

Welcome to Summer @ York

Dear Student:

Welcome to Summer 2008 at York College! You've taken a decisive step forward on your academic journey. On the pages following you will see a variety of courses. Whether you're interested in studying this summer to get a "jump-start" toward finishing your degree, or are interested simply in using the summer to explore a subject you can't fit into your schedule during the regular academic year, York has something for you.

As a Senior College of the City University of New York, we are committed to the University's mission of teaching excellence. What does that mean for you coming to study with us this summer? Simply stated, it means that our Summer courses are not "throw-aways;" you can expect to receive top-notch classroom instruction and laboratory research opportunities just as you would during the Fall or Spring semesters. At York, we are serious about the pursuit of excellence no matter the season.

Our 50-acre, modern campus is centrally located in Jamaica, Queens, with easy access to the rest of New York City and Nassau and Suffolk counties. The campus is served by the IND and BMT subway lines, a network of bus routes, the Long Island Railroad, the Van Wyck Expressway, Belt Parkway, and the Long Island Expressway. Moreover, there is ample parking.

Our Academic Core building houses classrooms, lecture halls, science labs, arts studios, a library, computer facilities, academic and administrative offices, a bookstore, and dining facilities. Additionally, we have a Performing Arts Center, Classroom and Science Buildings, and a Physical Fitness facility with a gymnasium, a swimming pool, indoor and outdoor tracks, and outdoor athletic fields. All of these facilities are available for your use.

I invite you to peruse this schedule of classes. There is no doubt in my mind that you will find what you're looking for to meet your academic interests this summer. Feel free to visit our website at www.york.cuny.edu to learn even more about who we are and what we offer.

On behalf of the York College Community, thank you for considering taking Summer classes with us this year. I look forward to welcoming you to our community when you arrive this Summer.

Sincerely,



Ivelaw Lloyd Griffith, Ph.D.
Professor of Political Science
Provost and Senior Vice President for Academic Affairs

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SUMMER 2008 CALENDAR

Session I & Session I-Extended

Tuesday	May 20	Registration for Session I and I-Extended.
Monday	May 26	Memorial Day - College is closed.
Friday	May 30	Last day for 100% tuition refund for Session I and I-Extended.
Monday	June 2	First day of classes for Session I and I-Extended. Late Registration and Program Changes for Session I and I-Extended. *Last day for 50% tuition refund for Session I and I-Extended.
Tuesday	June 3	*Last day for 25% tuition refund for Session I and I-Extended.
Wednesday	June 4	*Last day to withdraw from a course(s) <u>WITHOUT</u> a “W” grade for Session I and I-Extended.
Tuesday	June 17	*Last day to withdraw from a course(s) <u>WITH</u> a “W” grade for Session I and I-Extended. Last day to apply for Pass/Fail option for Session I and I-Extended.
Tuesday	June 24	Last day of classes for Session I. Last day to rescind a Pass/Fail option for Session I.
Wednesday	June 25	Finals for classes in Session I.
Friday	July 4	Holiday. College is closed.
Thursday	July 17	Last day of classes for Session I-Extended. Last day to rescind a Pass/Fail option for Session I-Extended.
Monday	July 21	Finals for classes in Session I-Extended.

Session II

Thursday	June 19	Registration for Session II.
Thursday	June 26	Last day for 100% tuition refund for Session II.
Monday	June 30	First day of classes for Session II. Late Registration and Program Changes for Session II. *Last day for 50% tuition refund for Session II.
Tuesday	July 1	*Last day for 25% tuition refund for Session II.
Wednesday	July 2	*Last day to withdraw from a course(s) <u>WITHOUT</u> a “W” grade for Session II.
Friday	July 4	Holiday. College is closed.
Tuesday	July 15	*Last day to withdraw from a course(s) <u>WITH</u> a “W” grade for Session II. Last day to apply for Pass/Fail option for Session II.
Tuesday	July 22	Last day of classes in Session II. Last day to rescind a Pass/Fail option for Session II.
Wednesday	July 23	Finals for classes in Session II.

*Students may still be liable for tuition.

Important notice of possible change: *The City University of New York reserves the right, because of changing conditions, to make modifications of any nature in the academic programs and requirements of the University and its constituent colleges without advance notice. Tuition and fees set forth in this publication are similarly subject to change by the Board of Trustees of The City University of New York. The University regrets any inconvenience this may cause.*

REFUNDS

Refunds will be issued only with an official program change according to the following schedules:

Session I & Session I-Extended

Withdraw before the first day of classes -	May 30	100%
	June 2	50%
	June 3	25%
On or after -	June 4	No Refund

Session II

Withdraw before the first day of classes -	June 26	100%
	June 30	50%
	July 1	25%
On or after -	July 2	No Refund

If eSIMS is not available, students must come to the Office of the Registrar during office hours to complete their transactions. The date the student completes the transaction in the Office of the Registrar or by using eSIMS is the date that determines the amount of refund.

The Association, Consolidated, Technology and University Student Government Fees are not refundable. All fees are subject to change without notice by the Board of Trustees, regardless of its fee schedule at the time of publication.

Building Information:

The buildings are designated by the first two letters appearing before the room numbers.

AC: Academic Core, 94-20 Guy R. Brewer Boulevard

AT: Auditorium/Theatre, 94-45 Guy R. Brewer Boulevard

CL: Classroom Building, 94-43 159th Street

HP: Health and Physical Education Building, 160-02 Liberty Avenue

SC: Science Building, 94-50 159th Street

College buildings and parking facilities open at 7:00 AM and close one hour past the end of the last class.

York College Vision

York College is committed to academic excellence through teaching and learning, research and scholarship. It envisions service to a student body that reflects the unparalleled cultural diversity and richness of Queens and the New York metropolitan area, and to the communities in which they live. It seeks to develop habits of inquiry and communication that promote these ideas of intellectual and personal growth by embodying them in human relations within the College.

York College Mission

As a senior college of The City University of New York, York College is committed to the University mission of “teaching, research, and public service” responsive to “the special needs of an urban constituency.” The College is a student-centered institution whose mission is to prepare students to:

- Succeed in a chosen discipline
- Acquire basic knowledge in the humanities, behavioral and natural sciences, and mathematics
- Think, speak and write clearly, critically and effectively
- Develop technological literacy and skill
- Seek objectivity and shun bias
- Esteem research and scholarship for life-long learning
- Understand and appreciate culture and cultural diversity
- Value ethical attitudes and behavior
- Promote knowledge of health and pursue wellness
- Engage in public service
- Enrich their communities, the nation, and the world

The College offers baccalaureate degrees in liberal arts and in a variety of professional programs such as accounting, business, computer studies, education, health, and social work. It maximizes each student's intellectual, professional, and personal growth by integrating studies in liberal arts and sciences, professions, knowledge of diverse cultures, and technology. It meets changing social and intellectual needs by developing undergraduate and graduate programs from its established academic strengths. The College aims to graduate students poised to meet new demands and provide leadership for human progress.

The College supports the professional growth of its faculty and staff and serves as a resource for continual advancement of the broader community. It calls upon all members of the York community to commit themselves to scholarship and learning, respect for individuals and individual differences, just and fair treatment of others, open and direct communication, ethical behavior, and involvement in the life of the College.

GENERAL INFORMATION

York College Today

York College offers B.A. and B.S. degrees in 40 different liberal arts, sciences, and professional majors, including Physician Assistant, Aviation Management and Communications Technology, as well as the combined B.S./M.S. in Occupational Therapy. The College is distinguished not only for offering a variety of major and minors in almost every discipline but also for bringing professional programs in business, accounting, information systems managements, teacher education, social work and allied health sciences to traditionally underserved populations. The College also offers certificate programs in a variety of fields that include: mortgage finance; child care professions; survey research; and Spanish for professional purposes. In the near future, we will enhance our strong allied health programs with a generic nursing program as well as a B.S. in Pharmaceutical Sciences.

In addition to the CUNY Aviation Institute, York College is home to the Northeast Region U.S. Food and Drug Administration Headquarters (FDA). The College's approximately 6,000 students hail from more than 50 different countries of birth. Approximately 41 percent of our students study part-time, and in 2006-2007, 1,100 new students were transfer students and 850 were first-time freshmen. York College offers a variety of scholarships, both merit and retention, through the York College Foundation, Student Government Association and Auxiliary Enterprises, Inc.

With almost 180 full-time faculty and close to 260 part-time faculty, there is a student-to-faculty ratio of 16:1. Most full-time faculty hold terminal degrees in their disciplines and are also recipients of many national and regional awards, receiving over \$7 million annually in grants from federal, state and local government agencies.

Accreditation

York is accredited by the *Middle States Association of Colleges and Schools* and is a member of the *Association of Colleges and Universities of the State of New York* and of the *American Association of Colleges for Teacher Education*. All *Education programs* are registered by the *New York State Department of Education* and lead to New York State provisional certification after the written parts of the New York State Teacher Certification Examination are passed. York's Teacher Education programs have met all accreditation standards of the *National Council for Accreditation of Teacher Education (NCATE)*. York's *Occupational Therapy Program* is accredited by the *Accreditation Council for Occupational Therapy Education (ACOTE)* of the *American Occupational Therapy Association (AOTA)*; York's *Social Work Program* is accredited by the *Council on Social Work Education*; and the *Nursing Program* by the *National League for Nursing*. A degree in accounting at York College includes all the educational requirements to sit for the Uniform Certified Public Accounting Examination.

Location and Facilities

The 50-acre York College Campus is divided into six super blocks by public streets. At the heart of the campus is the Academic Core, which houses classrooms, lecture halls, laboratories, art studios, library, computer facilities, academic and administrative offices, as well as dining facilities and a bookstore. On adjacent super blocks are located the 1,500 seat Auditorium/185 seat Theater Building, the Health and Physical Education facility, which

includes a gymnasium and swimming pool, Classroom and Science Buildings, Athletic Fields and parking facilities. An undeveloped super block is slated for a Student Counseling Services Building in the future.

Eligibility for Summer Session

All currently enrolled York College students are eligible to attend the York College Summer Session and need not formally apply for summer registration. Permit students from CUNY colleges must file a CUNY e-permit application on the CUNY portal. These students should come to the Office of the Registrar in Room AC-1H06 or call (718) 262-2147 with any questions regarding the e-permit. All other students who wish to register at York College in the summer must apply to the Admissions Office, Room AC-1B07, York College, Jamaica, New York 11451 no later than May 16, 2008. The telephone number is (718)262-2165.

Office of the Director - Summer Session

The Office of the Director of Summer Session is located in Room AC-2H07, telephone (718) 262-2780.

Office of the Registrar

The Office of the Registrar is located in the Academic Core, Room AC-1H06, telephone number (718) 262-2147.

Bursar's Office

The Bursar's Office is located in the Academic Core, Room AC-1H01, telephone number (718) 262-2186.

Counseling Center

During the Summer Session, this office provides counseling for such concerns as withdrawals, transfers, leaves of absence and program planning. The Counseling Center is located in the Academic Core, Room AC-1G02, telephone number (718) 262-2272.

Office of Student Financial Services

Applications for financial aid may be obtained from the Office of Student Financial Services located in the Academic Core, Room AC-1M08, telephone number (718) 262-2230.

Bookstore

The bookstore is located in the Academic Core, Room AC-1G01, telephone number (718) 262-2882.

Library Services

The York College Library is located in the Academic Core, Room AC-3G01 and AC-3H01, telephone number (718) 262-2023.

College facilities have designated hours of operation for reasons of security and fire safety as well as to control costs of light, heat, ventilation, air-conditioning and cleaning. College policy is for facilities to be closed after the end of official programs, i.e., classes, library and special events. Check with individual offices for specific hours of operations.

REGISTRATION INFORMATION

All students will register on York's web site using *eSIMS*. Registration will take place on May 20, 2008 for Session I and I-Extended, and on June 19, 2008 for Session II. **Students who register using *eSIMS* on June 2, 2008 for Session I and I-Extended and on June 30, 2008 for Session II will incur an additional \$25 late fee.**

Things to Know Before Registering

- Students should make an appointment to see an advisor prior to registering.
- Students must register for courses using *eSIMS*.
- Bills **must** be picked up by the student at any one of the following locations: the Office of the Bursar (AC-1H01), the Office of the Registrar (AC-1H06) or the Office of Student Financial Services (AC-1M08). The bill lists courses requested, tuition due **and payment due date**.

Students should check carefully for the following:

- a. **ALL** courses and sections he/she requested are listed.
- b. There are no travel difficulties nor time conflicts.

The checking of the above items (#4a and #4b) is the student's responsibility. If there are any errors the student may have to pay \$18.00 for a Program Change.

- If the student's financial aid does not appear on the bill, the student should take the bill to the Office of Student Financial Services in room AC-1M08.
- All students must present their registration bills to the Bursar.
- All students will be required to present their paid bursar's receipt for purposes of identification to enter college buildings and to borrow books from the library.

A STUDENT'S INITIAL REGISTRATION BILL MUST BE PAID BY THE DUE DATE ON THE BILL OR THE CLASSES WILL BE DE-REGISTERED. ONCE THE STUDENT'S INITIAL REGISTRATION BILL IS PROCESSED, CLASSES WILL NOT BE DE-REGISTERED FOR AN OUTSTANDING BALANCE DUE TO 'COP' (CHANGE OF PROGRAM).

Using eSIMS

eSIMS will be available Mondays through Sundays from 6:00 A.M. until 5:00 A.M. **On Friday, May 30th, eSIMS will not be available for any transactions before 2:00 p.m. On Thursday, June 26th, eSIMS will not be available for any transactions before 12:00 noon.** If eSIMS is not available for any reason, students should come to the Office of the Registrar in room AC-1H06 during office hours. Although the registration systems will be available during evening hours and on the weekends, the college offices will only be open during their regular office hours.

Students may register for courses if the courses are open, if they do not need special permission, and if the student has all pre/co-requisites for the courses.

eSIMS will not allow a student to drop a course, add a course or change sections of the same course on or after June 4, 2008 for Session I and I-Extended and on or after July 2, 2008 for Session II. Students must come to the Office of the Registrar during office hours in order to drop courses. The date that a transaction takes place using eSIMS or through the Office of the Registrar is the date used to compute any possible refund.

Students must pick up a bill at one of the following locations:

- Office of the Bursar, room AC-1H01
- Office of the Registrar, room AC-1H06
- Office of Student Financial Services, room AC-1M08

INSTRUCTIONS FOR USING eSIMS

To register follow these simple **Step by Step Instructions:**

- Step 1:** Go to the York College homepage at www.york.cuny.edu and select the eSIMS icon.
- Step 2:** The popup note and encryption message should open. Click the O.K. button. The selection page will open. Click the down arrow button and select **York**.
- Step 3:** The York College eSIMS login page will open. Type in your 9-digit social security number or assigned student I.D. number and your 6-digit PIN number then click on **Login**.
- Step 4:** The privacy Protection Warning will appear. Click O.K. The York College eSIMS homepage will open, welcoming you to York College eSIMS. If you have active stops, a **STOP NOTICE** will open and you may not be able to continue with registration. To view your stops, select **view stops details**.
- Step 5:** If no stops exist, you will be able to continue and select **Registration** then **Summer 2008** on the York College eSIMS menu.
- Step 6:** To **ADD** classes, enter the course code for each class in the numbered boxes and then select **Add**. If the added courses were available, you will receive a message that displays your registered courses. If any course you tried to add is unavailable, you will receive a message that displays the

problem(s) with the course.

Step 7: To **REPLACE** a course that was previously added with another course (or different section of the same course), select **REPLACE** after the course you wish to replace. Enter the new course code in the **REPLACE WITH** box. Review your selection and then click on **REPLACE** (if correct) or **CANCEL** (if the change should not be completed). If the class is available, your course listing will reflect the change.

Step 8: To **DROP** a course, select **DROP** after the course you wish to drop. Choose the DROP option only if you do not choose to replace it with another course. If the class has been dropped, your course listing will immediately reflect the change. **Administrative fees may be applied if you drop a class.**

Step 9: You can continue to Add, Replace or Drop more classes.

Step 10: To maintain the privacy of your records, it is essential that you sign off eSIMS when you are finished with your session. Select **SIGN-OFF** from the eSIMS menu. A message will appear telling you that your session with eSIMS is finished.

With eSIMS, you can view or print an unofficial bill which will give a description of all charges and the amounts. The balance due will also be displayed. Choose **PAY/VIEW BILL** followed by **Summer 2008** on the eSIMS menu.

To insure accuracy, students are strongly advised to obtain a copy of their bill after every transaction at one of the following locations:

- Office of the Bursar, room AC-1H01
- Office of the Registrar, room AC-1H06
- Office of Student Financial Services, room AC-1M08

Check the bill to insure that all transactions were processed.

PERSONAL IDENTIFICATION NUMBER (PIN)

A PIN is a six-digit number needed in order to access information from either registration system. Initially, the college assigns your personal identification number. **IT IS HIGHLY RECOMMENDED THAT ALL STUDENTS CHANGE THEIR PIN NUMBER.** Remember, to ensure security, your PIN should remain confidential.

If you forget the new number or if your assigned PIN does not work, you must go to the Office of the Registrar in room AC-1H06 to have the PIN corrected. You must come in person and bring your York College I.D. card or some other form of picture I.D.

PLEASE NOTE:

1. **Bursar's Paid Receipt** - The paid receipt from the bursar is very important and must be carried by the student at all times. (See Identification below).
2. **Student Association Fee - Non-Refundable** - The association fee is \$10.00 for full or part-time students per summer session. Students must pay the fee at registration. It may not be deducted from financial aid funds, with the exception of students in the SEEK Program.
3. All students will be required to pay their tuition in full at the time of registration, unless they receive approved governmental financial assistance (e.g., TAP).
4. **Identification** - All students will be required to present their bursar's receipt for purposes of identification to enter college buildings and to borrow books from the library.

Late Registration and Program Changes

A student who cannot register during the regular registration periods, or who wishes to make a program change, may use eSIMS on the following dates. If either registration system is not available, students must come to the Office of the Registrar in room AC-1H06 during office hours.

Session I and I-Extended	June 2, 2008	9:00am - 6:30pm
Session II	June 30, 2008	9:00am - 6:30pm

All tuition and fees for initial registrations for students who register during the late registration period must be paid to the Bursar by 6:30pm on June 2, 2008 for Session I and I-Extended, and by 6:30pm on June 30, 2008 for Session II, or the student's registration will be canceled. The fee for late registration is \$25.00. **Once the student's initial registration bill is processed, classes will not be de-registered for an outstanding balance due to 'COP' (Change of Program).** The program change fee is \$18.00.

Size of Program

Although there is no minimum program size requirement, the maximum load permitted is 6 credits for Session I and I-Extended (combined) and 6 credits for Session II. Students who wish to register for a program that exceeds these credits must secure written permission from the Chairperson of the Committee on Academic Standards no later than May 16, 2008. The Committee on Academic Standards is located in Room AC-2C01, telephone number (718) 262-2770.

Academic Advisement

Students are encouraged to seek academic advisement prior to course registration.

Academic advisement, although not a mandatory requirement to register for summer courses, is strongly encouraged. Students who plan to register for summer courses should discuss their program with their advisors during the academic advisement and pre-registration period in May. Students who register after this period should seek academic advisement from the staff in the Counseling Center, Room AC-1G02.

Cardinal Check*

Cardinal Check is York College's new web-based academic advisement and degree audit system.

Cardinal Check generates an easy to read degree audit that takes the courses from a student's transcript and reorganizes them to fulfill requirements for a student's degree, major, minor, CPE and skills assessment as defined in the college bulletin.

At a glance **Cardinal Check** shows:

- All degree requirements for your major
- Courses already completed and courses still required
- Grades, transfer credits and Writing Intensive requirements applied to your transcript.
- CPE and Skills requirements
- GPA

Students and advisors should use Cardinal Check as a guide when planning a program toward completion of graduation requirements. The Cardinal Check audit is not an academic transcript nor is it an official notification of completion of degree or certificate requirements but an essential aid in determining those achievements. If graduation is anticipated within the next academic year, you must complete an Application for Diploma in the Office of the Registrar in Room AC-1H06. (See the Academic Calendar regarding deadlines for graduation applications.)

For any additional information regarding Cardinal Check please contact Gale Cunningham, Coordinator for DegreeWorks at extension 3753 or email CardinalCheck@york.cuny.edu.

**[Cardinal Check is a customized version of DegreeWorks by SunGard Bi-Tech, Inc.]*

Immunization Requirement

In compliance with New York State Public Health Law 2165, it is the policy of CUNY that all students born *after* December 31, 1956 are *required* to submit proof of two immunizations for measles and proof of immunization for mumps and rubella to be in attendance at the University.

ALL NEW STUDENTS MUST SHOW PROOF OF IMMUNITY.

Proof of immunity consists of:

MEASLES - Two (2) doses of live measles vaccine (the first administered after 12 months of age, and at least 30 days after the first), diagnosing physician documentation of measles disease, or a blood test showing immunity with a copy of lab results. Vaccinations given before 1968 are not acceptable.

MUMPS - One dose of live mumps vaccine administered after 12 months of age, diagnosing physician documentation of mumps disease, or a blood test showing immunity with a copy of lab results. Vaccination given before 1969 is not acceptable.

RUBELLA - One dose of live rubella vaccine administered after 12 months of age or a blood test showing immunity with a copy of lab results. Vaccination given before 1969 is not acceptable.

****PROOF OF ELEMENTARY OR HIGH SCHOOL ATTENDANCE SINCE 1980 AND A MMR VACCINATION ADMINISTERED WITHIN ONE YEAR PRIOR TO THE FIRST DAY OF CLASSES WILL SATISFY THE STATE REQUIREMENT.****

If you have not yet complied by filing a completed York College Immunization record at the Health Services Office, Room AC-1F01, PLEASE DO SO IMMEDIATELY.

Transfer students must submit proof of immunization, (measles, mumps and rubella), to York College Health Services Office. Immunization records are not automatically sent with the transcript.

Permits

Students wishing to attend another institution must apply for permission to do so prior to the registration period of both institutions. See college bulletin for specific regulations regarding the permit process.

Requirements for Graduation

GRADUATING SENIORS MUST HAVE ALL GRADES RESOLVED BY AUGUST 4, 2008 (to be eligible for graduation with the September 2008 class).

TUITION AND FEES

All tuition and fee schedules are subject to change without notice, at any time, upon action by the Board of Trustees of the City University of New York, regardless of the tuition and fee schedules in effect at the time of publication, and are payable at the time of registration.

**All courses taken by part-time students will be charged on a credit basis except Developmental and Compensatory courses which will be charged on a contact hour basis.*

Tuition Fees

	New York State Residents	Non-New York State Residents & Foreign Students
Undergraduate Matriculated		
Full-time	\$2000.00 per semester	\$360.00 per credit*
Part-time	\$170.00 per credit*	\$360.00 per credit*
Graduate Matriculated		
Full-time	\$3200.00 per semester	\$500.00 per credit*
Part-time	\$270.00 per credit*	\$500.00 per credit*
Undergraduate Non-Matriculated		
	\$250.00 per credit*	\$530.00 per credit*
Maintenance of Matriculation		
	\$750.00 per semester	\$1250.00 per semester
Sr. Citizen Fee**	\$65.00 per session plus \$15 consolidated service fee per session	
<i>*Hours in the Compensatory, Developmental and Remedial courses are used instead of credits to determine fees and full-time/part-time status.</i>		
<i>**Enrollment on a "space available" basis only.</i>		
Association & Consolidation Fees. (These fees are non-refundable.)		
Part-time (Summer)	\$10.85 per session plus \$15 consolidated fee	
Technology Fee. (This fee is non-refundable.)		
	\$37.50	

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Definitions

1. **New York State Residents** - A resident student is one who is a United States citizen or a permanent immigrant and who has had his or her principal place of abode in the State of New York for a period of at least twelve consecutive months immediately preceding the first day of classes for the semester with respect to which the residency determination is made, and states his or her intention to permanently live and maintain his or her principal place of abode in New York State. Members of the armed services of the United States stationed in New York State, their spouses, and their dependent children, are considered residents of New York State.
2. **Lower Division** - A student who has earned less than 61 credits as of registration.
3. **Upper Division** - A student who has earned 61 or more credits as of registration. This includes students who have earned a baccalaureate degree.

Parking

Applications for parking permits are available from the **Public Safety Office** (Academic Core Building, Room AC-1M02). Students, staff and faculty must apply in person and present the following at the Public Safety Office:

- Completed Parking Permit Application
- Proof of school registration (eSIMS printout or Bursar receipt)
- York College Identification Card (Validated)
- Driver' License
- Car Registration (which must be in the student's name or in the family name)

The application will be checked and validated by the **Public Safety Office**. Applicants will pay the applicable parking fee at the **Bursar's Office** and return to the Public Safety Office with their receipt to be issued the parking permit.

Type of Permit	Period Valid	Faculty/Staff	Students
Summer	June 1, 2008 - August 31, 2008	\$35.00	\$20.00

Senior Citizens

Senior citizens who are New York State residents, may be enrolled in undergraduate courses on a space available basis, without tuition or fee charges provided they do so on an **audit basis**. Senior citizens who audit undergraduate courses will not receive degree credit and grades of "AUD" will be assigned. Senior citizens will be required to pay a \$65.00 non-instructional charge and a \$15.00 consolidated service fee for each summer session, as well as any penalty fees (i.e., late registration, library fines, reprocessing fees, etc.)

Senior citizens who wish to enroll for credit may opt to do so on the same basis as any other degree-credit student. They shall pay the applicable tuition and fees. Applicants must apply to the Admissions Office, Room AC-1B07, telephone number (718) 262-2165.

Tuition Waivers

Tuition waivers may be changed or abolished by The City University Trustees without notice, and at all times are subject to budgetary limitations which have been established for City University. In the event a student receives a tuition waiver and is subsequently notified that the waiver has been reduced or eliminated, the student shall have the option within seven days after being notified of the reduction or elimination, to pay the amount then due, to make a payment agreement which is acceptable to the College, or to withdraw without penalty.

Special Fees

1. **Application Fee** - First time freshmen - \$65.00.
 Applicant with prior college experience - \$70.00.
 The fee for an application processed by the University Application Processing Center is payable to that office. Students currently in attendance at another unit of The City University pay no fee. The fee for a non-degree application is paid to York College. **These fees are not refundable.**
2. **Transcript Fee** - \$7.00.
 This fee will be waived for transcripts to units of The City University of New York. When requesting transcripts by mail, please provide the student's name, social security number, dates of attendance and the name and address of the person to whom the record is to be mailed. Such requests must be accompanied by a check or money order for \$7 made payable to York College for each transcript. There is a waiting period for requests paid by personal checks. Transcripts bearing the college seal are mailed to the official designated in the request and not given to the applicant for personal delivery. Requests may not be made by telephone.
3. **Special Examination Fee** - \$25.00.
 When a student requests an examination at a time other than the scheduled time, and permission is granted by the College, a Special Examination fee is charged at the rate of \$25 for the first examination. Each additional examination is \$5.
4. **Change of Program Fee** - \$18.00.
 Each of the following is considered to be a change of program:
 - a. Adding of a course(s)
 - b. Dropping and adding of a course(s)
 - c. Changing from one section of a course to another section of the same course.

Note: The Change of Program Fee is waived when:

1. The College cancels a course, causing the student to make the program change.
 2. The College changes the hours of the course or makes other substantive changes that provide the student with justification for a change.
 3. The College requests the student to transfer from one section to another section of the same course.
5. **Re-Admission Fee** - \$10.00

Students who are re-admitted to the College after an absence of one or more semesters (exclusive of summer session) shall be required to pay a readmission fee. **This fee is not refundable.**

Penalty Fees

1. **Late Registration Fee** - \$25.00
A charge of \$25.00 is made for registration after the close of the official registration period. **This fee is not refundable.**
2. **Duplicate Diploma** - \$15.00
There will be a charge of \$15.00 for each duplicate diploma or certificate in lieu of a duplicate diploma.
3. **Duplicate Record Fee** - \$5.00
A charge of \$5.00 is made for the issuance of any duplicate record, e.g., Bursar's receipt.
4. **Replacement of Lost Equipment** - List price plus \$5.00
5. **Non-Payment Service Fee** - \$15.00
Students who are delinquent in paying tuition and fees will be required to pay this fee in addition to all outstanding bills to regain the privileges of good fiscal standing with the college. These privileges include freedom to attend classes and access to one's student records. If the student is required to pay a re-admission fee, the "non-payment service fee" shall be in addition, if appropriate.
6. **Payment Reprocessing Fee** - \$15.00
When a check tendered to the College by a student is not honored by the bank upon which the check is drawn, the student shall be charged for each check that requires reprocessing. In the event that a student does not make a check good by a given due date, the student will be required to satisfy the obligations and pay applicable reprocessing fees and a non-payment service fee.
7. **Library Fines**
Overdue Books: (overdue charges not applicable for days on which the Library is not open.)
 - a. General circulation books: \$.10 per book each day overdue
 - b. Reserve books: \$1.20 per hour overdue
 - c. Damaged and lost books: Fine to date reported if overdue, plus replacement cost (or Out-of-Print fee), plus processing cost of \$10.00
 - d. Overdue videotapes: \$2.00 per day per videotape
 - e. Overdue laptops: \$.50 per minute

Refund Policy

The date on which the Change of Program and Withdrawal is processed using eSIMS or through the Office of the Registrar, not the last date of attendance in class, is considered the official date of the student's withdrawal. It is this official date which serves as the basis for computing any refund granted the student. No portion of the Association fee, special fees, or penalty fees is refundable.

- A. A full (100%) refund of tuition and non-instructional fees (where applicable) will be made in the event that courses are canceled by the College or a student's registration is canceled by the College
- B. Refund of tuition for courses dropped by a student will be made in accordance with the refund schedule on page 3.

Students who take a leave of absence after the first day of classes are liable for tuition and fees in accordance with the schedule of refunds.

- C. Refunds to students claiming MILITARY SERVICE will be approved by complying with the following

principles:

1. Military service must be documented with a copy of induction or military orders.
2. In order to obtain a grade, a student must attend the equivalent of 13 weeks of instruction. No refund will be made to a student who has been assigned a grade, regardless of whether the grade is passing or failing.
3. In instances where the students who have enlisted in the armed services do not qualify for a grade and continue in attendance to within two weeks of induction, refund of tuition and all fees, except application fee, will be made as follows:

Withdrawal before beginning the equivalent of 5 weeks of instruction - 100%

Withdrawal thereafter - 50%

In instances where students who are drafted into the armed services do not attend for sufficient time to qualify for a grade, there shall be 100% refund of tuition fees and all other fees except the application fee.

NOTE: All fees and tuition charges listed in the college bulletin and in any registration material issued by the College are subject to change by action by the Board of Trustees without prior notice.

In the event of any increase in the fees or tuition charges, payment already made to the College will be treated as a partial payment and notification will be given of the additional amount due and the time and method for payment. *Any student who has not paid the total fees and tuition by the time indicated will not be considered as registered and will not be admitted to classes.*

FINANCIAL AID

Non-degree students are not eligible for financial aid.

Students must complete a Request for Summer TAP and/or Pell Grant available in AC-1M08 or at www.york.cuny.edu/finaid under forms.

TAP Summer School Information

New York State Higher Education Services Corporation changed the requirements for Summer Tuition Assistance Program (TAP) eligibility effective Summer 2007.

In order to be eligible for Summer TAP at York, you must have completed 24 credits towards your degree the previous two semesters at York.

Summer TAP for 2008 is based upon 2008-2009 TAP eligibility. To get a TAP application, you must first apply online for federal aid at www.fafsa.ed.gov. Make sure you indicate that you will attend York College (our federal code is **004759**). You may apply for TAP online either by linking from the FAFSA website on the confirmation page or by providing an email address so that the State can contact you with a link for the TAP on the web application. You may also apply for TAP directly from the HESC home page at www.hesc.com, but **only after your FAFSA has been processed**. Be sure to select York under CUNY in the drop down menu for Summer when you apply. Our state code is **1418**. **To receive tuition credit at Summer registration, your 2008-2009 TAP application must be processed by the State.** No manual estimates are available for the Summer. In addition to the completion of twenty-four credits or more in Fall 2007 and Spring 2008, you must also meet the following requirements:

- You must register for at least **six** credits towards your degree in the Summer.
- You must be matriculated, a New York State resident for at least one year and either a US citizen or eligible non-citizen.
- You must have met **Program Pursuit and Academic Progress** regulations, including the **2.0** cumulative grade point average requirement which begins after two years of TAP or the equivalent. A chart detailing these requirements is available in 1M08 and in the College Bulletin.

Because of the closeness of Spring finals and Summer registration, information concerning whether or not you meet the requirements for the next award is subject to change. You will be notified if you are not eligible after your Spring grades are reviewed. In addition, Albany must approve your award. All TAP tuition credit at registration is estimated. If you are not eligible, you will be notified of changes in eligibility and you will be responsible for paying all tuition balances.

IMPORTANT: It is expected that Albany will again postpone actual payment of Summer TAP awards until **October 2009**. Actual TAP award amounts will not be known until the State budget passes.

For students taking 6-11.5 credits during the Summer, a Summer TAP award counts as one half a TAP payment towards your maximum of eight semesters (ten for SEEK students). If you take 12 credits or more in the Summer, the Summer payment counts as a full TAP award. Therefore, using Summer TAP reduces your remaining eligibility.

If you have previously used TAP for Summer or have previously received an APTS (Aid for Part-Time Study) award, using Summer TAP again may make it more difficult to receive TAP for Fall because it may move you to the next level of the TAP Progress chart.

Students who are eligible for Social Security Benefits must carry a program of at least 6 credits or its equivalent.

According to the Veterans Administration: Students who are eligible for Veterans Benefits should note the following:

TO QUALIFY FOR;	YOU MUST CARRY A PROGRAM OF:
full-time benefits	at least 4 crs. with a minimum of 600 minutes per week
3/4 time benefits	3 to 3 1/2 crs. with a minimum of 450 minutes per week
2 time benefits	2 to 2 1/2 crs. with a minimum of 300 minutes per week

If you carry a course load of less than 2 credits AND 300 minutes per week, you will not be eligible for benefits other than tuition fees.

Aid for Part-Time Study (APTS)

APTS is not available for Summer Session.

Title IV Federal Financial Aid Programs (PELL, FWS, SEOG, PERKINS, STAFFORD)

A Federal PELL Grant is an award to assist undergraduates to pay for their college education. You must be enrolled as an undergraduate matriculated student, at least one credit in an approved post-secondary institution and meet all other financial aid criteria.

To determine if you are eligible, the U.S. Department of Education uses a standard formula, established by Congress, to evaluate the information you report when you apply. Based on the information you gave on the FAFSA, your Expected Family Contribution (EFC) number will be used to determine your eligibility for federal student aid.

Rights and Responsibilities of Recipients:

Federal regulations require the College to establish standards of Satisfactory Academic Progress for purposes of the receipt of Title IV financial assistance. When appropriate, this policy may be applied to other aid programs administered by the Student Financial Services. A student must maintain satisfactory academic progress in a course of study regardless of whether the student was a previous recipient of Title IV financial assistance. The factors required to measure satisfactory progress are qualitative and quantitative. The **qualitative** measure is the grade point average. The **quantitative** measure is the time-frame/limitation. (For further information refer to the York College Bulletin.)

ACADEMIC STANDARDS

Procedures for Change of Program and Withdrawals

During the change of program period, a student may make a program change or withdraw from a course or courses by using eSIMS (or by coming to the Office of the Registrar during office hours if either registration system is unavailable). There is no fee to drop a course, but the student may be liable for tuition. There is a \$18 fee for a program change which involves dropping one or more courses and adding others at the same time, changing from one section to another of the same course, or simply adding a course.

After the last day for late registration and program changes, a student may withdraw from a course or courses by applying to the Office of the Registrar during the dates stated in the calendar for each session. This action must be recorded on the student's record with a grade of "W" in accordance with the regulations of The City University. This grade carries no academic penalty.

After the official withdrawal dates, a student must petition the Committee on Academic Standards in Room AC-2C01 for permission to withdraw from a course or courses. Permission may be granted only under extenuating circumstances. A student who fails to follow the official procedure for withdrawal will receive a failing grade of "WU" regardless of when he/she ceases to attend the class.

Grading Practice

In courses which carry college credit (with the exception of required physical education courses for non-majors), the student is assigned a final grade from the grade table below, NC or R (unless the student has permission to take the course on a pass/fail basis). The following table indicates the index and cumulative point values and the *suggested* numerical values as a *guide* for instructors.

FINAL GRADE	INDEX VALUE	CUMULATIVE POINT OR DEVIATION VALUE	SUGGESTED NUMERICAL VALUE
A+	4.00	+2.00	97.0 - 100
A	4.00	+2.00	93.0 - 96.9
A-	3.70	+1.70	90.0 - 92.9
B+	3.30	+1.30	87.0 - 89.9
B	3.00	+1.00	83.0 - 86.9
B-	2.70	+0.70	80.0 - 82.9
C+	2.30	+0.30	77.0 - 79.9
C	2.00	0	73.0 - 76.9
C-	1.70	-0.30	70.0 - 72.9
D+	1.30	-0.70	67.0 - 69.9
D	1.00	-1.00	60.0 - 66.9
F	0.00	-2.00	0 - 59.9

The "R" grade is an administrative grade used to record a failure in a remedial or developmental course. It carries no grade point value in computing the index for retention purposes. The course must be repeated until the required level of proficiency is attained but a student may receive the "R" grade no more than twice for any particular course.

The "R" grade is not removed from the student's record due to a subsequent successful completion of the course and is always regarded as an "F" for graduation honors and Dean's List.

Two symbols, "P" for "pass" and "NC" for "no credit" are used as grades for all Physical Education activity courses for non-majors and Student Development 102-105. These grades are not considered in computing the academic index.

In addition, for the first 28 credits attempted by a student, a failing grade in a non-remedial or non-developmental 100 level course will be converted to an "NC" grade. It carries no grade point value in computing the index for

retention purposes. A student may receive an “NC” grade no more than twice for any particular course. A third failure to pass the course will be recorded as an “F” grade.

The “NC” grade is not removed from the student’s record due to a subsequent successful completion of the course. Though the “NC” grade is not computed in the index for retention purposes, it is always computed as an “F” for graduation honors and Dean’s List.

Students should be aware that other colleges, universities, agencies and institutions may interpret the “R” and “NC” grades as failures.

In the case of withdrawal from a course, two symbols are used: “W” signifying withdrawal from a course without penalty, and “WU” (failure) for unofficial withdrawal. In computing the academic index “W” is not counted but “WU” counts as a failure.

The “WA” grade is an administrative grade which cannot be assigned by an instructor. It is assigned when the student is administratively suspended from classes. It has no index value and, therefore, is not considered when computing the academic index.

A student who, because of extenuating circumstances, is absent from the final examination and has completed the work for the course with a passing average, may, at the discretion of the instructor, be assigned an “ABS” grade. The student has three weeks into the subsequent semester within which to take the final and have the grade resolved. The grade must be received by the Office of the Registrar by the *last day of the third week of classes* of the subsequent semester.

A student who has taken the final examination, but, because of extenuating circumstances, has not completed the work for the course, may, at the discretion of the instructor, receive an “INC” grade. The student has ten weeks into the subsequent semester to complete the work and have the grade resolved. Grade changes resolving “INC” grades must be received by the Office of the Registrar by the *last day of the tenth week of classes* of the subsequent semester.

Grades received after the deadline will not be processed unless the student has obtained approval from the Committee on Academic Standards.

The grades of “INC” or “ABS” are not considered in computing the academic index. However, if a grade change is not received by the Office of the Registrar within the above specified limits, the grade of “INC” and “ABS” are changed to “FIN” and “FAB”, respectively. These grades are considered as “F” grades when computing the academic index.

The failing grades of “F”, “FIN”, “FAB”, and “WU” are computed in the student’s scholastic index. They are not removed from the student’s record due to a subsequent successful completion of the course.

Effective September 1, 1990, in accordance with the resolution passed by the Board of Trustees of The City University of New York, an undergraduate student who earns an academic or administrative failing grade that is computed in the cumulative Grade Point Average may retake the course and upon successful completion of the course with a grade of “C” or better, have the earlier “F” grade no longer computed in the G.P.A. This resolution applies to grades of “C” or better received for the courses retaken in the Fall 1990 semester and thereafter to replace grades of “F” earned in courses taken in the Fall 1984 semester or thereafter.

The number of failing credits that can be legally excluded from the computation of a student’s G.P.A. is limited to 16 for the duration of the student’s undergraduate enrollment in CUNY. If a student transfers from one unit of CUNY to another, the number of failing credits replaced in the previous college(s) will be subtracted from the 16 to determine how many failing credits may be replaced during the subsequent enrollment. In order for a grade of “C” or better to replace a grade of “F” in the calculations of the cumulative G.P.A., repetition of the course must take place at the same unit of CUNY where the failing grade was originally received. If a student received two or more

“F”s for the same course and subsequently earns a “C” or better, the initial “F”s will, subject to the 16 credit limit, be deleted from the calculation of the cumulative G.P.A., and the total number of credits of “F” not calculated in the G.P.A. will be charged against the 16 credit limit.

Failing grades may not be partially deleted from the G.P.A. so, for example, if a student has used 14 of the 16 credit limit, a grade of “C” or better only in a retaken 2 credit or two 1 credit courses may have the “F” grade deleted from the calculation of the G.P.A. A grade of “C” or better in a three or more credit course will not be eligible for this treatment.

If a student does NOT wish to have a failing grade deleted from the cumulative G.P.A., he/she must notify the Office of the Registrar in writing any time after the second enrollment in the course. The student must be in attendance at the college when the request is made.

The G.P.A. calculated on the basis of this CUNY policy is to be used only for the purpose of retention at and eligibility for graduation from the College, including admission to and continuance in a major or concentration. All failing grades will be considered in the calculations for any honors.

Procedures for Appeal of a Grade

If a student wishes to appeal a grade that has been received, the student is asked to initially consult his/her instructor.

Should the student desire to pursue this matter further, he/she may see the chairperson of the department and finally the Committee on Academic Standards. The Committee can consider adherence to instructor’s stated standards (it is suggested that instructors have available in department offices, the course syllabus which includes the grading practice for each course) and documented complaints of instructor-student relations which will be kept confidential.

The Committee cannot evaluate subject matter, evaluate competence of the instructor or compel an instructor to change a grade. The decision of the Committee will be submitted in writing to both the student and the instructor *as a recommendation*. The instructor will notify the student if the grade is to be changed.

The student may appeal the denial of the petition to the Committee on Academic Standards.

Grades are based only on work done during the semester including the final examinations. Grade changes will not be considered for work submitted after the semester has ended except in cases of assigned “INC” and “ABS” grades.

There is a two year limitation on appeals for retroactive change of transcript entry. No change will be made to a student’s record once the student has graduated.

Filing for Make-up Examinations

Make-up examinations are final examinations taken at a time other than the formally scheduled time. Only students with a bona fide reason to take a make-up examination will be permitted to do so. Such permission may be granted only by the department chairperson or representative, and not by the instructor. There is a \$25.00 fee for the first examination, and a \$5.00 fee for each additional examination.

A student who missed the final examination and has received permission to take a “make-up final” must do so within three weeks of the following semester. The instructor must have the grade submitted to the Office of the Registrar by the last day of the third week of classes for the subsequent semester.

Computation of Academic Standing

The scholastic index is computed by multiplying the total number of credits earned by the numerical index values of the grades and dividing the sum by the total number of credits attempted, including courses failed.

For the purpose of computing academic index neither the credits nor the grades of “WA”, “W”, “Z”, “P”, “R”, and “NC” are counted, while “FIN”, “FAB”, and “WU” are counted as failures.

EXAMPLE

GRADE	CREDITS		PT. VALUE	=	INDEX VALUE
A+	0	x	4.0	=	0
A	4	x	4	=	16
A-	0	x	3.7	=	0
B+	0	x	3.3	=	0
B	3	x	3	=	9
B-	0	x	2.7	=	0
C+	0	x	2.3	=	0
C	3	x	2	=	6
C-	0	x	1.7	=	0
D+	0	x	1.3	=	0
D	3	x	1	=	3
F	2	x	0	=	0
WU	1	x	0	=	0
Total	16 credits				34

16 credits divided into 34 = 2.125 G.P.A.

Determining Academic Standing

To determine the **cumulative point value (CPV) or deviation value** the grade of “C” is used as the reference grade. An overall “C” (2.0) average is required for graduation, in addition to an overall “C” average in the major disciplines and an overall “C” average in York courses (unless otherwise stipulated).

1. There is a positive or negative numerical value for the letter grade earned in each course. The grade “W”, “WA”, “P”, “R”, “NC” and “Z” are not used in computing the cumulative point value.
2. The number of credits is multiplied by the numerical value of the grade to yield the cumulative point value of each course.

The cumulative point value of all previous semesters is determined at the end of each semester, and the academic standards for probation and retention are based on this cumulative point value. It is noted that a CPV of 0 is the minimum required for graduation, in addition to the successful completion of required courses.

Example: A student received in his first semester:

A in a 5 credit course to get (+2) x	(5)	=	+10
B in a 4 credit course to get (+1) x	(4)	=	+ 4
C in a 4 credit course to get (0) x	(4)	=	0
D in a 4 credit course to get (-1) x	(4)	=	- 4
F in a 4 credit course to get (-2) x	(4)	=	- 8

The student’s total point value (CPV) is the total of these five numbers, in this case, +2.

Pass/Fail Option

A student not on probation, who has earned 28 or more credits may decide to take one pass/fail course per semester for a total of not more than six courses. Courses given on a pass/fail basis such as Student Development 102-105, and non-major Physical Education 100 and 200-level courses, are not considered in the six-course total.

Courses taken on a pass/fail basis may not be those which constitute the student’s General Education Requirements, (exception: Physical Education Requirement) or courses that fulfill major requirements.

A student who wishes to exercise the pass/fail option **may do so during the dates stated in the calendar for each session** and may elect to rescind the option up to the last day of classes. This is done by completing an application obtained in the Office of the Registrar. A letter grade is submitted by the instructor and converted by the Registrar. In the pass/fail option a pass represents an evaluation of “A+”, “A”, “A-“, “B+”, “B”, “B-“, “C+”, “C”, “C-“, “D+” or “D” but will be computed simply as a course passed with the appropriate credit received. A fail will be equivalent

to an “F” and will be computed under the traditional grading system.

Student Attendance

Students are expected to attend each class session. There is no cut allowance. Students may be required at any time to account for undue irregularity in attendance by personal explanation to their instructor (and, for SEEK students, to their counselor). Any student who has been excessively absent from a course and does not present adequate documentation to the instructor, may receive the grade of “WU” (unofficial withdrawal) which is computed as an “F”.

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

Instructors will be asked to report excessive absences to the Office of Student Financial Services.

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.

1. 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 course.
- 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 permissions, 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.

Plagiarism

The definition of plagiarism is misrepresenting the authorship of, or otherwise falsifying, work submitted for academic credit.

This definition means:

1. that the work may not be wholly or partly written by a person other than the student who claims authorship of it;
2. that any thought which the student expresses in the work but which is derived from some other person's conversation or writing and is distinctive to that conversation or writing, should have its source cited, whether the thought is reproduced verbatim or merely paraphrased;
3. that any word or phrase derived from another person's conversation or writing and peculiar to his style of expression or to the particular context from which the student takes it, should have its source cited;
4. that any diagram or pictorial representation derived from another person's writing or lecturing should have its source cited; and
5. that any research on which the work is based that is done by a person other than the student should be acknowledged in writing as having been done by that other person.

Penalty

The penalty for academic plagiarism or cheating shall be failure in the course. The failure shall be indicated by an "F" grade and the grade shall be irremovable. If a student is found guilty of academic plagiarism or cheating by clear and convincing evidence, the student shall not at any time be permitted to withdraw from the course or to take a leave of absence to avoid receiving the "F" grade. The "F" grade shall be mandatory. Upon being convicted of the offense a second time, the student shall be expelled from the College and the student's transcript shall so indicate. This penalty shall be mandatory.

Right of Appeal

Any paper or examination that a teacher believes to be an instance of plagiarism or cheating is to be so marked by the instructor, and the student is to be informed by the instructor *in writing* of that finding. The accused student shall have three (3) weeks from the letter's date to initiate a *written* appeal. Failure to do so within this period shall constitute acceptance by the student of the finding.

The teacher's letter of notification shall also contain a statement of the appeal procedure, which is that the student may appeal to the persons mentioned below, but only to them and only in the order in which they are listed:

1. the Discipline Coordinator (if any)
2. the Department Chairperson
3. the Committee on Academic Standards

The Office of Compliance Programs and Legal Affairs (CPLA) works to ensure York College adheres to the principles of fairness as mandated by federal law. In addition, CPLA seeks to foster continued respect within the vibrant, diverse population that comprises our campus community. For information regarding these policies and procedures, go to <http://york.cuny.edu/president/legal-compliance/>.

TRAVEL DIRECTIONS TO YORK COLLEGE

Transportation facilities for reaching York College's main location at 94-20 Guy R. Brewer Blvd. Are as follows:

BROOKLYN

Subway: BMT "J" or "Z" train to Jamaica Center (Parsons/Archer).

Bus: Q-8 Euclid & Pitkin Aves. To Archer Ave. & Guy R. Brewer Blvd.
Q-24 Atlantic Ave. to Parsons Blvd. & Jamaica Ave.
Q-54 Metropolitan Ave. to Guy R. Brewer Blvd. & Jamaica Ave.
Q-56 Jamaica Ave. to Guy R. Brewer Blvd.

MANHATTAN, BRONX & STATEN ISLAND

Subway: IND "E" train to Jamaica Center (Parsons/Archer).

Bus: Q-44 Bronx to Jamaica Ave. & Guy R. Brewer Blvd.

THE ROCKAWAYS

Subway: IND "A" or "C" to Broadway-East N.Y.; change for BMT "J" or "Z" train to Jamaica Center (Parsons/Archer)

Bus: Q-112 Liberty Ave. to 160th Street & Archer Ave.
Q-113 Far Rockaway to Guy R. Brewer Blvd. & Liberty Ave.

QUEENS

Subway: BMT "J" or "Z" train to Jamaica Center (Parsons/Archer)
IND "E" train to Jamaica Center (Parsons/Archer)

Bus: Q-4 Hillside Ave. to Archer Ave. & Parsons Blvd.
Q-5 Merrick Blvd. To Archer Ave. & Parsons Blvd.
Q-6 Farmers & Rockaway Blvds. To Archer & Guy R. Brewer Blvd. (East)
Q-6 Farmers & Rockaway Blvds. To Jamaica Ave. & Guy R. Brewer Blvd. (West)
Q-9 131st St. & Rockaway Blvd. To Jamaica Ave. & Guy R. Brewer Blvd.
Q-17 Flushing-Jamaica to Merrick Blvd. & Archer Ave.
Q-25/34 Flushing-Jamaica to Parsons Blvd. & Jamaica Ave.
Q-30 Little Neck to Archer Ave. & Merrick Blvd.
Q-31 Bayside-Jamaica to Archer Ave. & Merrick Blvd.
Q-41 Lindenwood Village to Jamaica Ave. & Guy R. Brewer Blvd.
Q-42 Hillside Ave. to Archer Ave. & Parsons Blvd.
Q-43 Hillside Ave. to Hillside Ave. & Parsons Blvd.
Q-65 Flushing-Jamaica to Parsons Blvd. & Jamaica Ave.
Bus: Q-83 114th Ave. to Archer Ave. & Parsons Blvd.
Q-83 Springfield Blvd. to Archer Ave. & Parsons Blvd.
Q-84 Hillside Ave. to Archer Ave. & Parsons Blvd.
Q-85 243 St./Huxley St. to Archer Ave. & Parsons Blvd.
Q-111 Rochdale Village to Guy R. Brewer Blvd. & Liberty Ave.

LONG ISLAND

LIRR To Jamaica - Jamaica Station & Archer Ave.

Automobile

From Eastern Long Island: Van Wyck Expressway (North) to “Liberty Ave.” exit. Right on Liberty Ave. to Guy R. Brewer Blvd.

Grand Central Parkway (West) to “168th St.” exit. Take service road to Parsons Blvd. Make left onto Parsons Blvd.; left onto Jamaica Ave., then right at Guy R. Brewer Blvd.

From Manhattan and points North: Van Wyck Expressway (South) to “Liberty Ave.” exit. Left on Liberty Ave. to Guy R. Brewer Blvd.

Grand Central Parkway (East) to “Parsons Blvd” exit. Take service road to Parsons Blvd. Make right onto Parsons Blvd.; left onto Jamaica Ave., then right at Guy R. Brewer Blvd.

FOR GENERAL INFORMATION CALL (718) 262-2000

OFFICE	TELEPHONE	BUILDING/ROOM
Academic Advisement Center	262-2280	AC-2C01
Admissions	262-2165	AC-1B07
Bookstore	262-2882	AC-1G01
Bursar	262-2186	AC-1H01
Business Office	262-2105	AC-1H12
Career Services	262-2282	AC-3E03
Committee on Academic Standards	262-2770	AC-2C01
Counseling Center	262-2272	AC-1G02
CUNY Language Immersion Program	262-3766	SC-114
Health Services	262-2050	AC-1F01
International Student Office	262-2067	AC-1H06
Library	262-2023	AC-3G02
Programs/Services for Students with Disabilities	262-2159	AC-1G03
Public Safety & Security	262-2222	AC-1M02
Registrar	262-2147	AC-1H06
SEEK Learning Center	262-2300	AC-1C08
Student Activities	262-2285	AC-1E01
Student Development	262-2152	AC-2F01
Student Financial Services	262-2230	AC-1M08
Student Support Services	262-2423	AC-3E03
Testing Center	262-2012	AC-1G05

ACADEMIC DEPARTMENTS AND PROGRAMS	TELEPHONE	BUILDING/ ROOM	CHAIRPERSON/ COORDINATOR
Accounting, Business, Economics & Marketing	262-2500	AC-2B06	Dr. Paul Althaus
Behavioral Sciences	262-2680	AC-4D06	Dr. Deborah Majerovitz
Biology	262-2700	AC-4E03	Dr. Gerald McNeil
Chemistry	262-2653	AC-3F01	Dr. Lawrence Johnson
Cultural Diversity Center	262-2630	AC-3D06	Dr. Conrad Dyer
Earth and Physical Sciences	262-2654	AC-2F09	Dr. Stanley Schleifer
Educational Technology	262-2750	AC-4G01	Dr. Che-Tsao Huang
English	262-2470	AC-2A16	Dr. Valerie Anderson
Fine & Performing Arts	262-2400	AC-1A12	Prof. Kenneth Adams
Foreign Languages	262-2430	AC-3C08	Dr. Margaret Ballantyne
Gerontology, Health & Physical Education	262-5100	HP-201	Dr. David Ajuluchukwu
Health Professions	262-2823	SC-112	Prof. Robert Brugna
History & Philosophy	262-2635	AC-3D08	Dr. Howard Ruttenberg
Mathematics & Computer Studies	262-2535	AC-2C07	Dr. Lou D'Alotto
Nursing	262-2054	SC-110	Prof. Ouida Murray
Occupational Therapy	262-2720	AC-1E12	Dr. Andrea Krauss
Social Sciences	262-2605	AC-3A11	Dr. Gila Acker
Teacher Education	262-2450	AC-1D12	Dr. Coleen Clay
Writing Program	262-2128	AC-1C01	Dr. Michael Cripps