEGE’S RIGHT TO DENY ADMISSION

The College reserves the right to deny admission to any student if in its judgment, the presence of that student on campus poses undue risk to the safety or security of the College or in the College community. That judgment will be based on an individualized determination taking into account any information the College has about a student’s criminal record and the particular circumstances of the college, including the presence of a childcare center, a public school, or public school students on the campus.

THE FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act of 1974 (FERPA), also known as the Buckley Amendment, is a federal law designed to protect the privacy of education records, to establish the right of students to inspect and review their education records, and to provide guidelines for the correction of inaccurate and misleading data through informal and formal hearings.

This act provides rights primarily for the student, regardless of age, once he or she enrolls at an institution of higher education. We encourage families to discuss this Privacy Act and take appropriate steps that are comfortable with both the student and family to ensure the safety and privacy of student records.

For more information about FERPA, visit <http://www.cuny.edu/about/administration/offices/la/Guidelines-for-implementation-of-the-Student-Records-Access-FERPA.pdf>.



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