



York College

2024-2025 Graduate

York College

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Introduction

Nestled in the vibrant heart of Queens, New York, York College has long stood as a beacon of opportunity, excellence, and community. Since its inception, it has been a place where dreams are nurtured, and aspirations meet achievement. As a proud member of The City University of New York (CUNY) system, York College is more than an institution of higher learning; it is a dynamic ecosystem of growth, discovery, and empowerment. Founded on the principles of enriching lives and enabling students to grow, York has become synonymous with transformative education, where passionate, engaged learners are inspired to realize their full intellectual and human potential as individuals and as global citizens.

The story of York College is woven into the fabric of Queens, reflecting the borough's celebrated diversity and resilience. This unique setting provides a rich tapestry of cultural backgrounds and perspectives, contributing to a deeply enriching educational experience. York's commitment to fostering an inclusive environment is evident in its vibrant student body, which mirrors the global community's myriad voices and experiences. Here, education transcends the classroom, as students are prepared not just for careers, but for roles as engaged, informed citizens of the world. York's legacy is marked by its unwavering dedication to student success, academic excellence, and community engagement, making it not just a place of learning, but a cornerstone of personal and communal development.

Mission, Vision, and Values

Mission

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

Vision

York College's hallmark academic programs in liberal arts and sciences will be recognized as centers of excellence within CUNY, attracting and graduating some of the best and most highly-motivated students from New York City and the greater New York area. We will be the first choice for prospective CUNY students interested in the health professions, allied health sciences, and business, including aviation management. York College will also establish itself as a model for enabling first-generation college students to earn an undergraduate degree and will fulfill students' individual academic goals while preparing them for graduate education and the competitive marketplace. Students are at the center of their own learning at York College. We offer multiple opportunities for student engagement, inquiry and research-based scholarship, and experiential learning. York maintains a vibrant campus where students actively participate in extra-curricular programs and collaborate with faculty and academic peers whose backgrounds are distinctly different from their own. The College has a dynamic student life with athletic and visual/performing arts programs, special interest clubs, and social organizations where students develop enduring relationships and refine interpersonal skills.

The College will enable faculty and students to pursue their highest goals and foster their development as individuals and professionals. York College will be an attractive place to work, which will draw highly qualified candidates for its academic, executive, professional, and administrative positions. The multicultural nature of our sustainable academic and social environments enriches the collegiate experience for all students, faculty, and staff.

York College will be a magnetizing institution within the Queens community where students and graduates are mobilized as advocates/participants in continuous civic engagement. Our strong alumni network supports our programs, serves as ambassadors, and donates time, talent, and capital to advance our mission. Our Continuing and Professional Education function attracts students, graduates, individuals, and professionals in pursuit of continued personal and professional development. Our business outreach activities engage the business community to strengthen our town-gown relationships.

Values

Integrity

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

Diversity

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

Intellectual Discovery and Creativity

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

Intentional Interactions

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

Self-Reflection and Accountability

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

Civic Engagement

York College

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

Accreditation

CUNY York College is fully accredited by the Middle States Commission on Higher Education (MSCHE), 1007 North Orange Street, 4th Floor, MB#166, Wilmington, DE 19801. York College is approved as a degree-granting institution by the Trustees of the City University of New York and the New York State Education Department.

Additionally, some of the academic programs at York College are accredited by professional program accreditation agencies. The table that follows details the accredited programs, accrediting agencies, and the most recent and next dates for accreditation.

PROGRAM	DEGREE	ACCREDITING AGENCY	MOST RECENT ACCREDITATION	NEXT ACCREDITATION
Clinical Laboratory Science/Medical Technology	BS	National Accrediting Agency for Clinical Laboratory Sciences (NAACLS)	2020	2029 (accredited through April 2030)
Movement Science	BS	Commission on Accreditation of Allied Health Education Programs (CAAHEP)	2022	2032
Nursing (RN)	BS	Accreditation Commission for Education in Nursing (ACEN)	2021	2029
Nursing	BS	Accreditation Commission for Education in Nursing (ACEN)	2021	2029
Occupational Therapy	BS/MS	Accreditation Council for Occupational Therapy Education (ACOTE)	2016	2026
Physician Assistant	MS	Accreditation Review Commission on Education for the Physician Assistant (ARC-PA)	2018	2028
Public Health	BS	Council for Education on Public Health (CEPH)	2024	2029
Social Work	BS	Council on Social Work Education	2022	2029
Social Work	MSW	Council on Social Work Education		2025
Teacher Education	BS	Council for the Accreditation of Educator Preparation (CAEP)	2019	2026

Admissions: General Information

Admission to Master's Degree Programs

Admission decisions are made by the Graduate Advisory Committee of the department and the divisional dean. Admission decisions are based on departmental review, using a combination of factors, including academic degrees and records, the personal statement, letters of recommendation, test scores, and relevant work experience. York College also considers the appropriateness of your goals to the degree program in which you are interested.

Satisfying minimum standards does not guarantee admission, since the number of qualified applicants exceeds the number of places available. As a result, many well-qualified applicants cannot be accommodated in competitive programs.

Requirements for Admission

Admission criteria are subject to change and may differ by program. Please see the *Academic Program* section of this bulletin for requirements for your program of interest.

- A bachelor's degree or recognized equivalent from an accredited institution
- A satisfactory scholastic average, usually a minimum grade-point average (GPA) of 3.0 (B) on a 4.0 scale
- Sufficient undergraduate course work to complete graduate work in your chosen program. If five to ten years have elapsed since completion of undergraduate work, additional undergraduate courses may be required as a condition of admission. *The Physician Assistant Program has a five-year limit on the Anatomy and Physiology prerequisite and an eight-year limit for all other science prerequisites.
- Submit letters of recommendation as required by the individual program
- A personal statement outlining your career goals
- Meet additional departmental admissions requirements, as specified in the *Academic Program* section of this bulletin
- If submitting academic records from a non-English speaking country, demonstrate competency in English through TOEFL (score of 61 or better), or IELTS (6 or better) or Pearson Academic (44 or better) or Duolingo (85 or better). Some master's programs require higher scores (see the *Academic Program* section of this bulletin for more information on a specific program).

Application Procedure and Fee

York College

The following provides general information about the application process. Please see the *Graduate Programs* section of this bulletin for information specific to your program.

Application Deadlines

Application deadlines for admissions vary. Please note that the Physician Assistant (MS), Nursing Education (MS), and Social Work (MSW) programs accept for Fall semesters only. Aviation Management (MS), Clinical Trial Management (MS), and Pharmaceutical Science and Business (MS) accept students for both Fall and Spring semesters. Visit our website for program deadlines.

Application Fee

A \$75 application fee is required of all applicants. You can pay your application fee by check or money order payable to York College. As the application fee is devoted to the administrative cost of processing all applications, it is not refundable under any circumstances, regardless of the outcome, the date of filing, the time of review and final decision, or, if for whatever reason, the application is withdrawn.

Application Process

Please see the *Graduate Programs* section of this bulletin for information specific to your program.

Application Components

Academic Transcripts

An official transcript is required from all colleges and universities attended for academic credit, showing all courses, grades, and degrees received. Please see the *Graduate Programs* section of this bulletin for information specific to your program.

Letters of Recommendation

Two letters of recommendation are required, although some programs require more. Please see the *Graduate Programs* section of this bulletin for information specific to your program.

Letters should come from individuals who can assess your potential for graduate study, including college professors and professionals who have supervised your work in an area relevant to your intended field of study.

Personal Statement

Most programs require a statement explaining your purpose in undertaking graduate study in your intended program. This is your opportunity to inform us about your goals, interests, and career plans as they relate to your intended academic study. Some programs require other essays in addition to or in lieu of, the personal statement. Please see the *Graduate Programs* section of this bulletin for information specific to your program.

Résumé

A copy of your most recent résumé is required.

English Language Proficiency and International Transcript Credential Evaluation

For international students, please see the *International Student* section of this bulletin for additional requirements.

International Students

International Student Criteria

Form I-20 or DS2019 will be issued to students who have been admitted to the College and provided the required declaration and certification of finances statement (discussed below) to the Office of Admissions. For more information, please visit the CUNY website.

All students with a F or J visa/status must be enrolled as a full-time (9 or 12 credits as defined by the Master's program) matriculated (i.e., degree-seeking) student every semester to maintain their F or J status.

English Language Proficiency

A TOEFL (score of 61 or better) IELTS (6 or better), Duolingo (85 or better), or Pearson (44 or better) score report is required from applicants whose first language is not English, and who were educated in a country where English is not the official language. This requirement is not based upon country of citizenship or permanent residency, but on the two stated conditions. Please note that Master's programs might require higher scores (please see the *Academic Program* section of this bulletin for requirements specific to your intended program). TOEFL, IELTS, Duolingo and Pearson scores can be sent to us electronically. York's ETS code is 2992.

International Transcript Credential Evaluation

International transcripts must be evaluated by a professional agency recognized by the National Association of Credential Evaluation Services (NACES). Evaluations must include course-by-course analysis indicating the type of degree received, the U.S. equivalency of the degree, the graduation date, and a cumulative grade point average. This will help us understand your educational background and academic credentials. Allow plenty of time between the

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evaluation and the application deadline, especially if you are currently residing outside of the United States and require a student visa.

Declaration and Certification of Finances

Applicants who will require F-1 and J-1 visas to enter the United States for study at York College must complete the confidential Declaration and Certification of Finances. Supporting financial documentation must be submitted in order to obtain the I-20 or DS2019, Certificate of Eligibility, from the college. J-1 international students admitted to the college are required to subscribe to a health insurance plan and to arrange for their own housing.

International Student Advisor at York College

CUNY York College
94-20 Guy R. Brewer Blvd.
Jamaica, NY, 11451
Telephone: (718) 262-2178
Email: intl@york.cuny.edu

Readmission

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

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

Admission Status

Applicants for graduate study may be admitted with one of the following three statuses:

Matriculated

Degree-seeking applicants who fully meet college and departmental admission requirements are admitted as matriculated students into master's degree or advanced certificate programs.

Matriculated with Conditions

Conditional admissions may be offered to applicants who have deficiencies in prerequisite undergraduate coursework, or who lack the minimum grade point average. "Conditions" are defined, at the time of admission, as a limited number of specific undergraduate courses (normally, either a maximum of 6 credits that must be completed within one year or a maximum of 12 credits that must be completed in three semesters), or a grade point average that must be maintained during either the first or the first two semesters of matriculation.

Non-matriculated

Applicants who wish to take course work for personal or professional reasons without pursuing a degree may apply for non-degree status. They must still be academically qualified and admitted by a specific department that will oversee their course selection and academic progress. *Please note that not all graduate programs accept non-degree students. Admission as a non-degree student does not guarantee later admittance as a matriculated student.*

To register for courses as a non-degree student, an applicant must submit a formal application; possess a bachelor's degree from an accredited college or university; submit an unofficial copy of a transcript with bachelor's degree notation; have a minimum undergraduate average of B-; obtain the approval of the department's graduate adviser; and pay an application fee of \$75.00. If submitting academic records from a non-English speaking country, demonstrate competency in English through TOEFL (score of 61 or better or 500 or better) or IELTS (6 or better) or Pearson Academic (44 or better) or Duolingo (85 or better). Non-degree students are not eligible for federal financial aid or F-1 international student visas. International students interested in doing a semester or academic year at York College as a visiting student can apply for a J-1 international student visa if accepted.

Admission Decisions

A departmental admissions committee bases admission decision on review of a complete application. Once the department has conducted its review, the Office of Admissions sends official notification of the department's admission decision to the applicant. Although the department or program may contact the student about admission, the college letter is the official indication of acceptance.

Deferring/Postponing Acceptance

Applicants who are admitted for the fall or spring and wish to defer or postpone their attendance must first receive permission from the department Chair of the Master's program. Admission for a particular semester does not guarantee that an applicant will be admitted to a subsequent semester.

Commitment Deposit

Incoming students are required to pay a \$250 deposit by a particular deadline to indicate their intent to enroll and secure their seat in the class. The deposit is credited toward their tuition and fees in their first semester.

Reactivation Policy

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

Appeals Policy

Applicants who are denied admission may appeal directly to the Program Director of the Master's program to which they have applied.

Transfer Credit Policy

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

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

In-State Resident Tuition Rate

To qualify for the University's resident tuition rate, a student must establish that he/she is a US Citizen; or a Permanent Resident; or has a Qualifying Immigration Status and is a New York State or City "resident", as applicable, based on the requirements set forth by the University. In addition, certain non-residents, including those who are undocumented or out-of-status students, are eligible for the resident tuition rate based on their attendance and graduation from a New York State high school or receipt of a GED or TASC in the state of New York. There are also several other categories of students who are eligible for the resident tuition rate. For more information, please visit the CUNY website.

All continuing students who wish to qualify for the in-state resident tuition rate must apply using the CUNY Residency form available on the Office of the Registrar homepage. Students must complete, sign and date the CUNY Residency form.

Immunization Requirements

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

Immunizations for Measles, Mumps and Rubella (MMR)

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

Meningococcal Meningitis Disease

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

Noncompliance of Immunization Requirements

Please note that students will not be allowed to continue at York if they are not compliant (i.e., have not submitted their Immunization Record Form) within 30 days from the first scheduled day of classes.

Note: Some graduate programs have additional health requirements. Please see the *Graduate Programs* section of this bulletin for information specific to your program.

Academic Policies and Regulations

Registration: General Information

All students' enrollment appointments are listed in CUNYfirst under Student Center. Students must consult with their graduate major department (located on the Registrar homepage under "Information" then "Faculty Department Chairperson"), prior to enrolling for course(s). It is recommended that students log into their DegreeWorks account to check the course(s) still needed for their degree requirements.

Procedures for Change of Schedule and Course Withdrawals

- During the first week of class(es), a student may withdraw, add or swap sections of the same course by logging onto their CUNYfirst account and going to [Schedule Builder](#). Any such changes will incur a program change fee and/or applicable tuition fee. The program change fee is \$18.00. There is no fee to withdraw from a course(s).
- During the second and third weeks of class(es), a student may withdraw from a course(s) by logging onto their CUNYfirst account and going to [Schedule Builder](#).
- Withdrawals during these first three weeks will not appear on the student's transcript, but the student may be liable for tuition and fees.
- Students may withdraw from course(s) during the fourth week through to the last day of class(es) by logging onto their CUNYfirst account and going to [Schedule Builder](#). This action will be recorded on the student's transcript with a grade of "W", in accordance with CUNY's regulations. There is no fee for withdrawals (although students may be liable for tuition and all applicable fees).
- Students needing further assistance can log on to the Office of the Registrar virtual office or stop by the Office of the Registrar during operating hours.

Permits and Concurrent Participation at Another Institution

Eligibility for a Permit:

- Matriculated graduate students currently enrolled at York College
- Only students in good academic standing will be eligible to apply
- Students who have an overall Grade Point Average (GPA) 3.0 GPA or above
- Course(s) taken on permit must meet a specific degree requirement

Permit Requests will Not be Approved for:

- Non-degree graduate students
- Newly admitted first semester graduate students
- Students whose course schedule exceed the maximum credit load for the semester or session

CUNY ePermit Information

The CUNYfirst process allows a student to request permission from York College to attend another CUNY college(s) and enroll for course(s) at the other CUNY campus and have the grade transferred back to York College. Tuition and fees are charged and paid at York College. However, material fees pertaining to a specific course(s) are paid at the Host college(s). Each ePermit request is for a single course at a specific college. Thus, students need to complete a separate ePermit request for each equivalent course and other CUNY college(s) they would like.

To apply for an ePermit login to your CUNYfirst account, go to Academic Records and select ePermits. Students must submit their ePermit request before the deadline as stated in the Academic Calendar. Any ePermit request submitted after the deadline will not be processed. A student granted approval to take a course(s) on ePermit will be contacted via e-mail by the Host college with a registration appointment time. Normal registration procedures should be followed by the student as indicated by the Host college.

Approval only grants permission to take a course at another CUNY institution and does not enroll the student nor guarantee a seat in a course.

Cancellation of an Approved ePermit and Course

If a student enrolls in a course at the approved Host college and decides not to participate in the course, it is the student's responsibility to withdraw the course(s) registration at Host college and cancel their ePermit request from York College. To avoid any tuition liability, the student must withdraw from the Host college course and cancel their ePermit from York.

Financial Aid with ePermit

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

Course Grade for ePermit

Course(s) will be transferred to York College and recorded with the grade assigned by the Host college. The grade will be included in the student's cumulative GPA. Only letter grades will be accepted for fulfilling major requirements. Grades of "P" are not acceptable to fulfill degree requirements. The number of credits transferred for each course will be equivalent to the value assigned by the Host college and not York College.

To Apply for a Non-CUNY Permit

Matriculated (pursing a degree) students currently enrolled who wish to participate at a non-CUNY college and be assured full transfer credit(s) for the course(s) must complete the non-CUNY permit form, located on the Office of the Registrar homepage under the section Forms.

The course evaluation section of the form must be completed and signed by the department chairperson who oversees the York College equivalent. If the

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form is not completed and signed by the department chairperson, for the intended course(s), the request will not process. The form must indicate the semester or session the request is for. The student must sign, date and upload the Non-CUNY Permit form along with a valid photo ID to the Office of the Registrar secure portal.

The student is responsible for having an official transcript sent to registrar@york.cuny.edu or have it mailed to

Attention: Office of the Registrar
CUNY York College
94-20 Guy R. Brewer Blvd.
Jamaica, NY 11451

Course(s) for which the student receives a grade of "C" or above will be posted to their academic record. Grades of "P" are not acceptable. The number of credits transferred for each course will be equivalent to the value assigned by the Host college and not York College.

Academic Participation in a Course

Students are expected to participate at each class session. An instructor may at any time require that a student account for non-participation by giving a personal. Any student who has been excessively not participating in a course and does not present adequate documentation to the instructor, may receive the grade of "WU" (unofficially withdrew).

Instructors will be required to complete Verification of Enrollment (VOE) rosters for their course(s), indicating if students have never participated in the course. Any student noted as never participating will receive a grade of WN on their record. The WN grade is non-punitive and does not appear on the student's transcript. Course(s) with WN grade will not be counted toward Financial Aid eligibility and may result in loss of aid. However, a student receiving a WN grade may still be liable for tuition and fees.

Non-Participation in a Course Due to Religious Observation

Students who will miss any class session(s), exam(s), presentation(s), trip(s), or the like, due to a religious observance, should notify the instructor at the beginning of the semester or session. That way the instructor can implement appropriate adjustments for observance needs. This could include an opportunity to make up any examination, study, or work requirement that is missed, because of an absence, due to a religious observance on any particular day(s). Provision is made for unavoidable absence due to illness or authorized conferences by permitting two absences in a fifteen-session course, or four absences in a thirty-session course.

Grading

A student is assigned a final grade for coursework. The table below indicates the index and the numerical values for assigning grade(s) and computing Grade Point Averages (GPA). Assigned grades (A+ through F), once assigned, stand as final evaluations and may not be changed later by completing additional assignments.

GRADE	INDEX VALUE	NUMERICAL VALUE
A+	4.0	97.0-100
A	4.0	93.0-96.9
A-	3.7	90.0-92.9
B+	3.3	87.0-89.9
B	3.0	83.0-86.9
B-	2.7	80.0-82.9
C+	2.3	77.0-79.9
C	2.0	73.0-76.9
C-	1.7	70.0-72.9
F, FIN	0.0	0-59
PEN	-	-
W, WA, WN and WU	-	-

Students who believe a grade is unfair may file a departmental grade appeal (see *Committee on Academic Policy and Standards* (CAPS) in this Bulletin).

The following academic grades are assigned in York College's graduate programs: A+, A, A-, B+, B, B-, C+, C, C-, F, FIN, INC, W, WA, WN and WU.

Additional Grades

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F	Failing grade assigned to a student who failed to meet the requirements for the course.
INC	Assigned by instructor in consultation with the student when there is a reasonable expectation that the student can successfully complete the requirements of the course no later than one year from the date the grade was assigned.
FIN	Failure to complete course work by not resolving an INC grade within the one-year deadline.
PEN	PEN grade is a temporary grade assigned to a student when the disposition of the final grade requires further evaluation and is used to facilitate the implementation of the procedures for imposition of sanctions related to academic integrity.
W	Withdrew from course(s) without academic penalty. Student participated in an academically related activity at least once.
WA	Administrative Withdrawal
WD	Withdrew Drop. Dropped after Financial Aid certification date during the program adjustment period. Student who participated in academic related activity at least once.
WN	Students who never participated in academic related activity.
WU	Students who participated at least once in an academically related activity and completely stopped participating, at any time before final exam.

Failing Grades

Failing grades are F and FIN. These grades are calculated in the student's scholastic index.

Sample G.P.A. Computation

Grade	Quality Points	Credits Attempted	Total Quality Points
A+	4.0	7	28.0
A	4.0	6	24.0
A-	3.7	4	14.8
B+	3.3	4	13.2
B	3.0	2	6.0
B-	2.7	5	13.5
C+	2.3	3	6.9
C	2.0	2	4.0
C-	1.7	4	6.8
F	0.0	2	0.0
TOTAL		39	117.2

Number of credits taken = 39

Division of 117.2 (sum of quality points) by 39 = 3.005 G.P.A.)

Repeated Course(s)

Credit(s) is not granted for repeated course(s) that have been passed. However, grades in repeated course(s) are calculated in the student's index GPA.

Cumulative Grade Point Average

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

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

- Grade(s) transferred in from another institution
- Grade(s) earned in the graduate record and taken for undergraduate credit
- Course(s) taken five (5) or more years prior to the current matriculation, or grades earned in course(s) unrelated to the current master's degree program, are excluded only upon appeal

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.

A student who missed the final examination and has received permission to take a "make-up final" must do so within one semester, even if not enrolled, but early enough to enable the instructor to submit a grade by the last day of classes. There is a \$15.00 fee for the first examination, \$5.00 for each additional examination.

York College Residency Requirement

Master's degree program students must complete at least half of the total credits required for their matriculated York College master's program or eighteen (18) graduate level credits, whichever is greater, at York College. Six (6) credits of ePermit class(es) taken at a CUNY college, at Master's level, may be used to fulfill the Residency Requirements. However, course(s) taken at non-CUNY institutions will not be counted toward the Residency Requirement. Residency Requirements may not be satisfied by taking course(s) prior to matriculation.

Academic Probation and Retention

If a student whether matriculated (pursing a degree) or non-matriculated (not-pursuing a degree), who at the end of the Spring or Fall semester, does not meet the retention standard of 3.0 (B) cumulative average or above (based on their cumulative GPA) will be placed on probation at the end of the semester. Grades of B-, C+, C and C-, while may be considered to be meeting course completion requirements, they are considered marginal progress outcomes. Students earning a marginal progress grade, in selected course(s), may be required to repeat the course(s) and achieve a satisfactory progress grade, in the selected course(s), to continue in their program of study. (See specific program course descriptions for requirement details). Students may also be requested by their graduate academic advisor to take fewer courses until the GPA is improved. For transfer students, the number of college credits attempted (including those attempted at other colleges), but the index required for retention purposes is the index achieved only at York College.

Students on probation should meet with a graduate academic advisor several times during the semester. They support students in making good academic progress in their class(es), prepare them for registration and help students in planning their course(s). Students should contact their graduate academic advisor for additional information.

Students in special funded programs, regardless if they are matriculate or non-matriculate, need to contact the program coordinators for details regarding their eligibility and continuation requirements. Students enrolled in a degree program will be placed on academic probation when the overall GPA falls below 3.0.

Grades earned in the Summer and/or Winter session(s) and grade changes during the semester do not immediately affect probationary status, which is reassessed only at the end of the Spring and Fall semesters.

Dismissal

Once a student is placed on probation for not achieving the required 3.0 GPA by the end of the semester, they have until the subsequent semester to improve their GPA to the required level, or face dismissal. If the student fails to improve the GPA to the required level the student will be notified by the Office of Academic Affairs, to their York College email, that they have been dismissed for academic reasons (for failing to meet the minimum retention standards while on probation).

A student will not be dismissed without being placed on probation for one (1) semester. The retention standards apply to all students, regardless of, whether they are matriculated or non-matriculated status.

Note: Professional programs may have additional retention and progression requirements.

A student who has been academically dismissed is separated from York College and may not enroll for any credit-bearing course(s). The student may submit an appeal with the Office of Academic Affairs, indicating the basis for consideration for readmission. Students who have been dismissed, at the end of the probationary period, will be allowed to continue in their program only upon successful appeal to the Office of Academic Affairs. The appeal must contain a written letter of support from the program advisor or chair in their academic department. The student will be notified by email of the decision. If the appeal is approved, the student will be permitted to register for course(s) according to specific academic standards stipulated set by the Office of Academic Affairs.

Note: York College adheres to readmission deadlines. Students are encouraged to refer to the York College Graduate Academic Calendar regarding the deadline for filing.

Committee on Academic Policy and Standards (CAPS)

The Committee on Academic Policy and Standards (CAPS) is a standing committee of the York College Senate. The Committee consists of twelve members, including students, faculty, and administrators.

CAPS is designated to review the following petitions presented before them in reference to graduate students:

1. Excess Credit Allowance
2. Extension of Incomplete (INC) Grade
3. Grade Appeal
4. Grade Change
5. Retroactive Withdrawal
6. Waiver of Degree Requirements
7. Other

All petitions must include a typewritten personal statement describing in detail the relief requested. The student must provide supporting documentation for all petitions. No petition will be accepted or acted upon after a student has been certified for graduation.

Excess Credit Allowance

For students in good academic standing, the maximum number of credits for the Fall and Spring semester(s) is 18; for the Winter session, 6; for Summer session I and Extended Summer session, 6 credits; for Summer session II, 6 credits. A student may petition for an excess credit(s) allowance to exceed these limits. To be eligible for excess credit(s) allowance, a student must have a minimum of a Grade Point Average (GPA) of 3.0 or above at York College, and have no outstanding Incomplete (INC) grades. The student must also submit a typed personal statement explaining the reason for wanting to petition for excess credits for the semester or session they are applying for.

Extension of Incomplete (INC) Grade

York College

A student may petition to extend the deadline to complete work for course(s) in which an INC grade has been assigned. The student must submit documentation of the extenuating circumstance that is preventing completion of the coursework by the published deadline. Graduate advisor/department chair support of the student completing the work after the deadline must be attached to the petition.

Grade Appeal

A student may appeal a grade to the Committee on Academic Policy and Standards (CAPS) within the first six weeks of the academic semester after receiving the grade. Prior to submitting a petition appealing a grade, a student must attempt to resolve the issue by consulting with the instructor and the department chair for the course in question. If the issue is not resolved after consultation, a petition may be filed. In the Grade Appeal, the student must provide evidence that the instructor deviated from the published grading criteria and syllabus for the course. In addition, instructor and department chair input will be solicited by CAPS if not provided in the petition.

Decisions on grade appeals are advisory in nature, and decisions in the student's favor will be delivered to the student, the instructor, the department chair and the Office of Academic Affairs. A successful grade appeal indicates only that the student has submitted sufficient evidence to show that the instructor deviated from the course syllabus and the published grading criteria and/or that evidence of bias in grading exists, and that a grade change may be warranted. CAPS do not have the authority to require that the decision of the grade appeal be reflected on the graduate student's transcript.

Grade Change

The Committee on Academic Policy and Standards reviews the following types of grade changes:

- Incomplete to final grade changes submitted after the tenth week deadline of the subsequent semester
- Any other grade change that is past the one-year deadline

Except for assigned INC grades, grading may only be based on work done during the semester the course was taken. There is a two-year limitation on appeals for retroactive change of transcript entry. Grades cannot be altered once a student has been certified for graduation. Petitions for late grade changes must be accompanied by the official change of grade form, along with documentation from the instructor as to the reasons for the delay in correcting the grade.

Retroactive Withdrawal

A student may petition to change grades of FIN or WU to W, or to assign a grade of W in a course(s) during the current semester for which the deadline has passed. The academic department must certify the student's last date of class attendance, and the student must provide evidence of the extenuating circumstance that prevented official withdrawal by the deadline.

Waiver of Degree Requirements

A student may petition for any of the following deviations from published degree requirements:

- Waiver of the York College residency requirement
- Waiver of the York College major residency requirement

Petitions must include documentation of the exceptional circumstances that prevent the student from satisfying the published requirements. Petitions must also include evidence of support by the graduate advisor/department chair for the deviation from the relevant academic department.

Other

In addition to the previously described petition types, consideration of other types of policy waivers may be referred to CAPS by other units of York College. The same standards for supporting documentation and review will be applied to these petitions as to the previously defined petition categories.

Graduate Academic Honor Societies

An honor society is an organization that recognizes individuals who excel in various domains such as academics, leadership, or other areas of personal achievement. While many of the honor societies at York primarily acknowledge students who stand out academically, others recognize students who have served as leaders among their peers.

Phi Alpha, National Honor Society for Social Work, Chi Sigma MSW Chapter

Pi Theta Epsilon, Honor Society in Occupational Therapy

Sigma Theta Tau, International Nursing Honor Society

Aviation Management (MS)

Mission Statement

The coursework is informed by recommendations from the American Association of Airport Executives (AAAE) and the Aviation Accreditation Board International (AABI). These organizations seek to standardize the training of aviation professionals by recommending degree programs that meet the following competencies by incorporating these aims into the curriculum.

Plan of Study

The Master of Science in Aviation Management (MS) consists of 10 advanced graduate courses in aviation finance and research, marketing, airport planning, management and operations, aviation safety and management and, aviation supply and logistics.

AVIATION MANAGEMENT (MS)		30 CREDITS
Course Number	Course Title	Credits
AVIA 510	Organizational Behavior and Change in Business Aviation	3
AVIA 540	Aviation Research Methods	3
FINC 575	Advanced Aviation Finance	3
AVIA 620	Aviation Safety Management	3
AVIA 630	Airline Airport Emergency Planning and Management	3
AVIA 635	Global Logistics and Supply Chain Management	3
AVIA 625	Contemporary Aviation Security	3
AVIA 645	Modern Airport Planning and Management	3
AVIA 650	Innovative Airline Management (Practicum)	3
AVIA 660	Aviation Marketing and Strategic Planning (Capstone)	3

Admission Requirements

Eligible candidates must meet the following criteria for admission to the Master of Science in Aviation Program at York College:

1. A bachelor's degree from an accredited college or university, or the foreign equivalent; preference will be given to students with undergraduate coursework in aviation, business, marketing, finance, accounting and/or statistics
2. A minimum overall GPA of 3.0
3. A completed application to the program, including a personal statement describing career objectives and preparation for the program
4. Three letters of recommendation from instructors or employers that address the applicant's suitability for work in aviation management and ability to succeed in a rigorous academic program at the graduate level

Application Process

1. Submit an application via the online portal
2. Register your recommenders in our online application system, so they are able to submit their letters electronically.
3. Mail official transcripts and evaluation reports (if required) to:

CUNY York College
Admissions Office, AC-1B07
94-20 Guy R. Brewer Blvd.
Jamaica, NY 11451

Clinical Trial Management (MS)

Mission Statement

The goal of the Master's program in Clinical Trial Management at York College is to provide students with specialization in clinical trial management. Students who complete the program will be qualified to hold jobs as clinical research professionals, opening the door to industry jobs as clinical investigators, researchers, administrators, consultants, data managers, quality assurance managers, regulatory affairs managers, and educators in clinical trial management.

The Program has Three Primary Objectives:

1. To expand the students' knowledge of scientific concepts, research design, and analysis of clinical trials
2. To solidify students' understanding of specialized and general clinical trial regulations
3. To ensure that students establish strong academic and practical skills of clinical trial operations

Student Learning Outcomes

By the time of graduation, students who complete the Master's Program in Clinical Trial Management should:

1. Possess the ability to communicate ideas and data in writing, including of scientific concepts and research design of clinical trials (CTM 501, CTM 503, CTM 505, CTM 506, CTM 508, CTM 509, CTM 510, CTM 511, PHS 503, PHS 504, PHS 514).
2. Become proficient with data management and informatics, associated with clinical trials (CTM 501, CTM 507, CTM 508, CTM 511, CTM 513, CTM 516).
3. Demonstrate leadership and professionalism (CTM 501, CTM 503, CTM 505, CTM 508, CTM 510, CTM 516).
4. Understand ethical and participant safety considerations associated with clinical trials (CTM 501, CTM 502, CTM 505, CTM 509, CTM 508, CTM 509, CTM 512, CTM 516, PHS 515).

Program Description

York College

Students in this 18-month graduate program complete a total of 36 credits towards the degree, of which 30 credits are from the common Core Courses and 6 credits from the Elective Courses. Students are able to choose elective courses based on their career goals, such as: Clinical Epidemiology, Global Regulatory Affairs and Medical Writing.

Full time students will be expected to take 12 credits per semester. Courses in regulatory science and marketing strategies related to clinical trials will be offered online during the regular academic terms and the summer and winter sessions as needed. Whenever possible, classes will be offered in the evening, weekend or on single days per week for the benefit of individuals working in the pharmaceutical and biotech industry in the New York metropolitan area.

CLINICAL TRIAL MANAGEMENT (MS)		36 CREDITS
Core Courses		30 Credits
CTM501	Introduction to Clinical Research and Clinical Trial Terminology	3
CTM502	Foundations of Regulatory Affairs in a Global Environment	3
CTM503	Clinical Trial Project Management	3
PHS504	Advanced Biostatistics	3
CTM505	Ethical Consideration for Clinical Research	3
CTM506	Clinical Trial Implementation	3
CTM507	Introduction to Medical Writing--Document preparation	3
CTM508	Clinical Trial Data Management	3
CTM509	Drug Safety and Pharmacovigilance	3
CTM510	Clinical Trial Management Capstone Project	3
Elective Courses		6 Credits
CTM511	Clinical Epidemiology	3
CTM512	Global Regulatory Affairs	3
CTM513	Medical Writing: Document Submission	3
CTM514	Medical Writing: Investigational Applications for Drugs, Biologics and Medical Devices	3
CTM515	Medical Writing: Drugs, Biologics and Medical Devices License Applications	3
CTM516	Clinical Trial Quality and Compliance	3
CTM517	SAS Programing	3
PHS503	Advanced Pharmacology	3
PHS514	Advanced Toxicology	3
PHS515	International Regulatory Affairs	3

Admission Requirements

Admission to the Clinical Trial Management (MS) Program will be the responsibility of the program Graduate Admissions Faculty Committee and requirements will be consistent with the general CUNY graduate program application policy:

Applicants to the program are expected to have:

1. A.B.A./B.S. degree or equivalent in any natural science, nursing or related discipline
2. A minimum cumulative GPA of 3.0 in major science courses (biology, math, biochemistry, chemistry, physics and related subjects) from an accredited college or university
3. Three letters of recommendation
4. Demonstrated proficiency in fundamental scientific areas such as calculus, biology, and chemistry. Deficiencies in curricular background may be addressed by requiring appropriate undergraduate courses as determined by the program. Students may need to meet additional course requirements depending on their background, such as undergraduate level Biochemistry, Chemistry or Pharmaceutical Science courses.

Application Process

1. Submit an application via the online portal
2. Register your recommenders in our online application system, so they are able to submit their letters electronically.
3. Mail official transcripts and evaluation reports (if required) to:

CUNY York College
Admissions Office, AC-1B07
94-20 Guy R. Brewer Blvd.
Jamaica, NY 11451

Selection Process

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

The Admission Committee, consisting of the director of the program and faculty members, will review completed applications, which will be evaluated on:

1. Previous academic performance

2. The quality of the personal statement including conceptual and writing abilities, understanding of the clinical trial process, and relevance of past training
3. References
4. An interview with the Admissions Committee, if required

Student Activities and Internships

Students enrolled in the proposed program will have the opportunity to participate in many enrichment and research activities. These include: a) campus presentations and seminars by students and faculty, b) CUNY-wide presentations and conferences, and c) regional and national conferences and seminars.

Nursing Education (MS)

Mission Statement

The mission of the York College Master's in Nursing Education program is to offer a solid liberal art professionally based educational experience that guides students in attaining the knowledge, skills, and values essential for the role of the professional nurse educator. Emphasis will be placed on the facilitators of learning, learner development and socialization, use of assessment and evaluation strategies, leadership, scholarship, evidence practice, curriculum design, teaching and learning strategies, with the ability to educate students of diverse cultural groups within the urban community.

Philosophy

The York College Department of Nursing's philosophy encompasses the faculty's beliefs about the concepts of Education, Nursing, Persons, Society, Environment and Health; which provides a framework for the nursing curricula. The department's mission, philosophy and outcomes are consistent with, and responsive to the York College Vision and Mission statements; the New York State Education Department's guidelines for nursing program registration; the American Association of Colleges of Nursing (AACN) The Essentials: Core Competencies For Professional Nursing Education (2021); the National League of Nursing's Scope of Practice for Academic Nurse Educators and Academic Clinical Nurse Educators (2019), the Quality Safety Education for Nurses' competencies; the American Nurses' Association Standards of Scope and Standards of Practice (2020), and the new ACEN's Standards and Criteria for Baccalaureate and Master's degree programs (2023).

Education

The faculty believes that education for professional nursing practice is rightfully conducted in an institution of higher learning, with a foundation of liberal arts and sciences supporting the professional nursing major. A master's in nursing education prepares the learner for various roles and areas of practice upon graduation in pursuit of new and innovative roles that result from healthcare reforms and changes in an ever evolving, global healthcare system (CCNE, 2018). Nursing education is a partnership characterized by mutual respect between faculty and students. The responsibility for learning lies with the students, who come equipped with prior knowledge and experiences, as well as a desire to learn. The faculty facilitates the students' spirit of inquiry and provides educational experiences that foster the responsibility, independence, and critical thinking of the learner.

Nursing

The faculty believes that nursing is an evidence-based practice profession, which promotes optimal health across the life span through case findings, health teaching, health counseling, and provision of care and support. Nursing is committed to the ethical care, and the nurturing of well and sick people, individually and in groups; and the provision of culturally congruent care. Nursing focuses on health promotion and wellness, maintenance, restoration and/or rehabilitation. Professional nurses are self-directed, effective communicators, accountable for their own actions, proactive in addressing health care issues, and able to make sound clinical judgments. Nurse educators facilitate learning, learner development and socialization of the professional nurse to meet these competencies.

Curriculum Concepts

The program curriculum concepts will be used to assess student competencies to function in the nurse educator role. These concepts include:

- Education/Knowledge
- Leadership/Mentorship
- Safety/Quality Improvement
- Research/Evidence Based Practice (EBP)/Scholarship
- Informatics/Technologies
- Policy/Advocacy/Change
- Collaboration – Inter-professional /Communication/Coordinator
- Ethics

(Based on AACN Essential, NLN Scope of Practice for Academic Nurse Educators, ANA & ANPD Scope of Practice Standards)

Upon completion of the program, the graduates will be able to:

- Facilitate learning in the classroom, laboratory, and clinical environments using a variety of teaching and learning strategies.
- Facilitate learner development and socialization in the role of the professional nurse
- Demonstrate the use of leadership, change, critical thinking theories and strategies in decision making, using education best practices and foster professional growth.

York College

- Assess and evaluate learning in the classroom, laboratory and clinical environments using nursing science and evidence-based practice
- Formulate learner and program outcomes for curriculum designed to prepare learners to practice in diverse contemporary healthcare environments.
- Use informatics and technology to analyze current trends in healthcare that influence curriculum design, learner competencies and professional development.
- Incorporate the principles of quality improvement and safety to improve the learning experience and growth in the nurse educator role.
- Integrate ethics, policy and advocacy strategies to effect nursing education leadership in the community.
- Collaborate with stakeholders and inter-professional teams to communicate and recommend educational activities to align with the organizational strategic plan.
- Synthesize concepts to apply culturally competent and learner centered care education to a diverse learner population.
- Engage in nursing scholarship activities to demonstrate skill in teaching and learning knowledge, and professional development.

(Based on AACN Essential, NLN Scope of Practice for Academic Nurse Educators, ANA & ANPD Scope of Practice Standards)

Admission Criteria

To be considered for admission, an applicant for the MS program will meet the following requirements:

- Hold a bachelor's degree in nursing program from a regionally accredited institution
- Have a minimum of 3.0 overall GPA
- Hold a current and valid RN NYS license
- Have 2 years of experience as a Registered Nurse
- Complete an application for admission to York College's MS program with the Nursing Common Application Service (CAS)
- Provide a professional resume, including listing of all educational degrees and institutions, relevant employment and nursing practice experiences in an area other than teaching, and a personal statement related to a student's interest and preparation for the program
- Provide evidence of completion of undergraduate (or graduate level) coursework in introduction to statistics and research, with each course equivalent to 3 course credit hours and with a final course grade of B or higher
- Supply two letters of recommendation from faculty course instructors at a higher education institution(s) and from employers who can attest to the suitability of the applicant for the MS Nursing program and as an eventual nurse educator, along with the applicant's ability to participate in a rigorous academic graduate program

Students with International Credentials

Those applicants with baccalaureate degrees from non-English speaking universities must take the Test of English as a Foreign Language (TOEFL) Examination and achieve a minimum score of 100 on the computer-based version out of 120 possible points. Please note that the Nursing Education (MS) program only accepts TOEFL.

Students with bachelor degrees in Nursing from a foreign university will have to obtain an evaluation of their degrees through a United States approved transcript translation service to determine whether the degree is equivalent to an Accreditation Commission for Education in Nursing (ACEN) and New York State Education Department (NYSED) accredited Bachelor of Nursing degree. Foreign trained nurses must also hold a valid NYS license to practice as an RN.

Application Process

1. The CUNY York College Nursing Education (MS) program participates in the Nursing Application Service (NursingCAS).
2. A \$75 non-refundable application processing fee (U.S. dollars) must be paid to York College
3. NursingCAS charges a fee of \$80 for the first application and \$50 for each additional application per cycle. Please follow all instructions and upload all necessary documents listed to the NursingCAS website.

Pharmaceutical Science and Business (MS)

Mission Statement

The goal of the Masters in Pharmaceutical Science and Business program at York College is to prepare students for responsible positions in the pharmaceutical and biotechnology industry management. Opportunities for students, upon successfully completing the program, include careers with Biotechnology and Pharmaceutical companies, professional societies, and government/international agencies.

Program Goals

Upon graduation students will have:

1. Gained expertise in advanced concepts for the discovery and development of pharmaceutical drugs.
2. Obtained advanced knowledge of the regulations involved in the preparation, marketing, and post marketing surveillance of pharmaceutical products.
3. Acquired knowledge of pharmacokinetic/pharmacodynamic principles and pharmacogenomics.
4. Developed an understanding of business aspects of the pharmaceutical industry.
5. Become versed in the ethics of drug development, testing, marketing and surveillance.

Program Description

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

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

- Pharmaceutical Research and Development for individuals who would like to pursue or enhance a career in the area of drug discovery, biotherapeutics, pharmaceuticals, product formulation, manufacturing process development, the design of clinical trials, etc.
- Pharmaceutical Regulatory Affairs for individuals who would like to enter into regulatory science, to pursue or enhance a career working for or interfacing with the USFDA, or similar international bodies.
- Pharmaceutical Business and Management for individuals who would like to pursue or enhance a career in pharmaceutical industry areas such as marketing, management, supply chain.

PHARMACEUTICAL SCIENCE AND BUSINESS (MS)		36 CREDITS
Core Courses		24 Credits
PHS501	Pharmaceutical Discovery and Development	3
PHS502	Pharmaceutical Discovery and Development Techniques (With departmental approval, PHS 502 may be substituted with an elective course for students with a minimum of 1- year professional pharmaceutical laboratory experience)	3
PHS503	Advanced Pharmacology	3
PHS504	Advanced Biostatistics	3
PHS505	Foundations of Regulatory Affairs	3
PHS506	Pharmaceutical Ethics and Intellectual Property Management	3
PHS507	Pharmaceutical Industry and Business	3
PHS508	Pharmaceutical Science and Business Capstone Project This course is in lieu of a Master's Thesis or Comprehensive Exam	3
Elective Courses Elective courses are 3 credits each; Total requirement is 4 courses to be chosen from the following:		12 Credits
PHS509	Biotherapeutics	3
PHS510	Advanced Pharmaceutics	3
PHS511	Special Topics in Pharmaceutical Discovery and Development	3
PHS512	Pharmaceutical Quality Assurance, Process Validation and Controls	3
PHS513	Design of Clinical Trials	3
PHS514	Advanced Toxicology	3
PHS515	International Regulatory Affairs	3
PHS516	Pharmaceutical Product Labeling	3
PHS517	Writing and Submission of Regulatory Applications	3
PHS518	Pharmaceutical Supply Chain Management	3
PHS519	Pharmaceutical Marketing	3
PHS520	Pharmaceutical Product Management	3
PHS521	Pharmaceutical Project Management	3

Admission Requirements

1. An earned bachelor's degree in Pharmaceutical Science, Biotechnology, Biology, Chemistry, Clinical Laboratory Science/Medical Technology or other closely related disciplines from an accredited institution.
2. A minimum grade-point average (GPA) of 2.5. Students with a GPA below this threshold with extenuating circumstances or relevant work/research experience will be considered on a case-by-case basis and are encouraged to consult with the program director. Coursework in pharmacology, organic chemistry, biochemistry and physical chemistry are recommended.
3. Application to CUNY requiring:
 - A personal statement (not more than 1,500 words) detailing motivation and preparation for this program, and describing any circumstances that may help the Graduate Advisory Committee understand your academic background
 - Three academic or professional letters of recommendation
 - A current resume
 - Official transcript(s) from all universities and colleges attended

- A nonrefundable \$75 application fee payable by check or money order to CUNY York College

Application Process

1. Submit an application using the online portal
2. Register your recommenders in our online application system, so they are able to submit their letters electronically.
3. Mail official transcripts and evaluation reports (if required) to:

CUNY York College
Admissions Office, AC-1B07
94-20 Guy R. Brewer Blvd.
Jamaica, NY 11451

Selection Process

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

Physician Assistant (MS)

Mission Statement

The York College Physician Assistant program seeks to recruit and educate students from the diverse surrounding communities to become highly competent, compassionate, and culturally aware providers of excellent medical care to underserved urban areas. Incorporated in our mission is a priority on increasing access to medical professional education for racial and ethnic minorities, financially disadvantaged students, and first-generation college graduates. Our program is committed to providing strong supports so that we may also expect high performance from our students. All students successfully completing the program are eligible to sit for the national PA board examination administered by NCCPA and will have completed a didactic and clinical curriculum emphasizing urban medical care.

Major Program Goals

1. Recruit applicants who reflect the diversity of the CUNY student population and communities surrounding York College, demonstrated by a level of ethnic, racial, and linguistic diversity exceeding national averages amongst physician assistant programs.
2. Serve as an engine of social and economic mobility for financially disadvantaged students by maintaining an affordable tuition and fee structure.
3. Provide strong support for all students through a combination of advisement, academic coaching, and electronic textbooks/resources.
4. Graduate physician assistants who have demonstrated professionalism, including good interpersonal and interprofessional collaboration skills, cultural competence, and self-reflective, systems-based practice.
5. Graduate physician assistants with a fund of medical knowledge and medical practice skill sets sufficient to assess, diagnose and manage patients (with physician supervision).
6. Graduate physician assistants who will help address the healthcare needs of the NYC metro communities (5 boroughs of NYC, Long Island, Westchester, and the surrounding cities of New Jersey, and Connecticut).

Career Description

The Physician Assistant (PA) is a health professional licensed to practice medicine under the supervision of a physician. Physician assistants are qualified once they graduate from an accredited physician assistant training program and receive certification from the National Commission on Certification of Physician Assistants. Within the collaborative physician/PA relationship, physician assistants exercise autonomy in medical decision-making and provide a broad range of diagnostic and therapeutic services. The clinical role of physician assistants includes primary and specialty care in medical and surgical settings working in both rural and urban areas. The physician assistant practice is centered on patient care and may include educational, research and administrative activities. The PA elicits medical histories, performs complete physical examinations, performs and interprets various diagnostic tests and formulates diagnoses and treatment plans. The physician assistant functions within the scope of practice of the supervising physician and within the level of experience and training they have achieved. Patient counseling and patient education are important components of the PA practice. Physician assistants practice in varied settings, including private medical offices, hospitals, clinics and community health centers. Physician assistants practicing in New York State may write prescriptions for medications, including certain classes of controlled substances. Physician assistants provide services in various medical and surgical disciplines including, but not limited to family practice, pediatrics, internal medicine, obstetrics/gynecology, geriatrics, orthopedics, psychiatry and emergency medicine. The physician assistant role requires the application of intelligence, compassion, sound judgment, critical reasoning, dedication to patients, and good interpersonal skills.

Accreditation and Credentials

1. The ARC-PA has granted Continued Accreditation to the Physician Assistant Program sponsored by York College/CUNY. Continued accreditation is an accreditation status granted when a currently accredited program is in compliance with the ARC-PA Standards. Continued Accreditation remains in effect until the program closes or withdraws from the accreditation process or until accreditation is withdrawn for failure to comply with the Standards. The approximate date for the next comprehensive review of the program by the ARC-PA will be March 2028.
2. The Master of Science in Physician Assistant Studies is conferred when the Physician Assistant Program requirements are fulfilled, including successful completion of all Physician Assistant Major Discipline requirements.

3. Certification: Upon completion of all requirements and approval by the PA program, the graduate is permitted to sit for the National Commission on Certification of Physician Assistants examination.
4. Licensure: Upon completion of all requirements, the graduate is permitted to apply to New York State for limited permit licensure as a physician assistant. The PA can apply for a full license upon taking and passing the National Commission on Certification of Physician Assistants (NCCPA) examination.

Requirements for Admission

Step 1: Determine Eligibility for Application

1. Completion of a bachelor's degree with a cumulative GPA of 3.0 or higher
2. Information Sessions - Current York students and transfer students are strongly encouraged to attend an information session. Contact the program's admissions coordinator for more information on scheduled information sessions.
3. No grade below a "C" in any prerequisite course will be considered
4. Grade Point Average (GPA) of 3.0 minimum in the following two categories:
 1. *Science Prerequisites*
One Year of General Biology with Laboratory (Bio 201, 202)
One Year of Human Anatomy and Physiology with Laboratory (Bio 234, 235)
One Semester of Microbiology (Bio 265)
One Year of General Chemistry with Laboratory (Chem 108, 109, 111, 112)
One Semester of Biochemistry (Chem 412 or Bio 412)
 2. *Overall Cumulative GPA*
All College Level Work including Post-Baccalaureate, Graduate and Professional Program
5. Students whose Cumulative GPA is less than 3.0, but whose science prerequisite GPA is above 3.0 and have consistently higher grades in most recent coursework may still be considered for admission. These students may submit a written petition to the Admissions Committee to be considered for admission, sent directly to the PA program offices.
6. The Human Anatomy and Physiology courses must have been taken within the previous 5 years from the date of enrollment. Other science prerequisite courses (Biology, Chemistry, Biochemistry, and Microbiology) taken more than 8 years ago will not be accepted. Statistics courses taken more than 8 years ago will not be accepted and must be repeated. As an alternative to repeating the General Biology OR General Chemistry courses, applicants may demonstrate adequate content knowledge by successful completion of the College Level Equivalency Placement (CLEP) Exam.
7. All prerequisite coursework should be completed at the time of application with the exception of any coursework needed for completion of the baccalaureate degree, any one science prerequisite course or Statistics, and any behavioral science coursework.
8. Completion of at least 500 hours of experience in a direct patient health care environment. Completion of 250 hours at time of application and documentation of at least 500 hours is required at time of enrollment. Clerical work is not considered health care experience. The program does not provide volunteer sites. Acceptable experience includes volunteer work or employment in hospitals, clinics, private offices or extended healthcare facilities. A separate letter on letterhead must be submitted at the time of application as proof of healthcare experience.

Step 2: Submit an Application and All Supporting Documents to CASPA

The CUNY York College PA Program uses the Central Application Service for Physician Assistants (CASPA). The York College PA Program's application can be found on CASPA's website. CASPA charges a fee of \$179.00 for the first application and \$56 for each additional application per cycle. Please follow all instructions and upload all necessary documents listed below to CASPA's website.

1. Current Resume
2. Official Transcripts: All applicants must upload all official transcripts from all colleges attended to CASPA's website.
3. Three Reference Letters (3 separate sources): Preferred sources include professors, health care professionals, and employers. Please upload original letters presented on professional letterheads. Reference letters uploaded to CASPA must contain a contact number of the reference source.
4. Personal Statement: Please follow the instructions on the CASPA website.
5. Documentation of Health Care Experience: This should be a separate letter from any of the reference letters. 500 Hours are required (at least 250 hours to apply and at least 500 for admission into the program). A letter from the human resources department, a supervisor, health professional being shadowed, or an administrator will suffice, but it must be on a letterhead of the organization or individual, clearly state hours and tasks performed, and must provide a contact number. Acceptable experience includes volunteer work or employment in hospitals, clinics, private offices or extended healthcare facilities. Shadowing of a MD or PA is preferred. Clerical work is not an acceptable form of health care experience.
6. Personal Interview: All applications are scored and ranked. Students attending CUNY colleges, York College students and Veterans receive additional points in the scoring process. Selected applicants will be invited for a personal interview. Meeting minimum admission requirements and being invited for an interview does not guarantee acceptance, admission is competitive. York College and the Physician Assistant Program faculty are committed to equal opportunity for all applicants meeting admission requirements.

Notice to Students on Criminal Background Checks and Drug Testing

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

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

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

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

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

Student Health

York College requires that each student show proof of immunization. The PA program requires that each student have a medical history and physical examination on file in the Health Services Center. In addition to medical clearance, all students are required to have proof of immunity to measles, mumps, and rubella; PPD; hepatitis B series or signed declination; varicella titer or vaccine; and COVID-19 vaccine series and booster.

The PA program immunization policies follow current Centers for Disease Control Recommendations and any state-specific mandates.

Outside Employment Policy

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

Full-time Enrollment

Full-time status in the PA Program varies by semester and is generally consistent with institutional and financial aid policies. Specific questions can be directed to the program at paprogram@york.cuny.edu.

Requirements for Graduation

1. Successful completion of all courses and clinical rotations listed in specific sequence (as detailed in the table below):
2. Good academic and professional behavior standing as defined in the Physician Assistant student handbooks and continually reviewed by the Physician Assistant Program's Academic Standing Committee.
3. Successful completion of written and practical summative examinations.

Physician Assistant (MS): Sequence of Courses and Clinical Rotations		
DIDACTIC PHASE		
Fall Semester (#1)	Course #	Credits
Introduction to ePortfolio/Orientation (Hybrid)	HPPA 500	1
Clinical Anatomy (2hrs lecture/2hrs recitation/ 1hr laboratory)	HPPA 504	3
Applied Medical Sciences	HPPA 506	3
Interviewing and Counseling	HPPA 508	1
Health Promotion & Disease Prevention (Hybrid)	HPPA 512	2
Pharmacology I (2hrs lecture/1hr recitation)	HPPA 520	2
Clinical Medicine I (3hrs lecture/3hrs recitation)	HPPA 528	3
Diagnostic Studies (1hr lecture/1hr recitation/1hr laboratory)	HPPA 534	1
TOTAL SEMESTER CREDITS/HRS		16
Winter Semester (#2)	Course #	Credits
PA Profession (Hybrid)	HPPA 510	2
TOTAL SEMESTER CREDITS/HRS		2
Spring Semester (#3)	Course #	Credits
Physical Diagnosis I (2hrs lecture/3hrs laboratory)	HPPA 502	3
Pathophysiology	HPPA 524	3

Pediatrics	HPPA 526	2
Surgery	HPPA 532	4
Pharmacology II	HPPA 536	2
Obstetrics/Gynecology	HPPA 538	2
Clinical Medicine II (2hrs lecture/2hrs recitation)	HPPA 542	2
TOTAL SEMESTER CREDITS/HRS		18
Summer Semester (#4)	Course #	Credits
Biomedical Ethics (Hybrid)	HPPA 514	2
Public Health (Hybrid)	HPPA 516	2
Health Policy (Hybrid)	HPPA 518	2
Clinical Correlation Seminar I (2hrs lab)	HPPA 540	1
Psychiatry	HPPA 550	2
TOTAL SEMESTER CREDITS/HRS		9
Fall Semester (#5)	Course #	Credits
Physical Diagnosis II (2hrs lecture/3hrs laboratory)	HPPA 522	3
Evidence Based Medicine & Health Informatics(Hybrid)	HPPA 530	2
Primary Care	HPPA 544	3
Clinical Medicine III (2hrs lecture/2hrs recitation)	HPPA 546	2
Pharmacology III	HPPA 548	3
Clinical Correlation Seminar II (2hrs lab)	HPPA 552	1
Emergency Medicine	HPPA 554	3
Clinical Skills	HPPA 556	1
TOTAL SEMESTER CREDITS/HRS		18
TOTAL DIDACTIC PHASE CREDITS (16 Months)		63
CLINICAL PHASE		
Spring, Summer, Fall Semesters (#6, 7, 8, 9)		
PA- Portfolio I (Online)	HPPA 600	2
PA- Portfolio II (Online)	HPPA 610	2
PA- Portfolio III (Online)	HPPA 620	2
Surgery Clinical Rotation	HPPA 650	2
Internal Medicine Clinical Rotation	HPPA 652	2
Pediatric Medicine Clinical Rotation	HPPA 654	2
Emergency Medicine Clinical Rotation	HPPA 656	2
Long Term Care Clinical Rotation	HPPA 658	2
Psychiatry Clinical rotation	HPPA 660	2
Obstetrics/Gynecology Clinical Rotation	HPPA 662	2
Ambulatory Care Clinical Rotation	HPPA 664	2
Family Practice Clinical Rotation	HPPA 668	2
TOTAL CLINICAL PHASE CREDITS (12 Months)		24
TOTAL CREDITS (28 Months)		87

Grading Policy

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

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

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

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

W Grade: Official withdrawal (without prejudice)

WU Grade: Unofficial withdrawal (counts as failure)

WA Grade: Administrative withdrawal

Minimum GPA for Retention

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

Physician Assistant Program Affiliations

- Centers Urgent Care, Flushing, NY
- Dr. David Hurwitz, Flushing, NY
- Dr. Devicka Persaud, South Richmond Hill, NY
- Dr. Nicasio Arana, Queens, NY
- Elmhurst Hospital, Elmhurst, NY
- Far Rockaway Family Practice, Far Rockaway, NY
- Gouverneur Health Center Services, New York, NY
- All Care Family Medicine, South Richmond Hill, NY
- Metropolitan Hospital, NY, NY
- NaoMedical (Multiple Locations - Hicksville, NY, Jamaica NY, Jackson Heights, NY, Brooklyn, NY, Astoria, NY)
- New York Presbyterian Hospital, Flushing, NY
- North Shore University Hospital, Manhasset, NY
- Premier Pediatrics, West Staten Island, NY
- Queens Hospital Center, Jamaica, NY
- Saint Francis Hospital, Roslyn, NY
- Staten Island University Hospital, Staten Island, NY
- VA Primary & Extended Care Center, St. Albans, NY
- Woodhull Medical and Mental Health Center, Brooklyn, NY

Technical Standards

- The following technical standards for admission establish the mental and physical abilities students' need for successful completion of the Physician Assistant Program and eventual PA practice. York College offers a variety of services, activities and accommodations to students with disabilities, mainly through two offices - the Coordinator of Disability Services and the York Enrichment Services (Y.E.S.) for Students with Disabilities. All students admitted to the York College Physician Assistant Program are expected to be able to perform the listed tasks, with or without reasonable accommodations. Every effort will be made to provide reasonable accommodations to students with documented disabilities.
- PA students must be able to analyze, assimilate and learn a large amount of information. Information from various disciplines and sources must be correlated and concepts applied to develop therapeutic plans and solve clinical problems in a timely fashion. The ability to extract valid, useful and relevant information from the medical literature is also required.
- PA students must be able to observe in lecture, laboratory and clinical patient care settings. PA students must have adequate sensory skills to elicit medical histories and to perform complete physical examinations utilizing inspection, percussion, palpation and auscultation include adequate vision, hearing and tactile sensation.
- PA students must be able to communicate with patients in a sensitive manner and also record and communicate patient information in a timely and effective manner to other members of the health care team.
- PA students must have adequate neuromuscular control to perform therapeutic and diagnostic procedures (such as blood drawing, suturing, casting etc.), to respond to emergency situations and to move about various health care environments. The didactic phase of the program requires extended sitting, in contrast to the clinical phase which requires extended standing and moving about various clinical facilities.
- PA students must be able to relate to and develop good professional rapport with other members of the health care team. PA students must also maintain composure during periods of stress and respond appropriately to emergency situations. Recognizing limitations, demonstrating concern for patients and exercising good judgment are also required attributes.

All students with a disability (temporary or permanent) are encouraged to sign-up with the Center for Students with Disabilities located in Academic Course Building, Room 1G02 (Tel. 262-2272) and utilize the services provided. Some services include extended time for exams; individual orientation and registration assistance; a low-distraction exam environment, note-takers, academic adjustments; accessible technology loan program; assistive technology lab; job readiness training and resources. Questions about the program's technical standards may be directed to the program director or the Coordinator of Disability Services. All information regarding disabilities is handled in a confidential manner. All requests for accommodations are voluntary and must be made in writing prior to beginning coursework.

The Academic Standing Committee

The Academic Standing Committee (ASC) is comprised of PA Program faculty and college representatives and is chaired by the PA Program Director or designee.

The ASC Functions are:

- To review the academic record of every student to determine academic standing at the end of each semester.
- To review the academic performance of any student experiencing academic difficulty, such as test failures.
- To establish and apply PA program rules and regulations with appropriate notice to students.
- To determine specific academic support actions; to determine specific disciplinary actions.
- To review student behavior and professionalism.

For more information about the ASC, please visit the *Didactic Student Handbook* on the program's webpage.

Social Work (MSW)

Program Summary

York has the first and only Master of Social Work (MSW) degree in Queens County, New York. In 2018, it became the youngest MSW Program in the CUNY System with a unique and diverse commitment to healthcare and was initially accredited by the Council on Social Work Education (CSWE) Board [Council] of Accreditation in 2021.

The following are elements of the program:

- Part-time study is available
- 12 credits constitute full-time status
- Courses are hybrid synchronous
- Courses are offered in the evenings/and on weekends
- Internship opportunities with leading hospitals, healthcare providers and agencies throughout all five (5) boroughs of New York City to demonstrate the nine social work competencies and practice all systems levels—individuals, families, groups, organizations, and/or communities at practicum settings
- Opportunity to participate in research, scholarship, and professional conferences
- Licensing preparation available through course work and a boot camp for graduates

Mission Statement

The mission of the MSW Program at CUNY York College is to educate scholars for advanced, urban social work practice at the micro, mezzo, and macro levels with a specialization in healthcare settings. The program seeks to recruit and prepare scholars from diverse surrounding communities to become skilled, culturally aware, competent, and compassionate professionals who can respond to the growing demand for healthcare-focused social work practice in underserved urban communities.

The Program fosters the intellectual growth and professional development of our scholars at the highest level as well as promotes the value of civic participation and dedication to public service locally and globally. Our scholars are engaged and challenged by both the rigorous curriculum which encompasses specific knowledge, values, and skills derived from the research-informed practice and practice-informed research, and by our diverse, multicultural, and vibrant social environment which prepares them for advanced social work practice in the healthcare arena.

The collegiate experiences of faculty and scholars enable both to achieve their highest professional ambitions by engaging in a variety of scholarly and professional activities that produce research and community partnerships. Guided by the Code of Ethics of the National Association of Social Workers (NASW), our MSW Program is committed to challenging oppression, embracing diversity, respecting the dignity and worth of all human beings, and promoting social and economic justice. More specifically, the MSW Program draws on social work values and a body of knowledge and skills to assure that:

- Scholars incorporate the richness of the diverse communities inside and outside of the College to appreciate the unique differences across the human spectrum and are compassionate, respectful, and accepting of their diverse client populations
- Scholars serve as a multifaceted resource for the New York metropolitan area with the vision of alleviating social and economic problems of individuals, families, and communities, especially in healthcare resources and needs.
- Scholars are committed to civic participation and leadership to promote human development, quality of life, social justice, and respect for all human beings.
- Scholars meet our high expectations in academic programs, are prepared for the competitive marketplace upon graduation, are dedicated to practicing with integrity, cultural awareness, social diversity, and competency, and are committed to and are passionate about lifelong learning.

Program Goals

The five program goals of the M.S.W. Program at CUNY York College are as follows:

1. Educate outstanding social work practitioners in an intellectually rigorous environment so they can practice social work in urban health care settings and with diverse communities.
2. Educate advanced social work practitioners to be knowledgeable, skilled, and culturally competent and whose attitudes, behaviors, and communication skills are based on the foundation of professional social work values and ethical principles.

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3. Prepare scholars for advanced social work practice with an understanding of the importance of continued self-reflection, professional development and self-care throughout their professional career.
4. Provide professional opportunities for MSW scholars in a variety of health care sectors and settings.
5. Engage scholars in faculty research, scholarship, and service to advance theory, policy, and practice in the profession of social work and the field of urban health care as well as provide them with hands-on and experiential learning of the implications of research-informed practice and practice-informed research.

Core Competencies

The MSW Program at CUNY York College employs nine (9) required CSWE Core Competencies and practice behaviors as student learning goals. Scholars are assessed each semester on their proficiency in each learning goal, and program enhancements are made based on these outcomes:

- Competency 1: Demonstrate Ethical and Professional Behavior
- Competency 2: Advance Human Rights and Social, Racial, Economic, And Environmental Justice
- Competency 3: Engage Anti-Racism, Diversity, Equity, and Inclusion (ADEI) in Practice
- Competency 4: Engage in Practice-Informed Research and Research-Informed Practice
- Competency 5: Engage in Policy Practice
- Competency 6: Engage with Individuals, Families, Groups, Organizations, and Communities
- Competency 7: Assess Individuals, Families, Groups, Organizations, and Communities
- Competency 8: Intervene with Individuals, Families, Groups, Organizations, and Communities
- Competency 9: Evaluate Practice with Individuals, Families, Groups, Organizations, and Communities

Career Description

In the United States, social workers have established a definitive presence as the largest group of health professionals within healthcare settings as demand for social workers in the medical field continues to grow as the aging population requires a strong presence of dedicated professionals. For this reason, the MSW Program at CUNY York College identifies healthcare as an area of specialized practice. Social workers represent a critical professional component in the healthcare field by providing patient counseling, discharge planning, family outreach, group activities, support, bereavement counseling, crisis intervention specialist psychotherapists, administrators, and beyond.

The MSW Program at CUNY York College prepares scholars for entry-level professional social work practice with individuals, families, groups, communities, and organizations. Scholars also receive hands-on training in professional settings and are supervised by licensed social workers who are specifically trained onsite. The generalist curriculum provides scholars with a solid liberal arts foundation which well prepares them for the advanced year specializing in healthcare practice.

Upon earning an MSW Degree from CUNY York College, scholars have secured careers such as:

- Healthcare Social Worker
- School Social Worker
- Mental Health Social Worker/Therapist/Psychotherapist
- Crisis Social Worker
- Applied Behavioral Analyst

Graduates from our MSW program have established careers that engage diverse populations (e.g., adults living with HIV/AIDS, school children living with Autism Spectrum Disorder, geriatric, mental illness, individuals with visual impairments, formally incarcerated and justice impacted population, elders, youth, young adults, and teenagers, individuals, and families) in a variety of settings, including but not limited to hospitals, schools, clinics, faith centers, the FDNY, and the criminal justice system. Their responsibilities reflect the broad range of the social work profession: conducting group therapy, individual therapy, and home visits; performing mental health assessments; creating suicide prevention plans, discharge plans, and treatment plans; and identifying referrals, continued care assessments, and patient education needs; and serving as a liaison with medical professionals, educators, and the court and criminal justice system.

Accreditation: The Council on Social Work Education

The MSW Program at CUNY York College is accredited by the Council on Social Work Education's (CSWE) Board of Accreditation (BOA). The Council on Social Work Education Board of Accreditation is recognized by the Council for Higher Education Accreditation as the sole accrediting agency for social work education in the United States and its territories. BOA decisions are made public on the CSWE BOA website.

Accreditation of a baccalaureate or master's social work program by the Council on Social Work Education's Board of Accreditation indicates that it meets or exceeds criteria for the assessment of program quality evaluated through a peer review process. An accredited program has sufficient resources to meet its mission and goals and the Commission on Accreditation has verified that it demonstrates compliance with all sections of the Educational Policy and Accreditation Standards.

Accreditation applies to all program sites and program delivery methods of an accredited program. Accreditation provides reasonable assurance about the quality of the program and the competence of scholars graduating from the program. For more information about social work accreditation, you may contact the Board of Accreditation.

Licensure

According to NYS Office of Professions, effective September 1, 2004, this requirement also applies to Licensed Clinical Social Workers and Licensed Master Social Workers.

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Individuals in these professions, when applying initially for licensure or a limited permit, or for the renewal of a New York State license or registration, must provide documentation of having completed the coursework or training through a Department-approved course.

An MSW degree is required for licensure in New York and is the terminal practice degree for the profession. In addition, for Medicaid to pay for the clinical services provided in healthcare settings, the provider must be licensed and hold no less than a Master's degree in social work.

Upon completion of all requirements, MSW graduates are permitted to apply to the New York State Education Department (NYSED) for licensure as a Licensed Master Social Worker (LMSW). To learn more about the licensure process, visit NYSED.

National Association of Social Workers Code of Ethics

The M.S.W. Program at CUNY York College is dedicated to the fundamental principle that social work is a value-based profession that frames our professional actions, attitudes, helping us to shape a more equitable world for humanity.

Guided by the Code of Ethics of the National Association of Social Workers (NASW), social work is committed to challenge oppression, embracing diversity, and ensuring that individuals, communities, and organizations function at an optimal level. York College is located in Queens County, which is one of the most diverse boroughs in the United States.

Diversity on campus and at the current Social Work Program goes beyond ethnicity and is expressed in family structure, socioeconomic class, age, gender, gender expression, sexual orientation, national origin, and religion. Consistent with the mission of York College and the City University, College is committed to inclusion, diversity and excellence in teaching, service and scholarship. The M.S.W. Program at CUNY York College incorporates the YC and the CUNY's mission to develop a rigorous academic program that educates and prepares first-rate professionals who respond to the needs of clients within the health care system in the surrounding urban community and abroad.

Mandated Training Related to Child Abuse

NYS Mandated Training Related to Child Abuse course is required to help prepare MSW scholars for licensure exams.

According to NYS Office of Professions, effective September 1, 2004, this requirement also applies to Licensed Clinical Social Workers and Licensed Master Social Workers. Individuals in these professions, when applying initially for licensure or a limited permit, or for the renewal of a New York State license or registration, must provide documentation of having completed the coursework or training through a Department-approved course. Additionally, programs registered by NYS that lead to licensure in these professions now are required to include training in the identification and reporting of child abuse and maltreatment. Scholars graduating from such programs on or after the effective dates are not required to take additional training and are not required to receive a Certificate form or submit documentation.

The course meets the New York State requirement for identifying and reporting child abuse. You will be taught to recognize incidents of physical abuse, sexual abuse, child neglect and behavioral indicators of maltreatment.

Participants will receive the required NYS Certificate of Completion application. For additional information, please email us at MSW@york.cuny.edu

The MSW Program Offers Three Tracks:

1. **Advanced Standing:** Refers to a 1-year accelerated program for scholars who have earned an undergraduate social work degree from a baccalaureate program at an educational institution recognized by a regional accrediting body. The degree must have been earned within the last five (5) years. These scholars can expect to graduate in 1 calendar year.
2. **Year Generalist:** Non-social work scholars from a variety of disciplines. These scholars can expect to graduate within 2 calendar years.
3. **Year Part-time Generalist:** Offers a flexible course schedule. These scholars can expect to graduate in four calendar years.

General Admission Requirements for the MSW Program

The MSW Program at CUNY York College is a competitive program. Eligible candidates must meet the following criteria for admission:

- Applicants must demonstrate promise as a masters-level social work scholar and show readiness to take on graduate education
- Submit an application to the program, including a personal statement related to the MSW scholar's career goals, current comprehensive resume or curriculum vitae, and official transcripts
- Hold an earned bachelor's degree from a regionally accredited college or university. If BSW/BSSW, the degree must be from a CSWE accredited program.
- Must have attained an overall grade point average (GPA) of 3.0 or higher
- A group interview will be required
- Must provide three letters of recommendation from instructors or employers (please do not include personal references) addressing the applicant's suitability for the social work profession and preparedness to enter a rigorous academic program

Graduate entrance exams (e.g., Graduate Record Exam (GRE) or Graduate Management Admission Test (GMAT)) are not required for admissions to the MSW Program at CUNY York College.

Advanced Standing Admission Requirements

In addition to general admission requirements, advanced standing applicants must:

- Have completed a bachelor's degree in social work from a CSWE accredited program within the last five years
- Have attained an overall grade point average (GPA) of 3.0 or higher and GPA of 3.2 in the social work major
- Submit a final evaluation from the senior undergraduate practicum evaluation (advanced standing applicants only)

Advanced standing is awarded only to graduates holding degrees from baccalaureate social work programs accredited by CSWE, recognized through its

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International Social Work Degree Recognition and Evaluation Services*, or covered under a memorandum of understanding with international social work accreditors. This and all future references to degrees from social work programs accredited by CSWE, include degrees from CSWE-accredited programs or recognized through CSWE's International Social Work Degree Recognition and Evaluation Service, or covered under a memorandum of understanding with international social work accreditors.

Additional Requirements for International Applicants

- For applicants whose native language is not English, the TOEFL is required. You must take the test and pass with a minimum score of 61 on the (Internet Based TOEFL (IBT)). TOEFL scores should be sent to the SocialWorkCAS using the SocialWorkCAS TOEFL code B596.
- The Council on Social Work Education Board of Accreditation requires the international social work degrees to be evaluated using International Social Work Degree Recognition & Evaluation Service
- A World Education Services evaluation is required for applicants who completed their degree outside of the United States. This can be requested and submitted through SocialWorkCAS

Instructions for Applying to the MSW Program

1. The MSW Program at CUNY York College participates in the Social Work Centralized Application Service (SocialWorkCAS). Applicants applying to the masters-level program will apply online using the SocialWorkCAS application system.
2. A \$75 non-refundable application processing fee (U.S. dollars) must be paid to York College
3. A \$45 application fee is payable to SocialWorkCAS and must be submitted before the application is considered complete
4. Do not submit MSW applications or materials via email
5. All transcripts must be submitted to the Social Work CAS system

Be sure to thoroughly review all sections of the MSW Program at CUNY York College webpage prior to completing the application.

Questions? Please visit our MSW Information Session website for upcoming information sessions. You are also welcome to contact the MSW Program at CUNY York College at (718) 262-2603 or email MSW@york.cuny.edu

Ready to Apply? Visit <https://socialworkcas.liaisoncas.com/applicant-ux/#/login>

Program Retention

The criteria for retention in the MSW Program at CUNY York College are:

- A grade of "B" or better in each Social Work course.
- Scholars who earn an unacceptable grade (below B) in a Social Work course will have one additional attempt to repeat the course and earn an acceptable grade. The **Program Director's permission** is required to repeat a course.
- Maintenance of a cumulative **GPA of 3.0** or better is required.
- Social Work majors must have a **GPA of 3.0** or better to graduate.
- Only permitted to **repeat one course up to 4 credits** for the duration of enrollment in the program.

At the end of each semester, the scholar's semester GPA and cumulative GPA (CUM GPA) are calculated. If a scholar's cumulative GPA falls below 3.0, the scholar is placed on Academic Probation for the subsequent semester. The Program Director will convene an academic standing review conference to evaluate the scholar's academic performance and retention in the MSW Program. Scholars receiving a grade lower than B in any social work course will have to pass the repeated course with a grade of B or higher to remove their probationary status, even if their cumulative GPA is at a 3.0. Failure to raise the GPA (or achieve a grade of B or higher) or in the case that it would not be possible, will result in dismissal from the program.

NE: Adherence to the National Association of Social Workers (NASW) Code of Ethics and to the York College Code of Conduct. Failure to meet any one of the criteria listed above may be grounds for probation or the scholar's dismissal from the MSW Program at CUNY York College.

York College Library

The Library provides a broad, balanced collection for academic research and a space for collaboration and individual study. The Library has 14 group study rooms, large tables for group work, and dozens of individual study carrels that are equipped with electrical outlets. The Library has 220 computers, 20 laptops, 20 iPads, 5 scanners, 7 printers, 7 photocopy machines, and 2 pay stations (at which users can set up accounts to print and copy). There are also six desktop magnifiers that comply with ADA standards for patrons with low vision. Most of the Library's print collection is available in open stacks and is arranged according to the Library of Congress classification scheme. The present collection includes over 161,000 print books, over one million e-books, 38 current periodical titles in print, plus over 220,000 online full-text open access and subscription journals, newspapers, and popular magazines.

Special collections include the Bassin Collection, the James Como Collection, the Kenneth Adams Collection, the Paule Marshall Collection, Library of American Civilization, representative American and foreign newspapers, American Federation of Labor Records, John L. Lewis Papers, Morris Hillquit Papers, Papers of the NAACP, and the United Negro College Fund Archives. The Library's subject liaisons serve 26 academic disciplines and programs. York's faculty members are strongly encouraged to participate in the Library's collection development to ensure the Library provides an up-to-date and comprehensive collection that meets the research needs of students and faculty in every discipline. Faculty members are also encouraged to place copies of their course textbooks in the Library's Reserve Collection, and to place electronic copies of materials on e-reserve [insert new footnote 17: <https://libguides.york.cuny.edu/coursereserves/faculty>].

York College

The Library cooperates closely with all academic departments in making available special reserves and loans. Patrons must have an active CUNY First account whenever materials are borrowed. With the exception of reference and reserve materials, students may check out books for a period of eight weeks.

The Library's holdings are augmented locally through interlibrary loan arrangements. Two services, CLICS and ILLiad, make local, national, and international resources available to faculty, staff, and students. CUNY Libraries Inter-Campus Services (CLICS) allows individuals to request materials from other CUNY libraries. For those materials unavailable through CLICS, students, faculty, and staff may file an interlibrary loan (ILL) request via the ILLiad service.

The Library's electronic resources are accessible from off-campus by logging in with the CUNY Login (the same credentials used for Blackboard and/or CUNYfirst), or after logging in with a York Virtual Private Network account (VPN).

Library faculty members teach information literacy classes. Requests for information literacy classes are arranged via an online form on the Library's homepage. Professors should contact the Library to arrange a class whenever students must write a paper, complete a project, or give an oral presentation. One-on-one research assistance is provided at the Library's Reference Desk.

The Reference Desk is staffed by a librarian whenever the Library is open and classes are in session, and reference is also provided online via a chat box on the Library website. York's library faculty members also provide individual research consultations, arranged by appointment at <https://www.york.cuny.edu/library/forms/research-consultation>.

Food and drinks (except bottled water) are not allowed in the Library and cell phones and electronic devices should be set on silent or vibrate mode.

The Library is open twelve months per year. The hours during the fall and spring semesters are:

- Monday to Thursday, 9:00 A.M. - 9:00 P.M. on campus
- Friday, 9:00 A.M. - 5:00 P.M. on campus.
- Saturday, 9:00 A.M. - 5:00 P.M. on campus.
- Sunday, CLOSED

Remote Chat services are also still available, with help from both York and other CUNY librarians. Please check the Library Hours webpage for winter and summer session hours and for schedule changes.

Collaborative Learning Center (Tutoring)

Academic Core Building, Room 1C18

718-262-2303 or 718-262-2494

email: clc@york.cuny.edu

website: <https://www.york.cuny.edu/collaborative-learning-center>

Free Tutoring and Academic Support Resources

York College Collaborative Learning Center (CLC) provides student-centered academic support to assist learning and understanding of course content across disciplines.

Students can:

- work with tutors at any stage of the writing process
- receive help understanding challenging concepts and principles
- work independently or with a tutor using anatomical models and study aids
- access other resources and materials

CLC tutors are Peer tutors and CUNY Graduate Writing Fellows who offer one-on-one, group and online synchronous tutoring sessions as well as free workshops to support students enrolled in graduate programs.

Ongoing tutor training and observations help reinforce skills learned in professional development workshops and aid in keeping tutoring practices current. The CLC supports students' success in their courses by collaborating with faculty to identify and train peer tutors in discipline-specific areas.

Academic Computing Facilities

IT Support Center: Located in Room AC-1G01 provides support for computing technology, phone support, events and audio/visual equipment for all students, faculty and staff. Reach us at ext. 5300 or visit the Service Desk webpage.

Welcome Center: Located at the main entrance of the Academic Core building provides all student services including help with computing technology in person. Sign in using the QLESS kiosks and you will be summoned without the need to wait on a line.

The York College Library: Located on the 3rd floor of the Academic Core building has the largest computer footprint on campus with extensive computer access for database and internet research, printing, scanning and specialized equipment for students with disabilities.

Computer Labs: Multiple drop-in computer labs across campus are equipped for instruction and research, featuring internet capable computers, networked printers, audio and video projection.

Smart Classrooms and Lecture Halls: Equipped with advanced technology to support interactive teaching and learning.

Specialized Computer Facilities: Support is provided for specialized labs in music, fine arts, TV Studio, SEEK program, Testing, and more.

Network and WIFI: We provide a comprehensive collegewide computer network, including highspeed internet access through the University Computer

York College

Center (UCC), and remote access via VPN for secure off campus connection to network resources.

Microsoft 365 Email Services: In partnership with Microsoft, we offer students a cutting-edge email suite, along with free access to Microsoft Office applications and data storage.

Web Services: We support CMS web development and publishing for academic purposes and social media, live streaming and event support for all media venues.

Language Labs: Modern facilities for language learning, equipped with computer stations and audio/video capabilities.

Visit the Information Technology [webpage](#) for more information.

Center for Teaching, Learning and Educational Technologies (CTLET)

Academic Core Building, 4EA1 (by appointment only)

LMShelp@york.cuny.edu

718-262-5219

The Center for Teaching, Learning and Educational Technologies is committed to inspiring, promoting, and supporting teaching and learning that is effective, engaging and rewarding.

In support of this mission CTLET provides:

- Provide venues and opportunities for faculty to learn about a variety of effective, engaging and rewarding teaching and learning strategies.
- Provide online tutorials, email, phone and live-support-room services to all faculty, students and staff for the LMS and LMS-integrated technologies.
- Provide support for students to be effective learners.
- Provide guidance and thought leadership on classroom design for enabling, facilitating and supporting effective and engaging teaching and learning strategies.
- Provide guidance and thought leadership on provisioning of technologies for enabling, facilitating and supporting effective and engaging teaching and learning strategies.
- Provide guidance and thought leadership for the assessment of teaching and learning.

CUNY Aviation Institute at York College

Established in 2003, The City University of New York Aviation Institute at York College is the first CUNY institute to focus specifically on Aviation Management an initiative funded by the Port Authority of New York and New Jersey. The CUNY Aviation Institute at York College is committed to a transformative and enriching aviation education, one that promotes a holistic development of our students through a delivery of innovative programs and services that are responsive to the needs of students. The Institute addresses emerging issues, and fosters industry and community relationships to ensure a success aviation career, the advancement of the aviation industry and betterment for the communities in which we live.

Prospective students interested in an exciting career in the aviation industry may enroll in the Bachelor or Master of Science in Aviation Management degrees within the Department of Business and Economics.

The Aviation Management programs are designed for students seeking to lead and manage in the world of aviation. Balancing key aviation concepts with advanced business strategy, the curriculum provides students a solid foundation of aviation expertise, industry standards, principles of management, and leadership delivered by aviation industry experts. The program explores all facets of aviation management, including airport and airline economics, aeronautical science, accounting, marketing, environment, aviation safety, assets protection and global business strategies. This approach to aviation education gives the student added value over aviation programs by focusing on the skills and knowledge required by today's industry. Upon graduation, students will be eligible and qualified candidates for desirable staff, operational, and executive positions within the aviation industry.

Please contact the CUNY Aviation Institute, Dr. Fenio Annansingh-Jamieson at 718-262-5289 or via email fannansinghjamieson@york.cuny.edu or on the CUNY Aviation Institute website.

Division of Student Affairs and Enrollment Management

Mission

The mission of the Division of Student Affairs and Enrollment Management is to integrate, engage, involve, and validate students at York College. By operating and implementing effective programs and services, we enable and empower students to become self-actualized, passionate, and engaged learners in a global society.

Goals

1. Assess the quality of programs, services, and activities to improve the student experience.
2. Implement services that support the personal development, health, safety, and wellness of York College students.
3. Offer programs that enhance student persistence, retention, and graduation rates.
4. Promote a student-centered environment that focuses on inclusion, equity, and respect.
5. Provide support services that assist students in achieving their personal and professional goals.

Welcome Center

Academic Core Building, Second Floor (Guy R. Brewer Entrance)
718-262-2708
website: <https://www.york.cuny.edu/welcome-center>
email: welcomecenter@york.cuny.edu

Since opening its doors in 2021, the CUNY York College Welcome Center has stood as a state-of-the-art facility located in the heart of the atrium, easily accessible to all. As the primary point of contact for prospective students, parents, and visitors, the center offers a modern and spacious environment equipped with the latest technology. This includes the QLess system, which notifies students via text when staff are ready to assist them, thus preventing lines or long waits. Serving as a hub for campus tours, admissions information sessions, and personalized consultations, the Welcome Center ensures that every visitor receives the support and guidance they need to navigate their educational journey at York College.

At the CUNY York College Welcome Center, our commitment to exceptional customer service is paramount. Our knowledgeable staff, proficient in various languages, including Spanish and Urdu, provides comprehensive information about academic programs, student services, and campus life. We strive to make every interaction positive and productive, assisting students with completing and submitting documents across various offices, including the Registrar, Health Services, and Financial Aid. We assist students in completing the CUNY application, ensuring a smooth and efficient admissions process, and we promote campus events and address concerns on the Cardinal App.

If you are a graduate student considering York College, the Welcome Center is your gateway to everything York College has to offer. To enhance the student experience, our team builds strong connections and relationships through phone, virtual (via Zoom), and in-person interactions. As the main point of contact for students, we are dedicated to fostering a supportive and engaging environment. We invite you to visit the CUNY York College Welcome Center and discover how York College can help you achieve your academic and career aspirations.

Scholarship Center

Academic Core Building, Room 4DA1
email: scholarships@york.cuny.edu
website: <https://www.york.cuny.edu/scholarship>

The Scholarship Center provides guidance, oversight, and supports for applicants and recipients at various stages of their academic career. The Center offers various institutional scholarships to support our students, generally based on strong academic work and a commitment to public service. Opportunities are available for undergraduate and graduate students. Please visit the Scholarship Office website for more information.

Wellness and Resources

Counseling Center

Academic Core Building, Room 1G03
718-262-2272
email: counseling@york.cuny.edu
website: <https://www.york.cuny.edu/counseling-center>

The Counseling Center at York College is dedicated to supporting students on their journey to academic success and personal growth. We offer free and confidential counseling services, both in-person and virtually, to address a wide range of concerns that may be impacting your educational experience. Whether you're facing crisis situations, academic challenges, relationship issues, family struggles, or difficulties adjusting to college life, our team is here to help. Counseling is a confidential process designed to provide you with support, insight, and effective coping strategies to navigate life's challenges.

Our services are provided at no cost to all enrolled students. In addition to counseling, we offer various resources including programs, outreach activities, film screenings, and psychoeducational workshops during "Wellness Wednesdays". We also provide access to virtual, tele-mental health care and physical health care through our partner, Virtual Care Group (VCG), offered in 150 languages, 24/7, 365 days a year.

Your well-being is our priority, and we're here to support you every step of the way.

Health Services Center

Academic Core Building, Room 1F01
718-262-2050
email: StudHealthSvcCtr@york.cuny.edu
website: <https://www.york.cuny.edu/welcome-center>

The Student Health Services Center is committed to reducing health-related barriers to educational achievement. We offer over-the-counter medicines (OTC) such as Tylenol, Advil, ibuprofen, cough drops, Bacitracin, and hydrocortisone, as well as medical aids like sanitary napkins, tampons, female/male condoms, band-aids, alcohol pads, ice packs, and ace bandages. If you need guidance on health insurance options, our staff can provide referrals. Proper coverage is crucial for your well-being. Remember, we're here to support you throughout your college journey. In case of accidents or emergencies on campus, reports can be made to the Public Safety Department or the Student Health Service Center.

For more information, please visit our website at <https://www.york.cuny.edu/health>.

The Center for Students with Disabilities (CSD)

Academic Core Building, Room 1G02

718-262-2191

email: csd@york.cuny.edu

website: <https://www.york.cuny.edu/csd>

"It is better to have it and not need it than need it and not have it," underscores the importance of self-disclosure for ADA accommodations. At the Center for Students with Disabilities (CSD), we prioritize ensuring equal access to every aspect of college life for all students, regardless of disabilities. Located in Room AC-1G02, we provide personalized support throughout your academic journey. We encourage all students to self-identify to CSD promptly to ensure access to courses, programs, services, and activities.

Our services include a comprehensive range of accommodations and support, such as extended time on exams, note-taking assistance, accessible furniture, and access to assistive technology. Additionally, we offer specialized support for students with disabilities, including mentoring, counseling services and supplemental academic advising tailored to individual needs. As an additional service, CUNY LEADS (Linking Employment, Academics, and Disabilities Services) prepares students for academic and career success. Our goal is to empower students to thrive academically and personally.

Contact us for guidance on ADA accommodations and career choices. Unlock your full potential at the Center for Students with Disabilities - "Where Futures Take Flight!"

Center for Gender Justice

Academic Core Building, Room 3C01

718-262-2008

website: <https://www.york.cuny.edu/womens-center>

The Women's Center for Gender Justice offers a wide array of services tailored to meet the unique needs of every student. From individualized advising sessions to engaging book clubs and career planning workshops, the center provides opportunities for personal and academic growth. Advocacy for issues such as domestic violence and sexual assault awareness underscores the center's dedication to fostering a safe and supportive campus community where all students can thrive. In addition to personalized support, the center offers essential resources that cater to the diverse needs of students, including specialized support for LGBTQIA+ students. Comprehensive information on food insecurity, housing options, grants, and community events enhances accessibility and inclusivity, reflecting the center's unwavering dedication to serving as a safe space for every student.

For more information please visit our website at www.york.cuny.edu/womens-center, or visit us. All Students Are Embraced and Welcomed!

Male Initiative Program/Men's Center

Academic Core Building, Room 3M02

718-262-3772

website: york.cuny.edu/mens-center

The purpose of the York Male Initiative Program and Men's Center is to provide a system of support through various resources that contribute to improving enrollment and graduation rates of underrepresented populations, particularly male students. The Center has two primary goals: first, to support the College's recruitment efforts from various areas in the community; and second, to provide services that support students' persistence to graduation. The program's cornerstone is mentorship, in which students can interact with peer mentors and in group coaching sessions.

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

- Insight: An academic coaching program designed to assist students in improving academic and study skills while deepening their self-concept and awareness. Students will also gain clarity on their major and career direction.
- One York Brotherhood: A community and safe space for students to discuss academic, socio-emotional, and cultural topics relevant to their educational growth and personal development. All are welcome, and men of color are highly encouraged to attend.

Career Services

Academic Core Building, Room 3M01

718-262-2282

email: career@york.cuny.edu

website: <https://www.york.cuny.edu/career-services>

The mission of Career Services is to provide resources that will develop students' industry competencies and integrate their academic, personal, experiential and career ambitions. Career Services' role is to be the college's hub for career collaborations with students, academic departments, student support programs, employers, alumni, and the community.

Office of the Ombudsperson

Academic Core Building, Room 2F01A

email: ombudsperson@york.cuny.edu

website: <https://www.york.cuny.edu/ombudsperson>

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York College's Office of the Ombudsperson is an impartial entity available to all students. It provides a safe, confidential environment designed to assist them in resolving college-related concerns, complaints, or disputes that haven't been solved through traditional channels. We also offer information and clarification on the college's policies and procedures.

The goals of the Office of the Ombudsperson are to raise awareness, foster understanding, and promote the utilization of the Office of the Ombudsperson. Aimed to educate students about the fair and equitable processes available to resolve issues and concerns while establishing a systemic feedback mechanism that facilitates continuous process improvement. Providing comprehensive guidance to address both academic and non-academic issues. The academic services encompass navigating academic policies and standards, understanding Satisfactory Academic Progress (SAP) policy requirements, offering guidance on academic misconduct and integrity issues such as plagiarism, and managing formal and informal complaints against faculty members. Additionally, the office provides non-academic services, including addressing concerns about student conduct, disputes, complaints, and staff misconduct. Every complaint is taken seriously and will be reviewed by the appropriate departments responsible for handling such submissions.

Behavioral Intervention Team

website: <https://www.york.cuny.edu/student-development/bit>

The Behavioral Intervention Team (BIT) identifies, investigates, assesses, refers, monitors, and acts in response to behaviors exhibited by York students that may pose a threat to the college community. Anyone who is concerned about a student and their behavior can make a BIT referral; including students, parents, faculty and staff, and other community members. As a result of a referral to BIT, the BIT will assess the situation and make recommendations for action. Such actions may range from a counseling or academic support referral to removal of the student from the college community by means of the appropriate University process. When appropriate, BIT will refer students, not deemed to be high risk, to campus resources and services that will enable them to remain in good standing at York.

Reportable Behaviors

There are three categories of student behavior that BIT addresses:

1. Self-injurious behavior/suicidal ideation or attempt
2. Erratic behavior (including online activities) that disrupts the mission and/or normal proceedings of college students, faculty, or staff
3. Behavior that may compromise the health and safety of students, staff, faculty, or the general college community

The following are examples of behaviors that should be reported:

- Emotional outbursts (yelling or screaming or anger management issues)
- Verbal or written threats of any nature
- Intimidating or harassing others including disturbing or threatening phone calls, text messages, emails, Facebook postings, etc.
- Disruptive behavior on campus (including in classrooms)
- Concerns of physical abuse of students including self-mutilation
- Concerns of intimate relationship violence, family violence, spousal abuse
- Involuntary transportation to the hospital for alcohol and drug use/abuse
- Material, written or spoken, in coursework suggesting possibly harming self or others
- Written or verbal expressions of suicidal thoughts or actions

To make a report, please visit the BIT website

The York College Carroll and Milton Petrie Student Emergency Grant

The York College's Carroll and Milton Petrie Student Emergency Grant serves as a vital resource for students facing unforeseen financial hardships that threaten their ability to continue their education. This grant provides timely assistance to students experiencing emergencies such as medical crises, housing instability, or other urgent financial needs. Grants awarded through the Petrie Student Emergency Funds may be used solely for non-tuition expenses, and funds DO NOT need to be repaid. By offering immediate financial relief, the Petrie Emergency Grant helps alleviate the stress and uncertainty students may face during challenging times, enabling them to focus on their academic pursuits and maintain progress toward their educational goals. Through its compassionate support, the grant is committed to ensuring all students have equitable access to educational opportunities and can overcome obstacles to achieve success.

Note: By applying, a student is not guaranteed to receive an emergency grant. The next steps in the process may include an interview and/or a request for supporting documentation of your emergency. For more information, please visit the website.

York College Child and Family Center

94-12 160th Street Jamaica, NY 11451

718-262-2930

email: yccfc@york.cuny.edu

webpage: <https://www.york.cuny.edu/child-family-center>

The York College Child and Family Center provides high quality child care and early education program for children of York College student parents. The center is licensed by the New York City Department of Health and Mental Hygiene. Located in a state of the art 10,000 square foot building on the former St.

York College

Monica's, Catholic Church site, the center has seven classrooms, food service kitchen, two administrative offices, indoor multipurpose room and a large on-site secure playground. The program has been designed to meet the needs of student/parents by providing affordable, part time and full-time flexible child care. The fees are very affordable and the Center also offers subsidy based on income eligibility.

Our current child care services are Infants – Preschool- 6 months – 5 years old.

- **Flexible Scheduling:** is offered to student parents using their class schedules as a basis for their child's enrollment. With flexible scheduling student parents only register their child/ children for the days and hours they need for class, work study, fieldwork or for studying.
- **Qualified and Experienced Early Childhood Staff:** The Center's staff consist of a Certified Director, who has been in the field for 36 years, Master level Certified Head Teachers, Teacher Assistants and support staff, such as an Enrollment & Compliance Manager and Curriculum Coordinator. The Center offers developmentally appropriate early childhood programming in a nurturing and culturally diverse environment. Teachers facilitate hands-on, learning through play activities, that stimulate the cognitive, social, emotional and physical development of each unique child.
- **A Resource for the College Community:** The Child and Family Center is an integral part of the academic community by serving as a work study, fieldwork and observation site for interns from various academic departments.

Further Information:

Enrollment in the center is available for children of York College students, faculty and staff.

- We also serve the community through our Department of Education programs such as 3k and UPK.
- Children are registered in accordance to parents' class schedule. The center does not provide drop-in or babysitting services.
- Enrollment is limited and based on a first come first served basis.
- The center follows the York College calendar during the spring and fall semesters, summer months are June and July and operates Monday through Thursday from 8:00 a.m. to 6:00 p.m., Fridays 8:00 a.m. – 4:00 p.m.

Veterans Affairs

Academic Core Building, Room 2D07

718-262-5298

email: veterans@york.cuny.edu

webpage: <https://www.york.cuny.edu/veterans-affairs>

The Office for Veterans Affairs addresses the needs of our student veterans. As a full-service veteran's office, the counselor addresses special concerns, such as benefits eligibility requirements, tutorial assistance, and academic credit for military experience. Other services available include, but are not limited to:

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

CUNY York College is a term-based institution. This school allows new and continuing students to enroll twice a year (Fall and Spring) in standard length terms and offers programs in semester hours. A total of four (04) supported students enrolled in a program at CUNY York College.

- To qualify for full-time benefits, you must enroll for a minimum of 12 credits
- To qualify for 3/4 time benefits, you must enroll for a minimum of 9 credits
- To qualify for 1/2 time benefits, you must enroll for a minimum of 6 credits
- To qualify for 1/4 time benefits, you must enroll for a minimum of 3 credits

Student	Semester Hours Enrolled	Training Time	Conversion
1	3	¼ time	0.25
2	6	½ time	0.50
3	9	¾ time	0.75
4	12	Full-time	1.00

Is it possible to attain college credit for military service?

Veterans who are matriculating students may earn up to 18 credits in United States Armed Forces Institute courses, in which they have passed final exams, and for other military education and training. The decision regarding the granting of credit for these courses resides with the individual's college degree programs. Students proposing unique or interdisciplinary majors through CUNY's individualized degree program, CUNY Baccalaureate, may be eligible to receive up to 30 credits for documented military coursework or training.

Please Note: The Office for Veteran Affairs at York College is responsible for informing the U.S. Department of Veterans Affairs when a veteran has been dismissed from the college for poor academic performance and/or for not making satisfactory academic progress. The Office of Veterans Affairs at York College serves as a liaison between the student and Regional Offices in Buffalo and New York City. A veterans' manager is available full-time and is located in Academic Core Building, Room 2D07.

York College Intercollegiate Athletics and Recreation

Mission and Goals

The York College Intercollegiate Athletics and Recreation Department is committed to excellence in athletics and recreation as part of a larger commitment to enriching the lives of our students through institutional pride, intellectual growth and personal well-being as individuals and global citizens.

Goals:

1. To maintain academic integrity and eligibility to ensure our student-athletes reach their educational goals.
2. To facilitate the improvement of our athletic programs and the overall student-athlete experience through the recruitment, retention, and growth of our diverse population in order to compete for conference championships.
3. To strengthen the department's contributions to and relationship with the college community and its neighboring communities.
4. To enhance our financial position through the development of our facilities, alumni relations, sponsorships/ partnerships and fundraising endeavors to ensure budget sufficiency.

About Athletics

York College, home of the Cardinals, offers 17 varsity teams that compete at the National Collegiate Athletic Association (NCAA) Division III level as a member of the City University of New York Athletic Conference (CUNYAC).

Men's Sports

- Basketball
- Cross Country
- Soccer
- Swimming
- Tennis
- Track and Field (Indoor)
- Track and Field (Outdoor)
- Volleyball

Women's Sports

- Basketball
- Cross Country
- Track and Field (Indoor)
- Track and Field (Outdoor)
- Soccer
- Softball
- Swimming
- Tennis
- Volleyball

Brief History

The Cardinals have captured 31 CUNYAC Championships in their history, with the most coming from Men's Outdoor Track and Field, with seven overall. In 2010, York College took home five conference championships, the highest single season total in school history.

Prospective Student-Athlete Form

Take the next step to becoming a student-athlete at York College by submitting a prospective student-athlete form by visiting www.yorkathletics.com/psa

Facilities

York College offers numerous athletic facilities on its campus, including:

- Locker rooms (heated)
- Indoor Track
- Fitness Center and Weight Room
- Gymnasium (2,500-person capacity)
- Swimming Pool (six-lanes, heated)
- Outdoor Athletic Field
- Outdoor Throwing Cage
- Tennis Courts (six courts)
- Handball Courts (three courts)
- Outdoor Track (six lanes)
- Turf Soccer Field

Athletic Eligibility

To be eligible to participate in intercollegiate athletics, a student must:

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1. Meet the admissions requirements of the college
2. Be a full-time matriculated student carrying at least 12 credits (or equivalent)
3. Meet the minimum requirements for good academic standing and making reasonable progress toward degree
4. Comply with NCAA Division III rules and regulations, as well as meeting conference (CUNYAC) eligibility requirements
5. Student-athletes are eligible to compete in four seasons of intercollegiate competition in any one sport, over the course of a maximum of 10 full-time semesters (or 15 quarters) of college attendance

Sports Medicine

Sports Medicine coverage is provided to all York College student-athletes by the Head Athletic Trainer (AT). Our certified athletic trainer works in conjunction with the Office of Public Safety and Team Physician in case of emergency or injury.

Strength and Conditioning

A comprehensive strength and conditioning program is available for all varsity teams and individual student-athletes under the direct supervision of our Head Strength and Conditioning Coach.

Connect with Us

The general contact number for the Athletics Department 718.262.5114. Phone numbers and email addresses for a specific coach or staff member can be found by visiting: www.yorkathletics.com/directory.

Website www.yorkathletics.com

Facebook <https://www.facebook.com/yorkathletics>

Instagram www.instagram.com/yorkcardinals

X (formerly Twitter) www.twitter.com/yorkcardinals

YouTube www.youtube.com/yorkathletics

Recreation and Intramurals

Health and Physical Education (HPE) Building, Room 109

718-262-5107

www.yorkathletics.com/recschedule

Recreation

The following facilities are available to all students, faculty, staff, and alumni of York College during specified hours. Recreation schedules are available prior to the start of each semester and reflect the normal hours of operation. A copy of the schedule can also be obtained at the Recreation and Intramural Office or website.

- Gymnasium
- Indoor Track
- Fitness Center
- Multi-Purpose Room
- Swimming Pool
- Outdoor Athletic Field
- Tennis Courts (seasonal)

Recreation Rules

- A valid York College ID must be presented to Recreation staff in order to use the recreational facilities. ID will be held until completion of workout.
- Proper attire must be worn at all times:
 - Gymnasium: t-shirt, shorts or sweatpants, and sneakers
 - Pool: Nylon or Lycra swimsuits (no shorts)
- No outside food or drink is permitted in the recreation facilities
- Lockers are available on the lower levels and are for **daily-use only**
- Personal belongings, such as coats, bags, books etc. are **not** permitted to be left in the recreational spaces
- All participants must adhere to York College's code of conduct
- Clothes must be changed in community locker rooms only, or faculty locker rooms as assigned

Intramurals

York College Athletic Department hosts a wide range of intramural events throughout the academic year. These activities are designed for the participation, recreation, and enjoyment of the entire campus community including faculty, staff, undergraduate and graduate students. It is our goal to actively promote college community engagement through health and recreational activities and events, including the following:

- Badminton
- Basketball
- Dodgeball
- Flag Football
- Pickleball

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- Running
- Soccer
- Tennis

All activities are co-ed. Please refer to www.yorkathletics.com/recschedule and postings campus-wide for the intramural schedule of events. If you have any questions or are interested in registering for an event please contact us directly at 718-262-5107, visit the Intramurals, in person, or register online.

The Equity in Athletics Disclosure Act

The Equity in Athletics Disclosure Act (EADA) is designed to make prospective students aware of a school's commitment to providing equitable athletic opportunities for its men and women students. All co-educational institutions of higher education that participate in a federal student aid program must prepare an EADA Report by October 15. Institutions must also report data to the U.S. Department of Education via a mandatory online survey. Data collected in this survey are published by the Office of Postsecondary Education on the Equity in Athletics Data Analysis Cutting Tool website located at <http://ope.ed.gov/athletics>. Please see the York website for the certificate noting submission.

Student Activities

Office of Student Activities

Academic Core Building, Room 1E01
718-262-2285

The Office of Student Activities (OSA) is responsible for advising, guiding and assisting students who are interested in starting or joining clubs and organizations. Any group of students wishing to organize a club or organization should contact Student Activities for information about the guidelines and procedures for chartering an organization. The staff works closely with student organizations in planning, organizing and implementing their programs and events to help ensure their activities are successful. Additionally, OSA has responsibility for providing guidance to and advising the Student Government Association, administrative oversight of the student newspaper, Pandora's Box, and supervises the operations of the online radio station.

Student Government Association (SGA)

Academic Course Building, Room 1G04
718-262-2888

The Student Government Association is comprised of student senators elected by the student body. The SGA Senators meet, discuss, and act upon critical issues that impact students from an academic and social standpoint. The Senators serve on the York College Faculty/Student Senate, York College Association, York College Auxiliary Enterprises, Technology Fee Committee and various other committees that affect the campus environment. Members of the SGA also participate in a leadership training conference where they are taught skills and techniques that help them become better leaders.

Radio Station

Academic Core Building, Room 1G06G
718-262-5293

The York College Radio Station (YCRadio.org) was created within the Division of Student Development to give students an academic and recreational resource that fosters interest in radio broadcast production and communications technology. YCRadio.org streams online at www.york.cuny.edu/ycradio, the YC Cardinal App, and TuneIn, with shows featuring music, sports, and discussions of 'hot topics' by current students, faculty scholars, and guests. They provide hands-on experience for our students.

Pandora's Box

Academic Core Building, Room 2C13
718-262-2529

Pandora's Box is the official newspaper of York College which appears monthly as a print edition with breaking news stories posted on the website yorkpbnews.net.

Produced primarily by Journalism majors but open to all students, Pandora's Box covers a wide variety of topics of interest to the York, with sections for news, arts and entertainment, opinion and sports. Students who work on the editorial staff are paid per issue, staff writers and photographers are paid per article or photo. The website features all the print articles as well as broadcast and radio pieces produced by students interested in television, radio and podcasting. Students are encouraged to utilize the newspaper as a platform to produce a portfolio upon graduation to show to prospective employers or graduate school admissions officers.

York College Online Bookstore

The York College Online Bookstore, powered by *Textbook*, operates entirely online. Students can purchase swag, books, and materials through the online bookstore, supporting student-focused programs and services and are provided with comparison prices for new, used, rental, and eBook options. Textbooks can be ordered online and shipped to your home, while digital course materials are accessed via email.

Features:

- Quick ordering process - complete your entire order in 5 minutes

York College

- New, used, eBook, and rental textbook formats
 - An average savings of 60% off list price on Marketplace items
 - Price match guarantee on new books
 - Optimized for Mobile - it's easy to order from a smartphone or tablet
 - Free shipping on retail orders over \$49 (not including Marketplace)
 - Post and sell any textbook on the website's Marketplace - you name the price
 - Convenient Delivery: Textbooks are shipped to your home, while digital materials are sent via email
- Visit the Online Bookstore to order all of your course materials and don't forget your York Swag!
- Need Help? Contact the Bookstore's Customer Service team

Tuition and Fees

Important Notice of Possible Changes: 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.

Office of the Bursar

Academic Core Building, Room 1H01

email: Bursar@york.cuny.edu

webpage: <https://www.york.cuny.edu/bursar>

The Office of the Bursar is responsible for the collection of tuition and fees and manages financial transactions between students, the college, and the community. The Office adheres to departmental, college, university, state, and federal policies and procedures.

All tuition and other fees listed in this Graduate Bulletin, and in any registration material, issued by the college are subject to change. In the event of any increase in fees or tuition charges, payments already made to the college will be treated as partial payments, and notification will be given of the additional amount due and the time and method of payment. For more information, visit the Office of the Bursar webpage.

Application Fee

Students applying for graduate admission are required to pay a non-refundable fee in the amount of \$75 payable to CUNY York College.

Commitment Deposit

All students admitted to masters and professional programs are required to pay a commitment deposit of \$250. A student admitted to a graduate program may request a return of their commitment deposit by April 1 immediately prior to the beginning of the fall semester to which they committed to attending the graduate program. The graduate program shall return the commitment deposit to the student within 30 days of such a request.

Payment of Tuition and Fees

Students must be prepared to pay all tuition and fees associated with their registration by the payment due date. The Office of the Bursar will not mail bills. Students may view their bills on CUNYfirst. Once a student registers for classes, that student assumes financial responsibility. If the student chooses not to attend, the student must drop the courses before the first day of classes to avoid any tuition liability. Failure to do so automatically entails a financial obligation on part of the student.

Interest-free tuition payment plans are available through Nelnet during the summer, fall, and spring semesters. Students must enroll online through their CUNYfirst accounts. For additional information, Nelnet representatives are available Monday through Friday, 8:00a.m. to 10:00p.m., and Saturday 9:00a.m. to 3:00p.m., at 888-470-6014.

Students may opt to pay their tuition and fees online by using the CUNYfirst ePayment options that include eCheck and eSavings.

Cash, money orders, bank checks, certified checks, and personal checks are accepted at the Office of the Bursar service window. Checks and money orders must be made payable to York College and have a current date. Third-party, postdated checks, credit, and debit cards will not be accepted. Personal checks are not accepted for prior semesters. A student who issues a check or eCheck payment that is either returned by the bank or not processed by the processing company will be liable for tuition and fees, in addition to a \$20.00 reprocessing fee. Also, checks will not be accepted for future payments and a negative service indicator will be placed on the student's account. A Stop payment on a check does not cancel the student's registration. A student must officially withdraw.

If students do not make full payment of their tuition and fees and other college bills, accounts will be turned over to a collection agency six months after the end of the semester. Students will be responsible for all collection costs, in addition to the amount owed to the college. Nonpayment of default judgment against the student's account may be reported to a credit bureau and reflected in his/her credit report. Accounts in collections must be paid directly to the collection agency; the Office of the Bursar cannot collect these debts.

For billing and payment information, refer to the Office of the Bursar's website

UNDERGRADUATE	NEW YORK STATE RESIDENTS	NON-RESIDENT AND INTERNATIONAL STUDENTS
Full-time	\$3,465 per semester	\$620 per credit
Part-time	\$305 per credit	\$620 per credit
Non-Degree	\$445 per credit	\$915 per credit
Online Degree Program	\$305 per credit	\$350 per credit
GRADUATE	NEW YORK STATE RESIDENTS	NON-RESIDENT AND INTERNATIONAL STUDENTS
Full-time	\$5,545 per semester	\$855 per credit
Part-time	\$470 per credit	\$855 per credit
Online Degree Program	\$470 per credit	\$855 per credit
Maintenance of Curriculum	\$225 per semester	\$370 per semester
Excellence Fee	\$800 per semester	\$800 per semester
Excess Hours	\$65 per excess contact hour	\$85 per excess contact hour
MASTERS IN SOCIAL WORK	NEW YORK STATE RESIDENTS	NON-RESIDENT AND INTERNATIONAL STUDENTS
Full-time	\$7,315 per semester	\$1,000 per credit
Part-time fewer than 12 credits	\$620 per credit	\$1,000 per credit

Tuition and fees set forth in this publication are similarly subject to change by action of the Board of Trustees of The City University of New York at any time. In the event of any increase in the tuition or fees, payments already made will be treated as a partial payment. Notification will be given of the additional amount due and the required date of payment. The University regrets any inconvenience this may cause.

Occupational Therapy Dual Program - Combined BS/MS Program

- Students in combined programs will pay undergraduate tuition rates up to 120 credits, or the number of credits required to earn a baccalaureate degree in that particular program. Any credits taken after that number (120) toward the combined degree are to be paid at the graduate level.
- Students enrolled in the BS/MS degree Occupational Therapy program who have earned greater than 120 credits will be charged graduate tuition. Students identified as undergraduates during the registration process will be retroactively charged graduate tuition if, upon the completion of courses they are currently taking, they have earned greater than 120 credits.

Association, University Student Government and Consolidated Fees

FEE	FULL-TIME	PART-TIME
Association Fee	\$72.15	\$52.15
Consolidated Fee	\$15.00	\$15.00
Technology Fee	\$125.00	\$62.50
University Government Fee	\$1.45	\$1.45
Total Per Semester	\$213.60	\$131.10
Academic Excellence Fee*	\$800.00	\$800.00
* Physician Assistant program only		

Explanation of Student Fees

FEE	DESCRIPTION
Consolidated Fee	The Consolidated fee of \$15.00 ensures the continuation, expansion, and establishment of critical university-wide services for all students. These services include but are not limited to the external processing of financial aid applications, the immunization program, the job location/ development program, system-wide tuition and fee collections by the Office of the University Controller, and the administration of various tests, such as the skills assessment tests.
Developmental Course Fee	All courses taken by part-time students will be charged on a credit basis except developmental courses which will be charged on an equated hours basis. Courses with excess hours due to laboratory or field work will be charged on a credit basis for part-time students. The tuition charged part-time matriculated students on a per credit basis in any one semester may not exceed the semester rate. In developmental courses where the hours exceed the credits, the equated hours will be used instead of credits to determine full or part-time status and fees.
Duplicate Diploma Fee	To obtain a duplicate diploma, the cost is \$30.00.
Duplicate Identification Card	To obtain a duplicate ID card, the cost is \$10.00.
Excess Hours Fee	Graduate students taking classes that have more contact hours than credit hours pay an excess contact hour charge. For example, if a 3-credit class meets 5 hours a week, a New York State resident student pays \$65 per excess contact hour (\$130 for 2 extra hours), and a non-New York state resident pays \$85 per excess contact hour (\$170 for 2 extra hours).
Late Registration Fee	A charge of \$25.00 is made for registration after the close of the official registration period. This fee is not refundable.
Material Fee	Material fees support costs that are unique to a specific class which would be considered above and beyond the cost of instruction and basic instructional materials and equipment. Fees may be charged for materials used in laboratory, studio, and other situations.
Non-payment Service/Late Payment Fee	Students who are delinquent in paying tuition and fees by the college's established due dates will be required to pay a \$15.00 fee for each missed due date in addition to all other outstanding college obligations.
Readmission Fee	Students who are readmitted to the University after an absence of three consecutive semesters (exclusive of summer session) shall be required to pay a readmission fee of \$20.00. This fee is not refundable.
Returned Check Processing Fee	When a student's check is tendered to the college as payment of a liability and the check is not honored by the bank upon which the check is drawn, the student shall be charged a reprocessing fee. A separate \$20.00 fee will be charged for each check that requires reprocessing. Electronic payments, made online, that are rejected for any reason will also be charged a reprocessing fee. The student will be required to satisfy the obligations, the returned check processing fee and a non-payment service fee of \$15.00 for each due date missed. If a check or eCheck (electronic payment) is returned for any reason, the student's check writing privileges will be revoked.
Special Examination Fee	When a student requests an examination at a time other than the scheduled time, and permission is granted by the College, a Special Examination fee is charged at the rate of \$25.00 for the first examination and \$5.00 for each additional examination.
Student Activity Fee	The Student Activity fee of \$72.15 for full-time students and \$52.15 for part-time students is assessed for student government and other student activities.
Student Senate Fee	The Student Senate fee of \$1.45 is a component of each college's student activity fee to be allocated by the University Student Senate.
Technology Fee	The full-time technology fee of \$125 or the part-time fee of \$62.50 will be added to the bill. The technology fee for the summer session is \$62.50. The technology fee is non-refundable. However, if the following occurs, a refund will be granted: <ul style="list-style-type: none"> • The college cancels a course or courses causing the student to drop below full-time • The student is incorrectly billed by the college • The student officially withdraws prior to the first day of the semester/session
Transcript Fee	This fee will be waived for transcripts to units of CUNY. Transcript requests must be made online. For further information, visit the Office of the Registrar's webpage at www.york.cuny.edu/registrar .
Transportation Fee	Transportation fees include admission, entry, event, or participation costs for out-of-classroom experiences and related travel costs to off-campus events or experiences.

Refund Policy

The date on which the change of program and/or the withdrawal is submitted to the College through Schedule Builder, CUNYfirst or the Registrar's Office is considered the withdrawal date, not the last date of attendance in class. It is the official date of the student's withdrawal and will serve as the basis for computing any refund granted to the student. No portion of the Association Fee, University Government Fee, Technology Fee, Consolidated Fee, Special Fees or Penalty Fees are refundable.

Refund Schedule

See the Academic Calendar on the College's website.

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

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

Bursar Holds

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

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 that have been established for The City University of New York.

Graduate Courses with Material and Transportation Fees

SUBJECT	COURSE NUMBER	COURSE DESCRIPTION	FEE
HPPA	502	Physical Diagnosis I	100.00
HPPA	504	Clinical Anatomy	100.00
HPPA	522	Physical Diagnosis II	100.00
HPPA	530	Evid Based Med & Hlth Info	150.00
HPPA	540	Clinical Correlations Sem I	100.00
HPPA	552	Clinical Correlations Sem II	100.00
HPPA	554	Emergency Medicine	100.00
HPPA	556	Clinical Skills	100.00
HPPA	650	Surgery Clinical Rotation	200.00
HPPA	652	Internal Med Clinical Rotation	200.00
HPPA	654	Pediatric Clinical Rotation	200.00
HPPA	656	Emerg Med Clinical Rotation	200.00
HPPA	658	Long Term Care Clin Rotation	200.00
HPPA	660	Psychiatry Clinical Rotation	200.00
HPPA	662	Ob/Gyn Clinical Rotation	200.00
HPPA	664	Ambulatory Care Clin Rotation	200.00
HPPA	668	Family Prac Clinical Rotation	200.00
PHS	502	Pharm Discovery & Develop Tech	75.00

Financial Aid: Graduate Students

The Office of Financial Aid

Academic Core Building, Room 1M08

718-262-2230

email: finaid@york.cuny.edu

webpage: <https://www.york.cuny.edu/financial-aid>

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

The Financial Aid office offers both remote and in-person services to students. Please check the schedule on our website for in-person and virtual hours. We have also established a secure portal on our website where sensitive documents can be loaded.

The Cost of Education

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

Federal Aid

For most of the graduate student financial aid programs administered by the Federal Government, you need to complete the Free Application for Federal Student Aid (FAFSA) first so that financial need is established. The application is available at <https://studentaid.gov/h/apply-for-aid/fafsa> and the York College federal code is 004759. Updated information is maintained on the College's Financial Aid website.

Federal Work Study Program (FWS)

Federal Work-Study is a program which provides employment for students with financial need. The program encourages community service and work related to the student's course of study. Jobs are available both on and off campus. The FWS award amount depends on the level of need and availability of funds. To be considered, you must be a U.S. citizen or eligible non-citizen, enrolled at least half-time. In the event that more students are eligible for FWS

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than there are funds available, preference is given to students who have a greater financial need and have completed applications on file while funding is available.

Federal Direct Unsubsidized Stafford Loan

The Direct Stafford Loan program allows full-time and part-time students to borrow money directly from the federal government. The loans must be paid back beginning six months after graduation or dropping below half-time enrollment. Interest accrues while the student attends school. This interest may be paid or added to the loan. The latest interest rate information can be found at <https://studentaid.ed.gov/sa/types/loans/interest-rates>. You should be aware that once you begin receiving federal assistance, you must maintain good academic standing and must make satisfactory academic progress toward the completion of your degree in order to continue receiving aid.

PLUS Loans

Students are eligible to borrow under the PLUS Loan Program up to their cost of attendance minus other estimated financial assistance in the Direct Loan Program. The terms and conditions applicable to Parent PLUS Loans also apply to Graduate/Professional PLUS loans. Requirements include a determination that the applicant does not have an adverse credit history.

Application Form

Applicants for these loans are required to complete the Free Application for Federal Student Aid (FAFSA).

Federal Programs for Graduate Study

Financial Aid Program	Maximum Annual Amount	Maximum Total Amount	Program of Study	Application	Basis for Eligibility
Federal Direct Unsubsidized Loans	\$20,500 (less subsidized loan amount awarded)	\$138,500 (combined undergraduate and graduate subsidized and unsubsidized loans)	All	FAFSA, and complete Entrance Counseling and Master Promissory Note (MPN) at studentaid.gov	General eligibility
Federal Grad/Professional PLUS Loans	Cost of Attendance	Varies	All	FAFSA, and complete Entrance Counseling and MPN at studentaid.gov	General eligibility and credit worthy
Federal Work Study	Varies	Varies	All	FAFSA	General eligibility and financial need

Federal Programs for Graduate Study

Amounts

There are no set annual or aggregate limits. You may borrow up to your full cost of attendance, minus any other financial aid you receive (including Direct Subsidized Loans, Direct Unsubsidized Loans, scholarships, and certain fellowships).

Interest Rate and Repayment

Direct PLUS Loans have a fixed interest rate which can be found at <https://studentaid.ed.gov/sa/types/loans/interest-rates>. This interest rate will not change throughout the life of your loan. Graduate PLUS borrowers have nearly all the repayment options that Direct Loan borrowers have. The exception is that the Direct Loan Income Contingent Repayment Plan is not an option for Direct PLUS Loan borrowers. Repayment begins on the date of the last disbursement of the loan and the first payment is due within 60 days after the date the loan is fully disbursed. A Graduate PLUS borrower may receive a deferment while he or she is enrolled on at least a half-time basis at an eligible school. Upon dropping to less than half-time enrollment status, the borrower is not entitled to a grace period on his or her PLUS loans.

Qualifying Credits and Program

You must be enrolled at least half-time in a graduate or professional program (for example, a program that leads to a Master's Degree or to a law or medical degree), and must meet all of the other general eligibility requirements for the Federal Student Aid programs. In addition, you must not have an adverse credit history (a credit-check will be done).

Additional Information

The Graduate and Professional Student PLUS loan will not reduce eligibility for the Stafford Loan, but the PLUS loan limit will take the amount borrowed under the Stafford Loan into account. The PLUS loan is limited to cost of attendance minus aid received, as certified by the school.

Satisfactory Academic Progress

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

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In order to be making satisfactory academic progress toward a degree, for purposes of receipt of Title IV Federal Assistance, a graduate student must:

- Maintain a minimum GPA of 3.0 or better, or have an academic standing consistent with the requirements for graduation
- Attempted no more than 150% of the credits normally required for completion of the degree
- Accumulated credits equal to or greater than two-thirds the cumulative credits attempted

All students will be measured against the satisfactory academic standard at the end of the spring term to determine eligibility for receipt of Title IV student financial assistance for the upcoming year. Students are notified via email and their CUNYfirst account. Students who fall beneath the conditional standard may petition the Committee on Satisfactory Academic Progress (CSAP) to retain their eligibility for receipt of Title IV Federal Student Assistance. These appeals will be evaluated for mitigating circumstances resulting from events such as personal illness, injury, and personal tragedy, and for indicators that the student will achieve the appropriate standard. A successful appeal will result in a one or two-semester probationary plan or period during which the student must meet the appropriate standard.

Other than having eligibility restored through filing a successful appeal, a student on financial aid suspension may regain eligibility only by taking action that brings him or her into compliance with the appropriate progress standard. The mere passage of time is insufficient to restore Title IV eligibility to a student who has lost eligibility due to not meeting the SAP standard. Therefore, students may not re-establish eligibility solely by leaving the institution for at least a year because this action, by itself, would not bring the student into compliance for Title IV Satisfactory Academic Progress.

If a student is on financial aid suspension at the beginning of the academic year for not meeting one or more components of the federal Satisfactory Academic Progress standard, but meets them at some point later in the academic year, he or she may regain Title IV eligibility upon request of review of academic record.

For more information, please visit the Office of Student Academic Services website or email Osas@york.cuny.edu.

Actions that Can Affect Financial Aid Eligibility

Course Withdrawals

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

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

Repeated Courses

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

Note: Federal aid permits repeat of a previously passed course only once.

Withdrawals and Return of Federal Financial Aid

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

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

Your withdrawal date may be determined by the college as:

- The date you notified the Office of the Registrar
- Or the midpoint of the semester, if you withdraw without notification

Public Safety

Office of Public Safety

Academic Core Building, Room 1M02

718-262-2222

webpage: <https://www.york.cuny.edu/public-safety>

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To report an incident, please call or visit the Public Safety Office.

Established in 1991, the CUNY Public Safety Department was created to ensure that those who attend any of CUNY's 25 institutions do so in a safe and comfortable environment. CUNY Public Safety Officers are sworn Peace Officers with authority granted by the City of New York. They are designated as New York State Peace Officers in accordance with Section 2.10, subsection 27 of the New York State Criminal Procedure Law.

At York College, the members of the Office of Public Safety strive to serve the York community with professionalism, integrity, and compassion, emphasizing the importance of building trust and legitimacy between CUNY Public Safety and our campus community. The campus is monitored 24/7, 365 days a year.

Campus Peace Officers (CPOs) Officers undergo approximately five months of rigorous training at The CUNY Public Safety Training Academy, covering a wide range of topics, including first aid, cardiopulmonary resuscitation (CPR), life safety, and how to effectively handle situations that may occur on a college campus and in the surrounding community. CPOs can be recognized by their navy-blue uniforms.

Campus Security Assistants (CSA) are employed as security guards in accordance with Article 7A of the General Business Law. CSAs do not have arrest authority above that of a private citizen. Their primary duties include observing, reporting, and preventing criminal activity while helping to create a welcoming environment for our campus community members. They can be identified by their light blue uniform shirts.

All York College Department of Public Safety personnel wear distinctive uniforms and carry two-way radios. Additionally, York College has a New York State Certified Emergency Medical Technician (EMT) to assist with medical emergencies. All Public Safety personnel are trained in first aid, CPR, and other emergency response procedures to ensure the safety and well-being of the college community.

Campus Peace Officers ensure compliance with federal, state, and local laws, as well as University policies and procedures. Although Campus Peace officers are not NYPD police officers, they have Law Enforcement powers on all CUNY campuses and within the State of New York. This allows officers to make arrests and search and seize evidence in connection if a crime is committed in their presence or if reasonable grounds exist that a felony has been committed by the person being arrested. The York College Public Safety Department maintains a strong working relationship with the New York City Police Department (NYPD) and other local, state, and federal authorities.

Our officers are not only dedicated to safety but also to education and community engagement. They provide workshops and training sessions for the college community on topics such as personal safety, emergency preparedness, and crime prevention. Many members of the department are York College alumni or CUNY graduates, bringing a personal commitment to the safety and success of the community they serve.

Campus Access

During business hours, all individuals entering the campus must sign-in and have legitimate campus business. Students must present a valid student ID, either virtual or card. Students from other CUNY campuses who wish to use the Library must present a current valid CUNY ID and sign-in as visitors.

No access is permitted after business hours (approximately 11:30 PM). Only staff and faculty, with permission from their Chairs or department heads, are allowed on campus after closing. No students will be permitted once the campus is closed unless they have express written special permission from the Chair of a department and approval from the Director of Public Safety or their designee.

Visitors

To access the campus premises, all visitors are required to provide a valid photo identification and demonstrate an official purpose for their presence at the college upon registering with Public Safety. It is mandatory for visitors to retain their guest pass, if provided to them, throughout their visit and to be prepared to present it upon the request of any college official.

Persona Non-Grata Guidelines

The college has the right to restrict campus access to visitors (non-students and non-employees) whose conduct violates York College or CUNY rules, policies, or applicable New York State Law. This restriction may include revoking identification cards and implementing other access limitations. Any member of the campus community who violates the Henderson rules or campus code of conduct may be reported to Student Affairs, the Provost, or the appropriate department director. Unauthorized individuals who trespass, force their way or unlawfully remain on campus property may face arrest. Visitors are not allowed to enter or remain on campus for the purpose of recording officials or college facilities without express written consent from the College President or their designee. Filming in office areas, unless it is part of a college-sanctioned activity or conducive to college business, is not authorized and may violate FERPA.

Commendations, Complaints, and Information

Complaints and requests for information concerning Public Safety services should be made to Chief James Assmann, the Director of Public Safety, at: Citizen Commendations, Complaints, & Reports - Public Safety - York College (cuny.edu)

Reporting a Crime

All crimes against persons and property should be reported as soon as possible to the Office of Public Safety. Incidents can be reported in person at the Public Safety office, by phone, or to any uniformed officer on campus. The Office of Public Safety will assist in reporting crimes to the NYPD as necessary.

Even if you do not wish to pursue action with the college or criminal justice system, please make a confidential report to the Public Safety Office. This helps keep an accurate record of incidents, determine crime patterns, redeploy security officers as needed, and alert the campus community to potential dangers.

We strive to serve York College with professionalism, integrity, and compassion, emphasizing the importance of building and maintaining trust and legitimacy between CUNY Public Safety and our campus community.

York College

Please be advised that Public Safety Officers are considered a Campus Security Authority, meaning they are required to report and share major incidents conveyed to them, including crimes or issues that are sensitive in nature, such as sexual harassment or misconduct.

Evacuations

During an evacuation, locate the nearest safest exit and leave the premises quickly and calmly. Each campus building has designated areas of assembly for disabled persons for evacuation in an emergency situation.

Techniques for evacuating disabled persons vary with the nature of the disability. If a person with a disability cannot evacuate, they should be moved to a designated enclosed fire stairwell that is a good distance away from the hazard.

Evacuation Assembly Areas for Disabled Persons

Designated disabled emergency evacuation areas have been established and are clearly marked "Evacuation Assembly Area" in the following locations:

A-Core Building:

- Lower Level - LB Corridor Inside Stair #7 and LF Corridor Inside Stair #4
- 1st Floor - 1D Corridor in Front of Cafeteria (Handicap Ramp Situated at Liberty Ave entrance/exit on 1st floors)
- 2nd Floor - 2D Corridor in Stairwell #2
- 3rd Floor - 3D Corridor Next to Stair #2, 3F Corridor Next to Stair #3 and Inside of Library Next to Stair #9. 3H Corridor next to Stair #11
- 4th Floor - 4F Corridor Next to Stair #3 and 4M Corridor Next to Stair #8

Classroom Building:

- Stairway adjacent to the elevator

Science Building:

- Stairway adjacent to the elevator
- Lower Level Exit to Evans Road

HPE Building:

- Lower Level Exit to South Field

Emergency Response Guide

An Emergency Response Guide has been designed to provide essential information on what you should do and whom you should immediately contact when confronted with different emergencies, both natural and man-made, that could happen in a campus setting. For more detailed information, please visit the Emergency Response Guide on the York College website Public Safety - York College (cuny.edu)

Parking

For information about on-campus parking, please visit the Public Safety webpage.

York College ID Cards

Every member of the college community is required to carry a validated ID card or virtual ID while on campus. Campus ID must be presented upon request by a Public Safety Officer or college official anytime. Refusal to present the ID card will result in denial of campus access. ID cards are non-transferable and may not be used by any other person.

Requirements

To obtain a York College ID, students must be registered for classes and have an official ID such as a passport, driver's license, state ID card, or immigration card. New students must follow the MY ID instructions to obtain their network account. These instructions can be found by clicking the link "MY ID" or by visiting our Welcome Center located on the second floor of the Academic Core building, close to the Guy R. Brewer entrance. New students should also receive instructions through email after they've registered for classes. Once you have obtained your network account, please follow the steps below.

- Your photo must be taken against a solid color background
- You must be facing straight toward the camera
- The top of your head and sides must be completely visible in the photo
- You cannot wear a hat or dark sunglasses
- No image filters
- After cropping, your final photo must be at least 480 pixels wide by 600 pixels high. JPG format only.

During times of high demand, the preparation of your ID might require 5-10 days. While waiting, you'll be able to access the campus by presenting a valid photo ID along with either the Cardinal App or evidence of your course schedule.

To upload a self ID photo and proof of identity, please follow the instructions provided above. Students are not obligated to have a physical ID, but they may request one after completing the steps for the YC digital ID. If you select the option for a physical student ID card, you will be contacted via email when your ID Card is ready for pickup at the Public Safety office.

To access your ID pass:

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1. Download the Cardinal app
2. Login to the app with your York College Network Account
3. Tap on the YC ID tab to display your ID (login required every 30 days)

Note: Both the YC Cardinal App and the Digital ID use the York College Network Account. Learn more about your accounts by visiting the MY ID webpage.

Lost ID Card Replacement Procedure

1. The department will check for returned cards
2. Student info verified on CUNYfirst
3. Lost ID replacement form completed with approved Public Safety personnel initials
4. \$10.00 replacement fee paid at Bursar
5. Upon receipt of proof of payment, a replacement ID card will be issued

York College Full-time Faculty

School of Arts & Sciences

Department of Behavioral Sciences

Jacob Apkarian, Associate Professor
William Ashton, Associate Professor
Olga Berwid, Associate Professor
Donna Chirico, Professor
Kristin Davies, Associate Professor
Robert Duncan, Associate Professor
Michele Gregory, Professor
Julieanne Guadalupe, Lecturer Doctoral Scholar
Ian Hansen, Professor
Robin Harper, Professor
David Johnson, Assistant Professor
Tania Levey, Professor
Deborah Majerovitz, Professor
Kathariya Mokrue, Associate Professor
Lawrence Preiser, Assistant Professor
Michael Sharpe, Professor
Anthony Sparacino, Assistant Professor
Xiaodan Zhang, Associate Professor

Department of Biology

Ivica Arsov, Professor
Laura Beaton, Associate Professor
Alexander Birk, Assistant Professor
Louis Bradbury-Boyd, Associate Professor
Andrew Criss, Lecturer Doctoral Scholar
Maria Pia Di Bonaventura, Lecturer Doctoral Scholar
Lesley Emtage, Associate Professor
Virginia Garcia Marin, Assistant Professor
Shao-Ying Hua, Associate Professor
Louis Levinger, Professor
Dina Lipkind, Assistant Professor
Margaret Macneil, Professor
Gerard Mcneil, Professor
Monica Mowery, Assistant Professor

Department of Chemistry

Thushara Abeyweera, Lecturer Doctoral Scholar
Dex-Ann Brown-Grant, Lecturer Doctoral Scholar
Deb Chakravarti, Professor
Emmanuel Chang, Professor
Ruel Desamero, Professor
Stephen Fearnley, Professor
Catherine Foster, Lecturer Doctoral Scholar
Jong-ill Lee, Professor

York College

Panayiotis Meleties, Professor
Daniele Musumeci, Associate Professor
Chitra Narayanan, Assistant Professor
Adam Profit, Professor
Daniel Robie, Assistant Professor
Yolanda Small, Associate Professor
Zhu Zhou, Associate Professor

Department of Earth and Physical Sciences

Ratan Dhar, Professor
Andrew Edmonds, Assistant Professor
Nazrul Khandaker, Professor
Timothy Paglione, Professor
James Popp, Professor
Zachary Richards, Lecturer
Dawn Roberts Semple, Associate Professor

Department of English

Sundee Bisla, Associate Professor
Raquel Coy, Lecturer
Julian Dean, Assistant Professor
Melissa Dinsman, Lecturer
Douglas Ditoro, Lecturer
Matthew Garley, Associate Professor
Linda Grasso, Professor
Jonathan Hall, Professor
Andrew Heerah, Lecturer
William Hughes, Assistant Professor
Shereen Inayatulla, Professor
Phebe Kirkham, Lecturer
Daniel McGee, Associate Professor
Patricia Milanes, Lecturer Doctoral Scholar
Thomas Moore, Associate Professor
James Papa, Professor
Shoba Parasram, Lecturer
Heather Robinson, Professor
Debbie Rowe, Lecturer Doctoral Scholar
Andrea Silva, Associate Professor
Mehrunnisa Wani, Assistant Professor

Department of History, Philosophy and Anthropology

Roberto Benedito, Lecturer Doctoral Scholar
Annu Dahiya, Lecturer Doctoral Scholar
Nicholas Githuku, Associate Professor
Patricia Haggler, Lecturer Doctoral Scholar
Timothy Kirk, Professor
J. Christopher Kovats-Bernat, Assistant Professor
Kay Neale, Lecturer
Robert Parmet, Professor
Casandra Silva Sibilin, Lecturer

Department of Math and Computer Science

John-Thones Ameny, Assistant Professor
Edoardo Carta-Gerardino, Assistant Professor
Louis Dalotto, Professor
Lidia Gonzalez, Professor
Amar Khoukhi, Lecturer Doctoral Scholar
Farley Mawyer, Professor
Yonghong McDowell, Lecturer Doctoral Scholar
Rishi Nath, Professor
Freya Pritchard, Professor
Thitima Srivatanakul, Assistant Professor

York College

Adefemi Sunmonu, Professor
Virginia Thompson, Associate Professor
Yu Wang, Associate Professor
Radoslaw Wojciechowski, Professor
Tsu Wu, Professor
Danyang Zhang, Associate Professor

Department of Performing and Fine Arts

Mark Adams, Lecturer
Emily Verla Bovino, Assistant Professor
Nina Buxenbaum, Professor
Carly Gieseler, Associate Professor
Maki Hajikano, Professor
Cory Kasprzyk, Lecturer Doctoral Scholar
Thomas Marion, Associate Professor
Harlan Penn, Assistant Professor
Carlos Sandoval de Leon, Assistant Professor
Michael Smith, Associate Professor
Thomas Zlabinger, Associate Professor

Department of World Languages, Literatures, and Humanities

Hamid Bahri, Associate Professor
Aegina Barnes, Lecturer
Margarita Drago, Professor
Linda Gerena, Professor
Samuel Ghelli, Professor
Franklin Gutierrez, Professor
Elizabeth Meddeb, Associate Professor
Marie Narcisse, Assistant Professor
Juana Ramos, Assistant Professor
Zohra Saad, Associate Professor
Fabiola Salek Aseff, Professor
Eva Vasquez, Associate Professor

School of Business and Information Systems

Department of Accounting and Finance

Carlton Barnes, Lecturer Doctoral Scholar
Boadnarine Bharosay, Professor
Rosemarie Carroll, Associate Professor
Robert Clovey, Associate Professor
Ernest Gary, Lecturer
Chris Hsu, Professor
Mary-Jo Kranacher, Professor
Elizabeth Quaye, Assistant Professor
Chaitanand Radhamohan, Lecturer

Department of Business and Economics

Lloyd Amaghionyeodiwe, Professor
Fenio Annansingh-Jamieson, Professor
Wayne Forrester, Lecturer
David Johnson, Lecturer
Abu Kamruzzaman, Assistant Professor
John Kolmos, Assistant Professor
Efsthathia Korkou, Assistant Professor
Yong Kyu Lee, Associate Professor
Phoebe Massimino, Professor
Billy Metallinos, Assistant Professor
Aghajan Mohammadi, Clinical Professor
Adedeji Olugboja, Assistant Professor
Aamir Rashid, Assistant Professor
Joseph Sesay, Lecturer Doctoral Scholar

School of Health Sciences and Professional Programs

Department of Health and Human Performance

Linda Rose Barley, Professor
Jennifer Brite, Assistant Professor
Claudia Calhoon, Assistant Professor
Alex Costley, Associate Professor
Nicholas Grosskopf, Professor
Erin Jacques, Assistant Professor
Vincent Jones, Assistant Professor
Qin Latchman, Assistant Professor
Reinold McNickle, Lecturer
Galila Werber Zion, Associate Professor

Department of Health Professions

Tatiana Brathwaite, Lecturer
Robert Brugna, Associate Professor
Jason Herel, Assistant Professor
Bijay Jha, Assistant Professor
Barbara Orlowski, Lecturer
Harrynauth Persaud, Professor
Lorraine Sanassi, Clinical Professor
Tonya Shearin-Patterson, Assistant Professor
Shawn Williams, Associate Professor
Jeanetta Yuan, Assistant Professor

Department of Nursing

Magalie Alcindor, Assistant Professor
Margarett Alexandre, Associate Professor
Jasmine Bratton-Robinson, Assistant Professor
Patricia Burke, Associate Professor
Vanessa Carew, Clinical Professor
Vivian Carrasquilla, Assistant Professor
Nadine Donahue, Associate Professor
Valerie Kubanick, Assistant Professor
Feafea Peal, Assistant Professor
Stephanie Store, Assistant Professor
Renee Wright, Associate Professor

Department of Occupational Therapy

Donald Auriemma, Professor
Marta Daly, Assistant Professor
Diana Daus, Assistant Professor
Elise Henry, Clinical Professor
Clover Hutchinson, Assistant Professor
Lillian Kaplan, Associate Professor

Department of Social Work

Gila Acker, Professor
Jennette Allen-Mccombs, Assistant Professor
Azzie Forbes, Lecturer Doctoral Scholar
Jennifer Hartmann, Assistant Professor
David Hornung, Assistant Professor
Susan Letteney, Professor
Cathleen Lilavois, Clinical Professor
Vadim Moldovan, Professor
Damien Pratt, Lecturer
Selena Rodgers, Professor
Shirell Roebach, Lecturer

Department of Teacher Education

York College

Xin Bai, Professor
Lindamichelle Baron, Associate Professor
Zena Cooper, Clinical Professor
Kara Hudon, Lecturer
Leslie Keiler, Professor

York College Library

Junli Diao, Associate Professor
John Drobnicki, Professor
Jessica Jackson, Assistant Professor
Njoki Kinyatti, Professor
Meredith Powers, Assistant Professor
Scott Sheidlower, Professor
Todd Simpson, Assistant Professor
Stefka Tzanova, Associate Professor

York College Administration

Claudia V. Schrader, Interim President
Onyekachi Akoma, Executive Director of Facilities
Maureen Becker, Dean, School of Health Sciences and Professional Programs and Interim Dean, School of Business and Information Systems
Carmel Boyle, Executive Director of Human Resources
Derrick Brazill, Provost and Vice President Academic Affairs
Stephannia Cleaton, Interim Director, Marketing and Communications
Ajisa Dervisvic, Assistant Vice President for Budget and Planning
Lori Hoeffner, Assistant Vice President for Institutional Effectiveness and Strategic Planning
Nicholas Jones, Executive Director for Enrollment Management
Claudio Lindow, Assistant Vice President/Chief Information Officer
Arlene Peterson, Interim Chief Diversity Officer, Title IX Coordinator
Russell Platzek, Executive Legal Counsel and Labor Designee
Eduardo Rios, Vice President for Finance and Administration/Chief Financial Officer
James Salnave, Assistant Vice President/Dean of Students
Earl Simons, Executive Director of Government and Strategic Initiatives
Dana Trimboli, Chief of Staff
George White, Interim Dean, School of Arts & Sciences
Karen A. Williams, Vice President for Enrollment Management and Student Affairs

The City University of New York Administration

Administration

Chancellor

Félix V. Matos Rodríguez

Interim Executive Vice Chancellor and University Provost

Daniel E. Lemons

Executive Vice Chancellor and Chief Operating Officer

Hector Batista

General Counsel & Sr. Vice Chancellor for Legal Affairs

Derek Davis

Senior Vice Chancellor for Institutional Affairs and Strategic Advancement and Special Counsel

Glenda Grace

Executive Vice Chancellor and Chief Operating Officer

Hector Batista

General Counsel & Senior Vice Chancellor for Legal Affairs

Derek Davis

Special Counsel & Senior Vice Chancellor for Institutional Affairs and Strategic Advancement

Glenda Grace

York College

Senior Vice Chancellor for Labor Relations

Pamela S. Silverblatt

Vice Chancellor for Facilities Planning, Construction and Management

Mohamed Attalla

Vice Chancellor for Budget and Finance & Chief Financial Officer

Christina Chiappa, Interim

Vice Chancellor for Communications and Marketing

Maite Junco

Vice Chancellor of Human Resources Management

Dorlane K. Gloria

Vice Chancellor for Student Affairs and Enrollment Management

Denise Maybank, Interim

Vice Chancellor for Technology & University Chief Information Officer

Anne Roest, Interim

Vice Chancellor for Risk, Audit and Compliance

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Herminia Palacio

Ken Sunshine

Angelo Vivolo

Martin J. Burke, ex officio

University Offices

205 E 42nd Street

New York, NY 10017

Athletic Program Participation Notice

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

CUNY Academic Integrity Policy

Academic dishonesty is prohibited in The City University of New York. Penalties for academic dishonesty include academic sanctions, such as failing or otherwise reduced grades, and/or disciplinary sanctions, including suspension or expulsion.

Academic integrity is at the core of a college or university education. Faculty assign essays, exams, quizzes, projects, and so on both to extend the learning done in the classroom and as a means of assessing that learning. When students violate the academic integrity policy (i.e., "cheat"), they are committing an act of theft that can cause real harm to themselves and others including, but not limited to, their classmates, their faculty, and the caregivers who may be funding their education. Academic dishonesty confers an unfair advantage over others, which undermines educational equity and fairness. Students who cheat place their college's accreditation and their own future prospects in jeopardy.

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1. Definitions and Examples of Academic Dishonesty:

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

Examples of cheating include:

- Copying from another student or allowing others to copy work submitted for credit or a grade. This includes uploading work or submitting class assignments or exams to third party platforms and websites beyond those assigned for the class, such as commercial homework aggregators, without the proper authorization of a professor.
- Unauthorized collaboration on assignments or examinations.
- Taking an examination or completing an assignment for another person or asking or allowing someone else to take an examination or complete an assignment for you, including exams taken on a home computer.
- Allowing others to research and write your assigned papers or other assignments, including using commercial term paper services.
- Submitting someone else's work as your own, including, but not limited to, material obtained in whole or in part from commercial study or homework help websites, or content generated or altered by digital paraphrasing tools.
- Fabricating and/or falsifying data (in whole or in part).
- Giving assistance to acts of academic misconduct/dishonesty.
- Altering a response on a previously graded exam or assignment and then attempting to return it for more credit or a higher grade without permission from the instructor.
- Submitting substantial portions of a paper or assignment to more than one course for credit without permission from each instructor.
- Unauthorized use during an examination of notes, prepared answers, or any electronic devices such as cell phones, computers, smart watches, or other technologies to copy, retrieve, or send information.

1.2. Plagiarism is the act of presenting another person's ideas, research, or writing as your own. Examples of plagiarism include:

- Copying another person's actual words or images without the use of quotation marks and citations attributing the words to their source.
- Presenting the ideas of others in your own words without acknowledging the source or insufficient paraphrasing, whether or not the source is cited.
- Failing to acknowledge collaborators on homework and laboratory assignments.
- Internet plagiarism, including submitting downloaded term papers or parts of term papers, paraphrasing or copying information from the internet without citing the source, or cutting and pasting excerpts from various sources without proper attribution.

1.3. Obtaining Unfair Advantage is any action or attempted action that gives a student an unfair academic advantage over another student or students.

Examples of obtaining unfair advantage include:

- 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.

1.4. Falsification of Records and Official Documents Examples of falsification include:

- 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.
- Falsifying medical documentation that has a bearing on campus access or the excuse of absences or missed examinations and assignments.

2. Methods for Promoting Academic Integrity:

2.1. The CUNY Policy on Academic Integrity, and, if applicable, the college's procedures for implementing the Policy, shall be posted to each college's website with a link provided in the Learning Management System (LMS) shell. It is recommended that the link also be included in each course syllabus. Orientation sessions for all new faculty (full- and part-time) and students shall incorporate a discussion of academic integrity.

2.2. All college catalogs, student handbooks, faculty handbooks, and college websites shall include the CUNY Policy on Academic Integrity and, if applicable, college procedures implementing the policy and the consequences of not adhering to the Policy.

2.3. Each college shall subscribe to an electronic plagiarism detection service and shall notify students of the fact that such a service is available for use by the faculty. Colleges shall make faculty aware of the availability of such services and faculty should inform students of their use.

3. Reporting

3.1. Each college's president shall appoint an Academic Integrity Officer in consultation with the elected faculty governance leader. The Academic Integrity Officer shall serve as the initial contact person with faculty members when they report incidents of suspected academic dishonesty. The Academic Integrity Officer may be the college's Student Conduct Officer, another student affairs official, an academic affairs official, or a tenured faculty member. Additional duties of the Academic Integrity Officer are described in Sections 4.1., 4.2.1., 4.2.2., 4.3 and 4.4.

3.2. A faculty member who suspects that a student has committed a violation of the CUNY Academic Integrity Policy shall review with the student the facts and circumstances of the suspected violation whenever feasible. Thereafter, a faculty member who concludes that there has been an incident of academic dishonesty sufficient to affect the student's final course grade shall report such incident on a Faculty Report Form in substantially the same format as the sample annexed to this Policy and shall submit the Form to the college's Academic Integrity Officer, copying his/her Department Chair. Each college shall use a uniform form throughout the college, which shall contain, at a minimum, the name of the instructor, the name of the student, the course name and number, the date of the incident, an explanation of the incident and the instructor's contact information. All instances of academic dishonesty that are reported to the Academic Integrity Officer shall be recorded for documentation and tracking purposes.

3.3. The Academic Integrity Officer shall update the Faculty Report Form after a suspected incident has been resolved to reflect that resolution. Unless the

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resolution exonerates the student, as described in Section 4.4, the Academic Integrity Officer of each college shall place the Form in a confidential academic integrity file created for each student alleged to have violated the Academic Integrity Policy and shall retain each Form for the purposes of identifying repeat offenders, gathering data, and assessing and reviewing policies. Unless they exonerate the student, written decisions on academic integrity matters after adjudication also shall be placed in the student's academic integrity file. The Academic Integrity Officer shall be responsible for maintaining students' academic integrity files.

4. Procedures for Imposition of Sanctions

4.1. Determination on academic vs. disciplinary sanction.

The Academic Integrity Officer shall determine whether to seek a disciplinary sanction in addition to an academic sanction. In making this determination, the Academic Integrity Officer shall consult with the faculty member who initiated the case and may consult with student affairs and/or academic affairs administrators as needed. Before determining which sanction(s) to seek, the Academic Integrity Officer also shall 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. Prior violations include both violations at the student's current college and violations that occurred at any other CUNY college. In making the determination on prior violations, the Academic Integrity Officer shall determine whether the student previously attended any other CUNY college and, if so, shall request and be given access to the academic integrity file, if any, at such other CUNY college.

The Academic Integrity Officer should seek disciplinary sanctions only if (i) there is a substantial violation; (ii) the student has previously violated the Policy; or (iii) academic sanctions may not be imposed because the student has timely withdrawn from the applicable course. Examples of substantial violations include but are not limited to: forging a grade form or a transcript; stealing an examination from a professor or a university office; having a substitute take an examination or taking an examination for someone else; having someone else write a paper for the student or writing a paper for another student; sabotaging another student's work through actions that prevent or impede the other student from successfully completing an assignment; and violations committed by a graduate or professional student or a student who will seek professional licensure. The college also should consider any mitigating circumstances in making this determination.

4.2. Procedures in Cases Involving Only Academic Sanctions.

4.2.1. Student Admits to the Academic Dishonesty and Does Not Contest the Academic Sanction.

If a faculty member wishes to seek only an academic sanction (i.e., a reduced grade) and students do not contest either their guilt or the particular reduced grade the faculty member has chosen, then the student shall be given the reduced grade, unless the Academic Integrity Officer decides to seek a disciplinary sanction. 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. A reduced grade may be an "F" or another grade that is lower than the grade that the student would have earned but for the violation. The faculty member shall inform the Academic Integrity Officer of the resolution via email and the Officer shall update the applicable Faculty Report Form to reflect that resolution.

4.2.2 Student Admits to the Academic Dishonesty but Contests the Academic Sanction.

In a case where a student admits to the alleged academic dishonesty but contests the particular academic sanction imposed, the student may appeal the academic sanction through the college's grade appeal process. The student shall be allowed, at a minimum, an opportunity to present a written position with supporting evidence. The committee reviewing the appeal shall issue a written decision explaining the justification for the academic sanction imposed.

4.2.3. Student Denies the Academic Dishonesty

In a case where a student denies the academic dishonesty, a fact-finding determination shall be made, at each college's option, by an Academic Integrity Committee established by the College's governance body or by the Student-Faculty Disciplinary Committee established under Article XV of the CUNY Bylaws. Each college's Academic Integrity Committee shall adopt procedures for hearing cases. (If a college opts to use its Student-Faculty Disciplinary Committee for this purpose, that Committee shall use Article IX procedures.) These procedures, at a minimum, shall provide students with (i) written notice of the charges against them; (ii) the right to appear before the Committee; and (iii) the right to present witness statements and/or to call witnesses. Those procedures also shall provide the faculty member with the right to make an appearance before the Committee and/or present supporting documents. The Committee may request the testimony of any witness and may permit any such witness to be questioned by the student and by the administrator presenting the case. Academic Integrity Committees and Student-Faculty Disciplinary Committees, as applicable, shall issue written decisions and send copies of their decisions to the college's Academic Integrity Officer. The Academic Integrity Officer may not serve on a college's Academic Integrity Committee.

4.3. Procedures in Cases Involving Disciplinary Sanctions.

If the college decides to seek a disciplinary sanction, the case shall be processed under Article XV of the CUNY Bylaws. If the case is not resolved through mediation under Article XV, it shall be heard by the college's Faculty-Student Disciplinary Committee.

If the college seeks to have both a disciplinary and an academic sanction imposed, the college shall proceed first with the disciplinary proceeding and await its outcome before addressing the academic sanction. The student's grade shall be held in abeyance by using the PEN grade established for this purpose, pending the Committee's action. 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. The student may appeal the finding in accordance with Article XV procedures and/or may appeal the grade imposed by the faculty member in accordance with section 4.2.2. If the Faculty-Student Disciplinary Committee finds that the alleged violation did not occur, then no sanction of any kind may be imposed.

Where a matter proceeds to the Faculty-Student Disciplinary Committee, the Academic Integrity Officer 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 explained below, the suspected violation was held to be unfounded.

4.4. Required Action in Cases of No Violation

If either the Academic Integrity Committee or the Faculty- Student Disciplinary Committee finds that no violation occurred, the Academic Integrity Officer shall remove all material relating to that incident from the student's confidential academic integrity file and destroy the material.

5. Implementation

Each college shall implement this Policy and may adopt its own more specific procedures to implement the Policy. Colleges' procedures must be consistent with the policy and procedures described in the Policy.

CUNY BOT adopted a revised "Policy on Academic Integrity" on June 27, 2011, which went into effect on July 1, 2011 (6.27.2011.Cal.5.L).

CUNY Behavior-Related Medical Withdrawal and Re-Enrollment Policy and Procedures

I. Introduction

The City University of New York ("CUNY") is committed to the academic success and personal growth of its students. As part of that commitment, CUNY and its constituent campuses are responsible for providing a safe learning and working environment for students, faculty, staff and other members of the University community. As the result of a medical condition, some students may engage in behavior that presents a direct threat of harm to the health or safety of others or substantially disrupts the learning or working environment of others. In such situations, the safety and security of the campus community, including the individual student, is paramount, and colleges should take reasonable and appropriate security and health and safety measures, such as calling 911 or taking other immediate action in case of imminent threat to a person's life or well-being. In addition, colleges may address the student's conduct to determine if action under this policy or under the student disciplinary policy is appropriate.

II. Policy

1. This Policy shall apply to any person(s) registered or enrolled in any CUNY course or program offered for academic credit and in any pre-matriculation programs, including but not limited to CUNY Start and CLIP. Students taking online courses provided by or presented at CUNY shall be deemed enrolled for the purposes of this Policy. This Policy does not apply to Hunter College Campus Schools (K-12) or CUNY College Now programs.
2. A college of CUNY may pursue withdrawal of a student from CUNY and/or a college residence hall or require conditions for continued enrollment and/or residence when, as the result of a medical condition, the student's behavior presents a direct threat to others and/or substantially disrupts the learning or working environment of others. A direct threat means a significant risk of harm to health or safety. Substantial disruption ordinarily means a pattern of disruption, except in the event of a single incident of extreme and severe disruption.
3. In such situations, the college may invoke this policy as an alternative to disciplinary action under Article XV of CUNY's Bylaws.
4. If the student engages in self-harm and that behavior substantially disrupts the working or learning environment of others, the college may invoke only this policy, not disciplinary action under Article XV.
5. Except in cases requiring an emergency interim removal, colleges first must pursue voluntary withdrawal or, in appropriate cases, continued enrollment of the student subject to specified conditions, rather than involuntary withdrawal under this policy. The voluntary withdrawal or continued enrollment with conditions should be memorialized in a written agreement with the student.
6. A student who withdraws voluntarily or is involuntarily withdrawn from the University and/or a college residence hall pursuant to this policy may apply for re-enrollment to the University and/or to a college residence hall. An individualized determination by the Campus Student Affairs Officer ("CSAO") or designee must be made in each case, based on relevant medical evidence, as to whether there is a significant risk that the behavior that required withdrawal will be repeated; if not, the student's application for re-enrollment must be approved, provided the student is academically eligible.
7. Colleges must apply this policy in a nondiscriminatory manner consistent with federal, state and local laws and CUNY policy prohibiting discrimination based on disability. They must make determinations based on a student's behavior and not on knowledge of a student's disability or physical or mental condition, except to determine the policy's applicability.

III. Procedures

A. Emergency Interim Removal

1. If a student's behavior presents an immediate, severe and direct threat to others (by evidencing a likelihood of harm to others), and/or is substantially disrupting the learning or working environment of others, and the CSAO or designee reasonably believes that the student's behavior is related to a medical issue, the CSAO or designee may direct an emergency interim removal of the student that restricts the student's access to the college's campus and/or residence hall, as appropriate. The CSAO or designee shall make reasonable efforts to meet with the student and must consult with the University's Office of the General Counsel and the University's Director of Mental Health and Wellness, prior to making any such direction.
2. The emergency interim removal from the college and/or residence hall will remain in effect until a final decision has been made pursuant to the procedures below, unless, before a final decision is made, the CSAO or designee determines that the reasons for imposing the interim removal no longer exist.

B. Withdrawal after Emergency Interim Removal

1. Voluntary Withdrawal or Conditional Enrollment

1. Following a student's emergency interim removal from the college and/or residence hall, the CSAO or designee must exercise best efforts to meet with the student to discuss the student's behavior and to hear the student's explanation of the behavior. If the CSAO or designee determines that

voluntary withdrawal or continued enrollment with conditions is appropriate, that official must request that the student agree to such withdrawal or conditional enrollment within seven (7) calendar days of the effective date of the emergency interim removal.

2. If the student agrees to the request for voluntary withdrawal or to the specified conditions, as applicable, the CSAO or designee should (i) discuss with the student the procedures for and consequences of voluntary withdrawal or the specified conditions, as applicable; (ii) discuss the circumstances with the student's parents or legal guardians as permissible by law and as appropriate; (iii) consult with the student's academic advisor, as appropriate; (iv) consult with the residence hall director, if applicable; (v) refer the student to appropriate resources for treatment; and (vi) advise the student concerning the process for applying for re-enrollment, as well as on conditions for re-enrollment, if applicable.

2. Assessment and Involuntary Withdrawal

1. Should the request for voluntary withdrawal or conditional enrollment be refused, the college must determine whether to take further action against the student, including whether to initiate involuntary withdrawal proceedings or disciplinary proceedings under Article XV of CUNY's Bylaws. Prior to initiating involuntary withdrawal proceedings, the college must follow the assessment procedures outlined below in III B. 2. (b)-(c). Those procedures must be completed within ten (10) calendar days of the student's refusal.
2. Prior to initiating involuntary withdrawal proceedings, the CSAO or designee should mandate that the student be evaluated, at CUNY's expense, by a qualified, licensed mental health or other licensed medical professional, as applicable and as approved by CUNY. Whenever possible, the professional should be on retainer to a college of CUNY or CUNY. If a retained professional is not available, the professional may be an employee of a college of CUNY or CUNY, but that professional may not be employed by the student's college or have had any prior contact with the student. The professional should evaluate whether the student's behavior presents a direct threat of harm to others or presents a significant risk to repeat behavior that substantially disrupts the learning or working environment of others and, if so, whether the student's behavior may be the result of a medical condition. The professional should submit the evaluation to the CSAO, who, based on that report, and after consultation with the University's Office of the General Counsel and the University's Director of Mental Health and Wellness, will determine the appropriate next steps.
3. If the student refuses to undergo the assessment, or fails to keep the scheduled appointment, the CSAO or designee must determine the appropriate next steps based on the available evidence after consultation with the University's Office of the General Counsel and the University's Director of Mental Health and Wellness.

C. Withdrawal without Emergency Interim Removal

1. Voluntary Withdrawal or Conditional Enrollment

1. If a student's behavior evidences a direct threat of harm to others and/or substantially disrupts the learning or working environment of others and presents a significant risk to repeat behavior that substantially disrupts the learning or working environment of others and the CSAO reasonably believes that the student's behavior is related to a medical issue, the CSAO or designee may request that the student voluntarily withdraw or agree to enrollment under specified conditions.
2. If the student agrees to the request for voluntary withdrawal or to the specified conditions, the CSAO or designee should (i) discuss with the student the procedures for and consequences of voluntary withdrawal or the specified conditions, as applicable; (ii) discuss the circumstances with the student's parents or legal guardians as permissible by law and as appropriate; (iii) consult with the student's academic advisor, as appropriate; (iv) consult with the residence hall director, if applicable; (v) refer the student to appropriate resources for treatment; and (vi) advise the student concerning the process for applying for re-enrollment, as well as on conditions for re-enrollment, if applicable and appropriate.

2. Assessment and Involuntary Withdrawal

1. If the student does not agree to the request for voluntary withdrawal or to the specified conditions, the college must determine whether to take further action against the student, including whether to initiate involuntary withdrawal proceedings or disciplinary proceedings under Article XV of CUNY's Bylaws.
2. Before initiating involuntary withdrawal proceedings under this procedure, the college should follow the assessment procedures outlined above in III B.2 (b)-(c).

D. Involuntary Withdrawal Procedures

1. A college may initiate an involuntary withdrawal hearing to present evidence of the student's threatening and/or substantially disruptive behavior and the connection between that behavior and a medical condition. The college may seek remedies of withdrawal or retention with conditions from CUNY and/or the college residence hall.
2. CUNY's Vice Chancellor for Student Affairs and Enrollment Management or designee and the college will collaborate to schedule a hearing. Notice of the involuntary withdrawal hearing and the time and place of the hearing must be personally delivered or sent by the CSAO or designee of the student's home college to the student at the address appearing on the records of the college, by overnight mail, and, for students who have a college e-mail address, to that e-mail address. The hearing will be scheduled for a reasonable time after the college's receipt of the results of the assessment or the student's refusal to be assessed, as applicable. The hearing will not be scheduled earlier than seven (7) calendar days from the date notice of the hearing is sent to the student, unless the student consents to an earlier hearing.
3. The notice must contain (i) a statement of the reasons involuntary withdrawal is sought (ii) the type of withdrawal sought (from the University and/or from the college residence hall); and (iii) a statement that the student has a right to present the witnesses and evidence, to cross-examine witnesses presenting evidence against the student, to remain silent without assumption of responsibility, and to be represented by legal counsel or an advisor at the student's expense.
4. CUNY will constitute a Health Review Panel, comprised of qualified, licensed mental health professionals employed by a college of CUNY or by CUNY, or on retainer to a college of CUNY or CUNY. Committee members may not be employed by the College where the student has been enrolled, nor may they have had any prior contact with the student. CUNY's Vice Chancellor for Student Affairs and Enrollment Management or

designee will appoint the members of the Health Review Panel. Members of the Health Review Panel, in committees constituted separately for each hearing ("Health Review Committee"), will be responsible for adjudicating all involuntary withdrawal hearings held according to these procedures. For each involuntary withdrawal hearing, the Vice Chancellor for Student Affairs and Enrollment Management or designee will constitute a three-person Health Review Committee from the Health Review Panel to adjudicate at that hearing. The Health Review Committee shall make decisions by majority vote.

5. A student 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 Health Review Committee. If the student fails to respond to the notice, appear on the adjourned date, or request an extension, the College may proceed in absentia, and any decision shall be binding.
6. The hearing will be closed, unless the student requests an open hearing. However, the Health Review Committee may overrule a request for an open hearing if it determines that an open hearing would be inappropriate or disruptive in light of the nature of the evidence to be presented.
7. The CSAO or designee will appoint/identify a presenter to present evidence on behalf of the college. After the evidence is presented by the parties at the hearing, the Health Review Committee will determine whether the college has proved, by a preponderance of the evidence, (i) that the student's behavior occurred; (ii) that the behavior presents a direct threat of harm to others, and/or has substantially disrupted the learning or working environment of others and presents a significant risk of threatening further substantial disruption of the learning or working environment of others, and (iii) if the behavior was the result of a medical condition. The Health Review Committee will further determine the appropriate remedy in cases in which the college prevails. The Health Review Committee may also set reasonable and appropriate conditions on re-enrollment. The Health Review Committee must send its written decision to the student via overnight mail and, if applicable, the student's college email address, within seven (7) calendar days from the close of the hearing. A decision of involuntary withdrawal of the student from CUNY and/or the college residence hall will be effective on the date that the decision was sent to the student.
8. If the Health Review Committee determines that the standard for involuntary withdrawal has not been met, the CSAO or designee shall assist a student previously placed on emergency interim removal to resume academic studies and habitation in a residence hall, if applicable.

Appeals

An appeal from the decision of the Health Review Committee may be made to the President of the student's home college within fifteen (15) calendar days after the decision was sent to the student. The President or designee must make a determination on the appeal within fifteen (15) calendar days from receipt of the appeal. The designee must not have had prior involvement with the student's case. The President's (or designee's) decision may be appealed to the Chancellor of the University within fifteen (15) calendar days after the delivery of the President's decision on appeal. The Chancellor (or designee) must make a decision within fifteen (15) calendar days from receipt of the appeal. The Chancellor's (or designee's) decision will be final. The bases for overturning a decision of the Health Review Committee at both levels of review are limited to the following: (i) clearly erroneous factual findings; (ii) significant procedural error; (iii) newly available evidence that would have changed the outcome; (iv) the remedy and/or conditions on re-enrollment were unreasonable or inappropriate.

Re-enrollment

1. A student who voluntarily withdraws or is involuntarily withdrawn from CUNY and/or a college residence hall under this policy must be considered for re-enrollment.
2. A student wishing to be considered for re-enrollment should contact the student's home college's CSAO in accordance with the college's re-enrollment deadline, and provide appropriate documentation of behavioral change and resolution of the initial behavioral problem, including compliance with any conditions that may have been set for re-enrollment.
3. A student may apply for re-enrollment to the University and/or a college residence hall no more than one time per term. A student may not apply for re-enrollment for the same semester they have voluntarily withdrawn or been involuntarily withdrawn.
4. In assessing an application for re-enrollment, the CSAO or designee must make an individualized determination in each case. The CSAO or designee should (i) receive, investigate, and examine appropriate relevant documentation, including assessments made by college-referred licensed mental health or other licensed medical professionals, as applicable, and, if applicable, licensed treating mental health or other licensed treating medical professionals; (ii) in cases in which the CSAO or designee determines that an additional mental health or other medical assessment is necessary, refer the student for assessment to a qualified, licensed mental health or other licensed medical professional, as applicable, at CUNY's expense and as approved by CUNY; (iii) provide an opportunity for the student to meet with the CSAO or designee to discuss re-enrollment.
5. If based on the evidence presented, there is not a significant risk that the behavior that required withdrawal will be repeated, and provided the student is academically eligible, the CSAO or designee must approve the student's application for re-enrollment. In such cases, the CSAO or designee must initiate the re-enrollment process, provide the student with written conditions for continued attendance, and inform any relevant administrators of the student's re-enrollment.
6. If the CSAO or designee determines that the application for re-enrollment should be denied, that official must provide the student with a written explanation of the reasons for the denial and specify when the next request for re-enrollment will be considered.
7. A student may appeal the CSAO or designee's denial of re-enrollment to the college President within thirty calendar days after the delivery of the decision denying re-enrollment. The President (or designee) must make a determination on the appeal within thirty calendar days from receipt of the appeal. The President's decision may be appealed to the Chancellor of the University within thirty calendar days after the delivery of the President's decision on appeal. The Chancellor's (or designee's) decision must be made within thirty calendar days from receipt of the appeal. The Chancellor (or designee's) decision will be final. The basis for overturning a decision on appeal at either level will be limited to a determination that the decision on re-enrollment was clearly erroneous.

Effect on Academic Status

In the event of a withdrawal pursuant to this policy, a notation of withdrawal ordinarily should appear on the student's transcript for all classes taken during that semester. The CSAO at a student's home college may grant a student request that, in lieu of withdrawal, a notation of incomplete appear on the

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student's transcript for classes taken during that semester if and only if there is a reasonable prospect that the student will eventually complete such classes, subject to faculty approval for each such class. Regardless of the notation that appears on a student's transcript, the CSAO of the student's home college must inform the Vice Chancellor for Student Affairs and Enrollment Management of the student's withdrawal in order to effectuate a hold by the University Application Processing Center on the student's ability to transfer or otherwise seek admission to another college of CUNY and to establish a Universal Service Indicator on CUNYfirst to prevent enrollment at another CUNY campus until such time as the student's re-enrollment is approved.

Effect on Housing Status

If the student has been living in a college residence hall and is removed from the residence hall, the student's contract will be canceled and fees refunded on a prorated basis.

Refund of Tuition

In its discretion, a college may refund a student's tuition and fees for the semester if the student voluntarily withdraws from the college.

J. Confidentiality

The results of examinations by mental health or other medical professionals to whom students are referred for assessment at any stage in the withdrawal or re-enrollment process are confidential. They may only be shared with the officials referenced above in B 2.b or if necessary to prevent an imminent, severe, and direct threat of harm to the student and/or others. The results of those examinations will be admissible in involuntary withdrawal hearings but will not be admissible in disciplinary hearings, unless the student raises health issues, including mental health, in a disciplinary hearing.

CUNY Policy on Acceptable Use of Computer Resources

I. INTRODUCTION

The City University of New York's ("CUNY" or the "University") Digital Assets and Resources, as defined below in section VI, are dedicated to the achievement of the University's mission of education, research, and public service. This policy, which guides the University's use of its digital assets and resources, is intended to maintain the continuity of CUNY's IT and business operations, and protect the University, and its students, faculty, and staff.

II. SCOPE

This University-wide Policy ("Policy") applies to all Users of CUNY Digital Assets and Resources. This Policy supersedes the CUNY Policy on Acceptable Use of Computer Resources, which the Board of Trustees approved on January 29, 2007, and last amended on June 29, 2015, and any College policies that are inconsistent with this Policy.

III. RULES FOR USE OF CUNY DIGITAL ASSETS AND RESOURCES

1. Legitimate Use.

1. Use of CUNY Digital Assets and Resources is limited to Users' authorized activities in connection with their roles and responsibilities in relation to CUNY at any location, whether on or off CUNY property.
2. Users are permitted limited and reasonable personal use of CUNY Digital Assets and Resources so long as such use does not interfere with CUNY operations, compromise CUNY Digital Assets and Resources, affect the User's employment or other obligations to CUNY, and is otherwise in compliance with this policy.
3. Users should be aware that personal messages, data, and other information sent or received through a User's CUNY account or otherwise residing in a CUNY Digital Assets or Resources are subject to CUNY review and may also be subject to public disclosure pursuant to the New York State Freedom of Information Law ("FOIL").

2. Cybersecurity and Protecting the Security of Digital Assets and Resources. CUNY employs various measures to protect the security of its Digital Assets and Resources and User accounts. However, CUNY cannot fully guarantee such security, as effective cybersecurity requires the participation of everyone. When accessing University digital assets and resources, Users are responsible for engaging in safe computing practices that include the following:

1. Taking all reasonable actions to keep software up to date, including by engaging with University or College staff when necessary. Avoiding phishing scams and fraud. Always verifying unsolicited inquiries and offers and being careful not to click on links from unknown sources;
2. Practicing good password management by choosing strong and unique passwords for every account or application. Accounts and passwords may not be shared except as permitted by this policy;
3. Using enhanced authentication features such as multi-factor authentication where available.
4. Locking the computer screen electronically when the User leaves a computer unattended, and logging out of applications and systems at the end of each workday;
5. Backing up important data. It may be the only way to recover data lost in a security incident;
6. Maintaining up-to-date security software that includes anti-malware protection, including by engaging with University or College staff when necessary.

User responsibilities also include:

1. Protecting Non-Public University Information from inappropriate disclosure and access;
2. Following CUNY's IT Security Policies and Procedures;
3. Completing technology training, including, but not limited to, cybersecurity awareness, as directed by the University;
4. Using CUNY provided accounts to issue and receive CUNY-related communications and to perform work on behalf of CUNY. Use of personal accounts may subject those accounts to FOIL;

5. Reporting IT Security concerns or incidents to the Chief Information Officer ("CIO") at the affected User's College or in the case of the Central Office, as determined by CUNY's CIO.

3. Authorization to Use Digital Assets and Resources.

1. Users may not access a CUNY Digital Asset or Resource without appropriate authorization or use it for purposes beyond the scope of such authorization. This includes attempting to circumvent CUNY Digital Assets and Resources system protection facilities by hacking, cracking, or similar activities, accessing or using another User's account, and allowing another person to access or use the User's account.
2. Users may temporarily authorize another CUNY employee to access information on the User's account when the User is on leave or is otherwise unable to access the account on the User's own behalf. Such delegated access must be in effect only for the minimum duration and extent of access required to facilitate continuity of operation and does not absolve the User from responsibility for their account activity.
3. CUNY Digital Assets and Resources may not be used to gain unauthorized access to another computer system within or outside of CUNY. Users are responsible for all actions performed from their computer account that they permitted or failed to prevent by following reasonable security precautions and/or security advisories issued by CUNY. CUNY advisories and resources are available at security.cuny.edu.

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

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

6. Protecting Confidentiality and Privacy.

1. The University is committed to the creation and free exchange of information, knowledge, and ideas among members of CUNY and other academic communities. As a public university and protector of public resources against misuse, CUNY also has a responsibility to fulfill that commitment in responsible and secure ways. To uphold this responsibility, the University abides by the parameters outlined in this Policy and others that inform and govern the use of Digital Assets and Resources. This Policy permits CUNY to undertake certain monitoring of its Digital Assets and Resources, as described in Article IV below. Consequently, Users should have no expectation that use of CUNY Digital Assets and Resources will be private, except for any privilege or confidentiality recognized by law, including the confidentiality of library records cited in section V (4).
2. Users may not invade the privacy of others by, among other things, viewing, copying, distributing, publishing, modifying, or destroying data or programs belonging to or containing personal or confidential information about others, without explicit permission to do so from the subject of such information.
3. Users must follow all CUNY IT Security Policies and Procedures to protect the confidentiality of non-public information encountered in the performance of their duties or otherwise.

7. Protecting the Integrity of Digital Assets and Resources Against Unacceptable Use and Disruptive Activities. CUNY Digital Assets and Resources must not be used in a manner that could reasonably be expected to result in undue stress or harm or to interfere, directly or indirectly, with other Users of CUNY Digital Assets and Resources, including, but not limited to:

1. Use of scripted or programmed actions that attempt to repetitively register for a course or that repetitively determine whether grades have been posted or changed.
2. Use of malware, ransomware, and similar malicious code.
3. Theft of confidential data.
4. Streaming or downloading large videos, films, or similar media files for personal use.
5. Chain letters, hoaxes or other online communications that potentially disrupt normal service.
6. Sending unsolicited communication that is not related to CUNY business without a reasonable expectation that the recipient would welcome receiving it.
7. The inclusion of individuals on mailing lists or the equivalent who have not requested membership on the lists, other than the inclusion of members of the CUNY community on lists related to CUNY business.
8. Accessing disruptive and/or not-suitable-for-work content. Examples of such content include, but are not limited to: pornography; gambling; personal commercial enterprise; not-for-profit non-CUNY business purposes; personal advertising of products or services; any activity meant solely to foster personal gain; or partisan political activity. The foregoing is prohibited except in the course of official business or legitimate academic or research purposes or in support of faculty or University endorsed purposes. When accessing such otherwise prohibited content, appropriate care must be taken to avoid offending or disrupting other Users.

8. Confidential Research Information.

1. Principal investigators and others who use CUNY Digital Assets and Resources to collect, receive, examine, analyze, transmit and/or store research information that is required by law or regulation to be held confidential or for which an agreement of confidentiality has been given are responsible to take steps to protect such confidential research information from unauthorized access or modification. In general, this means storing the information in a cloud solution or on a computer or auxiliary hard drive with strong access controls (passwords) and encrypting files, documents, and messages for protection against inadvertent or unauthorized disclosure while in storage or in transit over data networks. However, additional protections may be required by law or an associated agreement.

2. Robust encryption and passwords must be used to protect Non-Public University Information, and is strongly recommended for information stored electronically on all desktop and laptop computers, mobile devices that allow or are capable of storing and transmitting information (e.g., cell phones, tablets), computer systems, in a cloud solution, servers, software, network facilities, databases, memory, memory sticks, portable hard drives and associated peripherals and software that are vulnerable to theft or loss, as well as for information transmitted over public networks.
3. Software and protocols used should be reviewed and approved by the campus CIO in consultation with the Chief Information Security Officer and CUNY's Office of Computing and Information Services ("CIS"). In addition, the steps taken to protect such confidential research information should be included in submissions to the CUNY Human Research Protection Program ("HRPP") reviewing the research protocol.

9. Licenses and Intellectual Property.

1. Users may use only legally obtained data, software, or cloud solutions. Users must also comply with applicable licenses or other contracts, as well as copyright, trademark, and other intellectual property laws. Prior to acquisition, all software must be approved by the campus CIO or their designee.
2. Much of what appears on the Internet and/or is distributed via electronic communication is protected by copyright law, regardless of whether the copyright is expressly noted. Users should generally assume that material is copyrighted unless they know otherwise, and not copy, download, or distribute copyrighted material without permission unless the use does not exceed fair use as defined by the federal Copyright Act of 1976, as amended. Protected material may include, among other things, text, photographs, audio, video, graphic illustrations, and computer software. Additional information regarding copyright materials and file sharing is available on the CUNY Office of the Senior Vice Chancellor for Legal Affairs and General Counsel ("OGC") website.

1. CUNY Names, Trademarks and Brand.

1. CUNY names, trademarks, brand, and logos belong to the University and are protected by law. Users of CUNY Digital Assets and Resources may not state or imply that they speak on behalf of CUNY or use a CUNY name, trademark, brand, or logo without first receiving permission to do so from the appropriate CUNY authority. Affiliation with CUNY does not, by itself, imply authorization to speak on behalf of CUNY.
2. CUNY employees and students may indicate their CUNY affiliation on email, other correspondence, and in academic or professionally-related research, publications, or professional appearances, so long as they do not state or imply that they are speaking on behalf of the University.

IV. CUNY'S RIGHTS AND RESPONSIBILITIES

1. Filtering. CUNY reserves the right to install spam, anti-malware, spyware filters, and similar devices, if necessary, in the judgment of CIS or a College CIO to protect the security and integrity of CUNY Digital Assets and Resources. CUNY will not install filters that restrict access to email, instant messaging, chat rooms or websites based solely on content, unless such content is illegal, such as child pornography.
2. Review of the Use and Access to CUNY's Digital Assets and Resources. CUNY has a unique responsibility to facilitate the creation and exchange of information, knowledge, and ideas while also preserving and safeguarding CUNY Digital Assets and Resources from potential security issues and/or misuse. CUNY will follow the practices below when accessing Digital Assets and Resources, except in exigent circumstances where it is not feasible to delay such access.
 1. Preservation. To preserve University information, evidence, and/or resources, CUNY may obtain and/or copy any information associated with, or residing on, a CUNY Digital Asset and Resource, without inspection of the contents and without notice to the User. i. Users have an obligation to preserve Electronically Stored Information ("ESI") if requested to do so by CUNY.
 2. Routine Audits and Monitoring. Respecting the privacy of Users and serving as responsible stewards of University Digital Assets and Resources are both priorities for CUNY. However, as part of routine system operations and maintenance, CUNY regularly audits and monitors general usage patterns. In connection with these activities, the contents of websites, email and other digital content may be viewed. CUNY will not, however, monitor, inspect, or disclose an individual's usage of CUNY Digital Assets and Resources, except as provided for in this or other CUNY policy, or by law.
 3. Inspection without Notice

i. Categories. CUNY may inspect without notice the activity and accounts of individual Users, including, but not limited to, individual login sessions, email, and other communications. Such inspections without notice will be conducted in the following circumstances:

A. when the User has voluntarily made them accessible to the public;

B. when it is necessary to do so to protect the integrity, security, and/or functionality of CUNY or its Digital Assets and Resources, as determined by the College CIO and/or CUNY's CIO;

C. when it is necessary to diagnose and resolve technical problems involving system hardware, software, or communications, as determined by the College CIO, after consultation with CUNY's CIO, or in the case of the Central Office, as determined by CUNY's CIO;

D. when it is necessary to determine whether CUNY may be vulnerable to liability, and/or when failure to act might result in: harm to an individual, property loss, and/or damage, financial loss, impact to business continuity, and/or loss of evidence, as determined by OGC, once notified in writing by the College President, or the Chancellor. If any of the matters mentioned in this sub-section concern a current CUNY faculty member's account or activity, CUNY will consult and notify the Chair of the University Faculty Senate (or Vice Chair if the Chair is unavailable) in a timely manner regarding said inspection without notice before said monitoring has occurred (unless extraordinary circumstances warrant otherwise);

E. when there is a reasonable basis to believe that CUNY policy and/or federal, state, and/or local law has been or is being violated, as determined by OGC, once notified in writing by the College President, or the Chancellor. If any of the matters mentioned in this sub-section concern a current CUNY faculty member's account or activity, CUNY will consult and notify the Chair of the University Faculty Senate (or Vice Chair if the Chair is unavailable) in a timely manner regarding said inspection without notice before said monitoring has occurred (unless extraordinary circumstances warrant otherwise);

F. when an account appears to be engaged in unusual or unusually excessive activity, as determined by the College President, or the Chancellor, after

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approval by OGC. If any of the matters mentioned in this sub-section concern a current CUNY faculty member's account or activity, CUNY will consult and notify the Chair of the University Faculty Senate (or Vice Chair if the Chair is unavailable) in a timely manner regarding said inspection without notice before said monitoring has occurred (unless extraordinary circumstances warrant otherwise);

G. where the activity and/or account content of individual Users are required to be produced pursuant to a subpoena and if a law enforcement agency issuing the subpoena has requested in writing that the subpoena not be disclosed to the User or any third party. Such production will not be made without approval by OGC;

H. as otherwise required by law.

ii. Procedure when a CIO or College President is the Subject of Monitoring

1. If monitoring without notice is contingent on a determination by the College CIO or their designee, and the CIO is the subject of the monitoring, the College shall seek a determination from CUNY's CIO. In this example, if the CIO's designee is the subject of the monitoring, the CIO may conduct the determination.
2. If monitoring without notice is contingent on a determination by CUNY's CIO or their designee, and CUNY's CIO is the subject of the monitoring, such determination shall be made to the University's Executive Vice Chancellor and Chief Operating Officer. In this example, if the CIO's designee is the subject of the monitoring the CIO may conduct the determination.
3. If the subject of the monitoring without notice is a College President, all monitoring without notice determinations assigned to the College President shall be made by the Chancellor.
4. If the monitoring or inspection of an account or activity requires physical entry into a faculty member's office, CUNY reserves the right to enter the faculty member's office without notice to inspect an account and/or to remove applicable CUNY Digital Assets and Resources. The University recognizes the importance of a faculty member's presence under this section D. If exigent circumstances exist requiring the University to enter the faculty member's office without the faculty member's presence, CUNY will consult and notify the Chair of the University Faculty Senate (or Vice Chair if the Chair is unavailable) in a timely manner before the entry and specify the CUNY Digital Assets and Resources to be accessed and/or removed from the faculty member's office.

iii. Other Disclosure.

1. CUNY, in its discretion, may disclose the results of any general or individual monitoring or inspection to appropriate CUNY personnel or agents, or law enforcement or other agencies. The results may be used in college disciplinary proceedings, discovery proceedings in legal actions, or otherwise as is necessary to protect the interests of the University.
2. In addition, Users should be aware that under FOIL, CUNY may be required to disclose to the public communications made by means of CUNY Digital Assets and Resources whether in conjunction with university business or as personal use.
3. Any disclosures of activity of accounts of individual Users to persons or entities outside of CUNY, except when required by law, shall be approved by the Senior Vice Chancellor for Legal Affairs and General Counsel, be conducted in accordance with any applicable law, and the CUNY employees subject to such disclosures shall be informed promptly after the disclosure of the actions taken and the reasons for them.

iv. Approval by OGC. In addition to any other approvals required by subsection IV.3.c., any disclosures of activity of accounts of individual Users to persons or entities outside of CUNY, whether discretionary or required by law, is subject to approval by OGC, and shall be conducted in accordance with any applicable law.

v. Annual Statement. OGC shall maintain an annual statement of the instances of account monitoring or inspection that fall within categories D through G above. The statement shall indicate the name of the campus, the reason/cause for each search and the number of such instances. No personally identifiable data shall be included in this statement

vi. CUNY's Website Privacy Policy. See CUNY's Website Privacy Policy for additional information regarding data collected by CUNY from visitors to the CUNY website at www.cuny.edu

3. Enforcement.

1. CUNY has the right to temporarily suspend computer use privileges and to remove from CUNY Digital Assets and Resources material it believes violates this policy, pending the outcome of an investigation of misuse or finding of violation. This power may be exercised only by the President of each college or the Chancellor after consultation with OGC.
2. Violation of this policy may result in suspension or termination of an individual's right of access to CUNY Digital Assets and Resources, disciplinary action by appropriate CUNY authorities, referral to law enforcement authorities for criminal prosecution, and/or other legal action, including action to recover civil damages and penalties.
3. Violations will normally be handled through the University disciplinary procedures applicable to the relevant User. For example, alleged violations by students will normally be investigated, and any penalties or other discipline will normally be imposed by the College Office of Student Affairs.
4. Allegations of corruption, fraud, criminal activity, conflicts of interest or abuse that involve CUNY Digital Assets and Resources will be investigated by OGC and any other entity that it deems appropriate, and may result in the notification of external City, State and Federal entities, including the Offices of the New York State Inspector General.

4. Additional Rules.

CUNY may adopt additional rules, guidelines and/or restrictions for specific Digital Assets and Resources including computers, systems, networks, or data, or at specific computer facilities at the discretion of the directors of those facilities, provided that these additional rules, policies, guidelines, and/or restrictions comply with this policy.

V. MISCELLANEOUS

1. Waiver of Policy.

1. A CUNY employee or student may apply to the Senior Vice Chancellor for Legal Affairs and General Counsel for an exception or waiver from one or more of the provisions of this policy. Such an application may be for a single use or for periodic or continuous uses, such as in connection with a course or program. Any application for a waiver should be made prior to using the particular CUNY Digital Resource and Assets for the purposes described in the application.
2. The General Counsel & Senior Vice Chancellor for Legal Affairs shall consult with CUNY's CIO and the President of the applicant's College (or, if the applicant is a Central Office employee, the Chancellor), prior to making a determination regarding the application.
3. Users should be aware that CUNY cannot waive federal, state, and/or local law; for example, the contents of CUNY Digital Assets and Resources (including confidential research information) may be subject to a valid subpoena regardless of the terms of any waiver.

2. Disclaimer

1. CUNY shall not be responsible for any damages, costs, or other liabilities of any nature whatsoever regarding the use of CUNY Digital Assets and Resources, except to the extent required by law. This includes, but is not limited to, damages caused by unauthorized access to CUNY Digital Assets and Resources, data loss, or other damages resulting from delays, non-deliveries, or service interruptions, whether or not resulting from circumstances under the CUNY's control.
2. CUNY makes no warranties (expressed or implied) with respect to the use of CUNY Digital Assets and Resources. CUNY accepts no responsibility for the content of web pages or graphics from sources external to CUNY that are linked from CUNY web pages, for any advice or information received by a User through use of CUNY Digital Assets and Resources, or for any costs or charges incurred by a User as a result of seeking or accepting such advice or information.

3. Review of Policy.

CUNY reserves the right to change this policy and other related policies at any time. CUNY reserves any rights and remedies that it may have under any applicable law, rule, or regulation. Nothing contained in this policy will in any way act as a waiver of such rights and remedies. The OGC, Office of Academic Affairs, and CIS will conduct periodic reviews of this Policy as necessitated by events or changes in laws and enforcement practices. The foregoing offices in this paragraph will endeavor to conduct a full review of this policy every five (5) years.

4. Examples of Laws and Procedures.

1. Examples of federal and state laws that may apply to the use of CUNY Digital Assets and Resources include those addressing defamation, invasion of privacy, obscenity, child pornography, online gambling, as well as, but not limited to, the following: Computer Fraud and Abuse Act Copyright Act of 1976 Electronic Communications Privacy Act Export control regulations issued by the U.S. Departments of Commerce, State and Treasury Family Educational Rights and Privacy Act Federal Trade Commission Safeguards Rule Freedom of Information Law ("FOIL") New York State Law with respect to the confidentiality of library records, Civil Practice Law & Rules § 4509 New York State and City technology laws Health Insurance Portability and Accountability Act of 1996 ("HIPPA")
2. Examples of CUNY rules and policies that may apply to the use of CUNY Digital Assets and Resources include, but are not limited to, those listed below. Other rules and policies may be found in the Manual of General Policy and on the Policies & Procedures Policy on Maintenance of Public Order (the "Henderson Rules") Policy on Sexual Misconduct CUNY Policy on Academic Integrity Web Site Privacy Policy CUNY Policy on Drugs and Alcohol

VI. DEFINITIONS

1. "Business Continuity" refers to CUNY's strategy to ensure that its business operations remain functional and to prevent any risks to the continuation of its business operations when a User is not available or has separated from CUNY.
2. "College" means the University offices (Central Office), each college, school, and other constituent units of the University.
3. "CUNY Digital Assets and Resources" refers to all CUNY owned, licensed, or managed hardware, software, cloud solutions and the tools and processes that integrate with those systems, the data that is created by or resides in these systems and the applications they support. This includes, but is not limited to, desktop and laptop computers, mobile devices that allow or are capable of storing and transmitting information (e.g., cell phones, tablets), computer systems, unified communications and telephony solutions, servers, software, network facilities, databases, memory, memory sticks, portable hard drives and associated peripherals and software. This definition includes the use of these resources on the network via a virtual, physical, or wired or wireless, connection regardless of the ownership of the device connected to the network.
4. "FOIL" is the New York State Freedom of Information Law.
5. "Law" means that all applicable laws, regulations, rules, orders, requirements, and the like, including common law of federal, state, and local governments, courts, governmental authorities, legislative bodies, boards, agencies, commissions, and the like.
6. "Non-Public University Information" ("NPUI") is University Confidential or Sensitive Data as detailed in the Data Classification Standard set forth in CUNY's IT Security Policies and Procedures found at security.cuny.edu. Broadly, NPUI comprises any University Data whose unauthorized disclosure is protected by law or that could result in risk to the University or its users. Some examples of NPUI include, but are not limited to, the following: • Personally identifiable information (e.g., Social Security number, driver's license number) • Financial account, payment card information and credit or debit card number • Personally identifiable education record • Protected health information • Citizenship status • Personnel record • Restricted and personally identifiable research data. • Any other information available in university files and systems that by its nature should be treated confidentially.
7. "OGC" When the term OGC is used concerning authority, approvals, consultations, determinations, or other duties or responsibilities, such reference shall be to the General Counsel or the Deputy General Counsel.
8. "President" means the chief executive officer of any constituent CUNY college or school, including a president or a dean as well as any acting or interim president or dean approved by the Board of Trustees.

9. "Student" is defined as a person who is matriculated and enrolled in courses creditable toward a degree or a certificate approved and registered with the New York State Education Department. This definition applies to undergraduate and graduate students and includes degree and certificate programs that are offered in an on-campus, hybrid, and online format.
10. "User" means anyone who uses CUNY Digital Assets and Resources, including but not limited to, all full-time and part-time CUNY employees and students, CUNY alumni (whether the individual received a degree or completed a program), other individuals working at CUNY such as contractors and RF employees, and visitors to CUNY campuses and facilities. To the extent that the University's collective bargaining agreements grant specific categories of retirees the right to access CUNY Digital Assets and Resources, those retirees will be included in the definition of user

[REFERENCE: Board of Trustees Minutes, 2012, 06-25, 5-B; Amended: Board of Trustees Minutes, 2015, 06-29, 5-A; Amended: Board of Trustees Minutes, 2024, 2-13, 4-B]

CUNY Drugs/Alcohol Use Amnesty Policy

The City University of New York's ("CUNY's") Drug/Alcohol Use Amnesty Policy has two principal purposes. First, it is intended to encourage students to seek medical assistance related to drug and/or 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. Second, CUNY wishes to encourage students under the influence of drugs and/or alcohol who may be the victims of, witnesses to, or otherwise become aware of violence (including but not limited to domestic violence, dating violence, stalking, or sexual assault) or sexual harassment or gender-based harassment to report that violence or harassment. Toward that end, CUNY's Policy is that students who seek medical assistance either for themselves or others and/or are reporting violence or harassment will not be subject to discipline under the circumstances described below.

I. Students who in good faith 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 residence hall or facility where alcohol consumption is prohibited) or drugs as long as there are no other violations that ordinarily would subject the student to disciplinary action. Similarly, students who may be the victims of, witnesses to, or otherwise become aware of violence or sexual harassment or gender-based harassment and who report such violence or harassment will not be disciplined for the consumption of alcohol or drugs in the absence of 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 misconduct, as defined in CUNY's Policy on Sexual Misconduct; (iii) causing or threatening physical harm; (iv) causing damage to property; (v) hazing.

II. The students involved will be encouraged to complete 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. If repeated incidents of alcohol or drug use are involved, there may be issues of medical concern, which may result in parental notification, medical withdrawal, and/or other non-disciplinary responses.

III. CUNY's Policy is intended both to implement Article 129-B of the Education Law (which mandates drug and alcohol amnesty for reporters of violence) and to complement New York State's Good Samaritan Law, which is designed to encourage individuals to call 911 in the event of an alcohol or drug-related emergency. Generally, the Good Samaritan Law protects persons who witness or suffer from a medical emergency involving drugs or alcohol from being arrested or prosecuted for drug or underage alcohol possession after they call 911. It does not protect against arrest or prosecution for other offenses, such as the sale of drugs.

[REFERENCE: Approved by the Board of Trustees on 6/30/2014, Cal. No. 7D and effective date of 7/1/2014 as 'Medical Amnesty-Good Samaritan Policy'. Amended and changed to 'Drug and Alcohol Use Amnesty Policy' on 10/1/2015. Cal. No. 6D.]

CUNY Policy on Drugs and Alcohol

The City University of New York ("CUNY") is an institution committed to promoting the physical, intellectual, and social development of all individuals. As such, CUNY seeks to prevent the abuse of drugs and alcohol, which can adversely impact performance and threaten the health and safety of students, employees, their families, and the general public. CUNY complies with all federal, state, and local laws concerning the unlawful possession, use, and distribution of drugs and alcohol.

Federal law requires that CUNY adopt and implement a program to prevent the use of illicit drugs and abuse of alcohol by students and employees. As part of its program, CUNY has adopted this policy, which sets forth (1) the standards of conduct that students and employees are expected to follow; (2) CUNY sanctions for the violation of this policy; and (3) responsibilities of the CUNY colleges/units in enforcing this policy. CUNY's policy also (1) sets forth the procedures for disseminating the policy, as well as information about the health risks of illegal drug and alcohol use, criminal sanctions for such use, and available counseling, treatment, or rehabilitation programs, to students and employees; and (2) requires each college to conduct a biennial review of drug and alcohol use and prevention on its campus.

This policy applies to all CUNY students, employees and visitors when they are on CUNY property, including CUNY residence halls, as well as when they are engaged in any CUNY-sponsored activities off campus.

CUNY Standards of Conduct

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

York College

management company on CUNY's behalf.

In order to make informed choices about the use of drugs and alcohol, CUNY students and employees are expected to familiarize themselves with the information provided by CUNY about the physiological, psychological, and social consequences of substance abuse.

CUNY Sanctions

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

Students

Students are expected to comply with the CUNY and college policies with respect to drugs and alcohol. Any student found in violation may be subject to disciplinary action under Article 15 of the Bylaws of the Board of Trustees, which may result in sanctions up to and including expulsion from the University.

In addition, any student who resides in a CUNY residence hall and who is found to have violated any CUNY or college policy with respect to drugs and alcohol may be subject to sanctions under the CUNY Residence Hall Disciplinary Procedures, up to and including expulsion from the residence hall.

In lieu of formal disciplinary action, CUNY may, in appropriate cases, seek to resolve the matter through an agreement pursuant to which the student must see a counselor or successfully participate in a drug and alcohol treatment program.

In accordance with the Federal Educational Rights and Privacy Act ("FERPA"), CUNY may also choose - when appropriate - to contact parents or legal guardians of students who have violated the CUNY policy on drugs and alcohol.

Employees

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

Responsibilities of Colleges/Units

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

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

[REFERENCE: Adopted by CUNY Board of Trustees: June 22, 2009 and amended on May 2, 2011. (Bot May 2, 2011, Calendar Item#5A).]

CUNY Policy on Equal Opportunity and Non-Discrimination

I. Policy on Equal Opportunity and Non-Discrimination

The City University of New York ("University" or "CUNY"), 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.

It is the policy of the University—applicable to all colleges and units— to recruit, employ, retain, promote, and provide benefits to employees (including paid and unpaid interns) and to admit and provide services for students without regard to 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.[1]

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

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

Prohibited Conduct Defined

Discrimination is treating an individual differently or less favorably because of his or her protected characteristics—such as race, color, religion, sex, gender, national origin, or any of the other bases prohibited by this Policy.

Harassment is a form of discrimination that consists of unwelcome conduct based on a protected characteristic that has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile or abusive work or academic environment. Such conduct can be spoken, written, visual, and/or physical. This policy covers prohibited harassment based on all protected characteristics other than sex. Sex-based harassment and sexual violence are covered by CUNY's Policy on Sexual Misconduct.

II. Discrimination and Retaliation Complaints

The City University of New York is committed to addressing discrimination and retaliation complaints promptly, consistently and fairly. There shall be a Chief Diversity Officer at every college or unit of the University, who shall be responsible for, among other things, addressing discrimination and retaliation complaints under this Policy. There shall be procedures for making and investigating such complaints, which shall be applicable at each unit of the University.

III. Academic Freedom

This policy shall not be interpreted so as to constitute interference with academic freedom.

IV. Responsibility for Compliance

The President of each college of the University, the CUNY Executive Vice Chancellor and Chief Operating Officer, and the Deans of the Law School, Graduate School of Journalism, School of Public Health and School of Professional Studies and Macaulay Honors College, have ultimate responsibility for overseeing compliance with these policies at their respective units of the University. In addition, each vice president, dean, director, or other person with managerial responsibility, including department chairpersons and executive officers, must promptly consult with the Chief Diversity Officer at his or her college or unit if he or she becomes aware of conduct or allegations of conduct that may violate this policy. All members of the University community are required to cooperate in any investigation of a discrimination or retaliation complaint.

[1] As a public university system, CUNY adheres to federal, state and city laws and regulations regarding non-discrimination and affirmative action. Should any federal, state or city law or regulation be adopted that prohibits discrimination based on grounds or characteristics not included in this Policy, discrimination on those additional bases will also be prohibited by this Policy.

Part of Policies and Procedures adopted and approved effective November 27, 2012, Cal.No.4; and revised policy amended and adopted December 1, 2014, Cal. No. C., with effective date of January 1, 2015; Cal. Item C.

CUNY Policy on Reasonable Accommodations and Academic Adjustments

I. Policy Statement

The City University of New York ("CUNY") is committed to providing reasonable accommodations and academic adjustments to allow qualified individuals the opportunity to participate in programs, activities and employment. CUNY recognizes that there may be times when employees and their supervisors, as well as students[1] and their instructors, can resolve accommodation requests informally. However, in many cases, such requests require a more formal process with the request being made to and considered by a designated decision-maker, with the opportunity for an appeal, as provided for in these procedures.

The following procedures apply to reasonable accommodations and academic adjustments in connection with:

- a disability
- pregnancy, childbirth, or a medical condition related to pregnancy or childbirth
- religious practices, and
- status as a victim of domestic violence, sex offense or stalking

CUNY will thoroughly review all requests on a case-by-case basis in accordance with applicable federal, state and New York City law. CUNY prohibits retaliation against individuals for requesting reasonable accommodations or academic adjustments, appealing decisions concerning such requests, or for making or participating in claims of discrimination. All requests for accommodations and academic adjustments, and all supporting documentation, including but not limited to medical information, are considered confidential and will be shared with college officials only on a need-to-know basis. Such documentation will only be used to evaluate the requested accommodation. Employee and applicant accommodation documentation will be kept in a separate file in the Office for Human Resources or the Office of Recruitment and Diversity, depending on which office is evaluating the accommodation request. Student accommodation documentation will be kept in the Office for Student Disability Services, the Office of Student Affairs, or the Office of Recruitment and Diversity, depending on which office is evaluating the accommodation request. [1] For the purpose of these procedures, "students" refers to students and prospective students.

II. Definitions

1. Academic Adjustments: Section 504 of the Rehabilitation Act of 1973 ("Section 504") requires CUNY to provide academic adjustments to qualified students with disabilities by (a) modifying academic requirements unless such requirements are essential to the instruction being pursued or to any directly related licensing requirement; (b) ensuring that course examinations for students with disabilities reflect their achievement in the course and not their disabilities; (c) taking steps to ensure that a qualified student is not excluded from participation or discriminated against because of the absence of educational auxiliary aids; and (d) ensuring that no rules have the effect of limiting the participation of students with disabilities in any educational program or activity.

2. ADA: The Americans with Disabilities Act ("ADA") guarantees individuals with disabilities access to employment, public accommodations, transportation, public services and telecommunications and provides such individuals with civil rights protections. Title II of the ADA, which applies to public entities such as CUNY, prohibits discrimination on the basis of a disability in all services, programs, and activities provided to the public by state and local governments.
3. 504/ADA Coordinator: Each College or unit at CUNY, including the University's Central Office (the "Central Office"), has a 504/ADA Coordinator whose contact information is available on the College or University website. The 504/ADA Coordinator is responsible for ensuring that disability accommodation requests from employees, prospective employees, students and visitors are processed in accordance with CUNY procedures, addressing appeals of accommodations/academic adjustment decisions through mediation or investigation, as necessary, monitoring the CUNY College or unit for 504/ADA compliance, collecting data, and providing information and guidance.
4. Chief Diversity Officer: Each College or unit at CUNY, including the Central Office, has a Chief Diversity Officer whose contact information is available on the College or University website. The Chief Diversity Officer is responsible for overseeing the unit's compliance with all laws and regulations related to diversity and inclusion and CUNY's Policy on Equal Opportunity and Nondiscrimination, providing guidance and information, and investigating complaints of unlawful discrimination. The Chief Diversity Officer also is responsible for addressing, through mediation or investigation, appeals of accommodations/academic adjustment decisions based on religion and employee/ job applicant appeals of accommodation decisions based on pregnancy, childbirth, or a related medical condition.
5. Disability: CUNY recognizes as a disability any physical, medical, mental or psychological impairment, or a history or record of such impairment, that constitutes a disability under applicable federal, state and New York City law.
6. Essential Functions of the Job: Job duties typically, but not exclusively, found on a job description, which are considered fundamental such that the individual cannot do the job without performing them. Qualified employees must be able to reasonably perform the essential functions of a job either with or without a reasonable accommodation.
7. Interactive Process/Cooperative Dialogue: The interactive process is the procedure through which an employer and an individual requesting an accommodation work together to identify what barriers exist to the individual's performance of essential functions of a particular job with the intention of finding a reasonable accommodation that would enable the employee to perform the job. The interactive process is a flexible and individualized approach and often includes a review of the individual's abilities and limitations (including supporting documentation), the essential functions of the job, factors or job tasks that may pose a difficulty, and how the person may be accommodated without creating an undue hardship on the employer. Similarly, with students, the interactive process is when a decision-maker at the campus works with the student to identify existing barriers to the student's access to academic and non-academic programs and activities at the College with the intention of finding an academic adjustment or reasonable accommodation to address those barriers. CUNY provides an interactive process for all accommodation requests, including requests related to disability, religious practices, pregnancy, childbirth or a related medical condition, and an individual's status as a victim of domestic violence, sex offense or stalking. For employee requests related to pregnancy, childbirth or a related medical condition, the New York City Commission on Human Rights refers to the interactive process as a "cooperative dialogue".
8. New York Education Law § 224-a: New York State Education Law § 224-a provides rights to students who are unable because of religious beliefs to register or attend classes on certain days. The law provides that a student, who is absent from school because of a religious belief, is entitled, without any additional fees, to an equivalent opportunity to register for classes or make up any examination, study or work requirements that the student may have missed because of such absence on any particular day or days.
9. Qualified Individual with a Disability: An employee or applicant for employment with a disability who satisfies the skill, experience, education, and other job-related requirements for the position and who can perform the essential functions of the job with or without a reasonable accommodation. Similarly, for students, a qualified individual with a disability is a student who meets the academic and technical standards required for admission or participation in the chosen program with or without a reasonable accommodation or academic adjustment.
10. Reasonable Accommodation: Although each accommodation request will be assessed individually, reasonable accommodations, in a general sense, are modifications made to remove workplace barriers and enable qualified individuals to perform their jobs. For qualifying students, reasonable accommodations are adjustments to policy, practice, and programs that "level the playing field" and provide equal access to CUNY's academic and non-academic programs and activities. Reasonable accommodations are addressed on a case-by-case basis.
11. Religion: An individual's sincerely held religious belief or practice of a creed or religion, including all aspects of religious observance, practice and belief, and moral or ethical beliefs as to what is right or wrong, which are sincerely held with the strength of traditional religious views. Religion is defined broadly and includes religious beliefs and practices that may be unfamiliar. "Religion" may consist of a belief system that does not include a traditional concept of God.
12. Section 504: Section 504 of the Rehabilitation Act of 1973 prohibits discrimination against qualified individuals with disabilities in federally-funded programs and activities.
13. Title IX Coordinator: Each College or unit at CUNY, including the Central Office, has a person who is designated the Title IX Coordinator, whose contact information is available on the College or University website. The Title IX Coordinator is responsible for compliance with Title IX of the Educational Amendments of 1972, which prohibits sex discrimination in educational programs. The Title IX Coordinator has overall responsibility for implementing CUNY's Policy on Sexual Misconduct, including overseeing the investigation of complaints related to sexual misconduct. The Title IX Coordinator also is responsible for addressing (a) requests for accommodations or academic adjustments based on an individual's status as a victim of domestic violence, sex offense or stalking and, (b) through mediation or investigation, student appeals of accommodation/academic adjustment decisions based on pregnancy, childbirth or a related medical condition.
14. Undue Hardship: An undue hardship is an action that would require significant difficulty or expense when considered in light of a number of factors, including the nature and cost of the accommodation in relation to the size, resources, nature and structure of the employer's operation, or an action that would fundamentally alter policy and procedures, the nature of a job function, and/or the fundamental nature of the academic program. An accommodation need not be granted where it would impose an undue hardship on the College or the University. If a particular accommodation imposes an undue hardship, the College or unit should consider whether an alternative accommodation is available that would not impose an undue hardship.

15. Pregnancy, Childbirth or a Related Medical Condition: The condition of being pregnant, having a child, or a medical condition related to pregnancy or childbirth.
16. Victim of Domestic Violence: A person who has been subjected to acts or threats of violence, not including acts of self-defense, committed by a current or former spouse or domestic partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim, by a person who is or has been in a continuing social relationship of a romantic or intimate nature with the victim, or a person who is or has continually or at regular intervals lived in the same household as the victim.
17. Victim of a Sex Offense or Stalking: A person who has been subjected to acts that would constitute violations of the New York Penal Law concerning sex offenses or stalking.

III. Requesting a Disability Accommodation or Academic Adjustment

A. Student Accommodations and Academic Adjustments

Students seeking accommodations or academic adjustments should contact the Office of Student Disability Services at the CUNY College or unit they attend. Contact information is available on the college website. Students may be asked to complete an intake form and provide supporting documentation. The Director of Student Disability Services, or a designee, and the student will engage in an interactive process, which may include a consideration of a number of factors, such as the student's limitations and the academic or other program requirements, with the goal of finding an acceptable accommodation or academic adjustment. Reasonable accommodations and academic adjustments may include, but are not limited to, providing the student with assistive technology or other auxiliary aides, extra time for tests or papers, access to an elevator where available, a note taker during lectures, or permission to bring a personal aide to assist the student during class. The Director of Student Disability Services, or a designee, may, when necessary and in a confidential manner, consult with appropriate college officials, such as the instructor or Provost, to determine program requirements and appropriate accommodations. A grant or denial of the request must be made as soon as practicable, taking into account the urgency of the request, and sent to the student in writing, either stating the accommodation or academic adjustment to be provided, or for denials, the reason(s) the request was denied.

B. Employee Accommodations

1. Applicants for Employment

Applicants are given an opportunity to self-identify as disabled.

Applicants for employment seeking accommodations to participate in the application/interview process should contact the Director of Human Resources at the College or unit to which they are applying. Applicants may be asked to complete an intake form and provide supporting documentation concerning their disability. The Director of Human Resources, or a designee, and the applicant will engage in an interactive process, which may include a consideration of a number of factors, such as the applicant's limitations and the application process and requirements, with the goal of finding an acceptable accommodation. Possible accommodations include, but are not limited to, providing adaptive furniture, equipment, or lighting, scheduling and room changes, a sign language interpreter, enlarged print or screen reader computer accessibility services, or other assistive technology or equipment. A grant or denial of the applicant's request must be made as soon as practicable, taking into account the urgency of the request, and sent to the applicant in writing, either stating the accommodation to be provided, or for denials, the reason(s) the request was denied. The Director of Human Resources, or a designee, is responsible for implementing all approved accommodations during the application and interview process. Classified civil service candidates who are required to take an exam or attend a hiring pool and are seeking an accommodation should follow the written instructions provided on the exam application, hiring pool instructions, or contact the HR Advisory Services unit in the Office of Human Resources Management in the Central Office.

2. Current Employees

Employees are given an opportunity to self-identify as disabled upon their initial hire and throughout their employment.

Current employees seeking accommodations should contact the Office of Human Resources at the College or unit where they are employed. Employees may be asked to complete an intake form and provide supporting documentation. The Director of Human Resources, or a designee, and the employee will engage in an interactive process, which may involve a consideration of a number of factors, such as the employee's limitations and the job requirements, essential duties, and office size and structure, with the goal of finding an acceptable accommodation. Reasonable accommodations may include, but are not limited to, modifying work schedules, granting breaks or providing leave, relocating the employee, reconfiguring work spaces or equipment, providing assistive technology or equipment, or reassigning the employee to a vacant position for which the employee is qualified. The Director of Human Resources is responsible for accommodation determinations. A grant or denial of the employee's request must be made as soon as practicable, taking into account the urgency of the request, and sent to the employee in writing, either stating the accommodation to be provided, or for denials, the reason(s) the request was denied.

C. Visitor Accommodations

Visitors seeking accommodations should contact in a timely manner the 504/ADA Coordinator at the College or unit they are visiting. The 504/ADA Coordinator may refer the request to the relevant campus office(s) for processing. Notices about campus events should include contact information for the 504/ADA Coordinator of the College or unit where the event is being held.

IV. Appeal of Disability Accommodation and Academic Adjustment Decisions

A. Student Accommodations and Academic Adjustments

Students may appeal determinations concerning requested accommodations and academic adjustments by filing a written complaint with the 504/ADA Coordinator. The 504/ADA Coordinator, or a designee, will mediate to try to resolve the issues between the student and the College to find an acceptable accommodation. If a mutually acceptable accommodation cannot be determined, then the 504/ADA Coordinator, or a designee, will investigate the

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complaint and make a recommendation to the College President, who will make the decision concerning the complaint. If the student believes that a decision to deny the request was based on unlawful discrimination, then the student may exercise any and all rights available under law without fear of retaliation, including filing a complaint with the United States Department of Education's Office for Civil Rights ("OCR").

B. Applicants for Employment

Applicants for employment may appeal determinations concerning requested accommodations by filing a written complaint with the 504/ADA Coordinator. The 504/ADA Coordinator, or a designee, will mediate to try to resolve the issues between the applicant and the College or unit to find a reasonable accommodation. If a mutually acceptable accommodation cannot be determined, then the 504/ADA Coordinator, or a designee, will investigate the complaint and make a recommendation to the President or, if the applicant is applying to a position at the Central Office, then to the Vice Chancellor for Human Resources Management. Such President or Vice Chancellor for Human Resources Management will make the final determination concerning the complaint. If the applicant requesting the accommodation believes that a decision to deny the request was based on unlawful discrimination, then the applicant may exercise any and all rights available under law without fear of retaliation, including filing a complaint with outside agencies, such as the Equal Employment Opportunity Commission ("EEOC"), the New York State Division of Human Rights ("NYSDHR") or the New York City Commission on Human Rights ("NYCCHR").

C. Current Employees

Employees may appeal decisions concerning requested accommodations by filing a written complaint with the 504/ADA Coordinator. The 504/ADA Coordinator, or a designee, will mediate to try to resolve the issues between the employee and College or unit to find an acceptable accommodation. If a mutually acceptable accommodation cannot be determined, then the 504/ADA Coordinator, or a designee, will investigate the complaint and make a recommendation to the President, or if the employee works at the Central Office, then to the Vice Chancellor for Human Resources Management.

Such President or Vice Chancellor for Human Resources Management will make the final determination concerning the complaint. If the employee is covered by a collective bargaining agreement, the employee may discuss the matter with a union representative and exercise any rights available under such agreement. If the employee requesting an accommodation believes that a decision to deny the request was based on unlawful discrimination, then the employee may exercise any and all rights available under law without fear of retaliation, including filing a complaint with an outside agency, such as the EEOC, the NYSDHR, or the NYCCHR.

D. Visitors

Visitors who have questions or concerns regarding an accommodation should contact the 504/ADA Coordinator, who will make the final determination concerning the requested accommodation.

V. Accommodations Based on Pregnancy, Childbirth or a Related Medical Condition

A. Student Accommodations and Academic Adjustments

Students requesting an accommodation or academic adjustment based on pregnancy, childbirth or a related medical condition should contact the Office of Student Disability Services. Students may be asked to complete an intake form and provide supporting documentation. The student and the Director of Student Disability Services, or a designee, will engage in an interactive process, which may include considering a number of factors, such as the student's limitations and the nature and requirements of the academic program, with the goal of finding an acceptable accommodation or academic adjustment. The Director of Student Disability Services may, when necessary, consult with appropriate college officials, such as the instructor or Provost, to determine program requirements and possible accommodations and adjustments. Reasonable accommodations or academic adjustments may include, but are not limited to, granting leaves of absence, providing take-home tests to students who are bedridden or homebound, allowing make-up tests and papers, or scheduling a meeting with the instructor for a student who had to miss class because of medical appointments or medical complications in order to make up missed content. A grant or denial of the request must be made as soon as practicable, taking into account the urgency of the request, and sent to the student in writing, either stating the accommodation, or for denials, the reason(s) the request was denied.

B. Applicant Accommodations.

Applicants for employment requesting an accommodation based on pregnancy, childbirth or a related medical condition should contact the Office of Human Resources.

Resources at the College or unit where they are applying. Classified civil service candidates who are required to take an exam or attend a hiring pool and are seeking an accommodation should follow the written instructions provided on the exam application, hiring pool instructions, or contact the HR Advisory Services unit in the Office of Human Resources Management in the Central Office.

C. Employee Accommodations.

1. Employees requesting an accommodation based on pregnancy, childbirth or a related medical condition should contact the Office of Human Resources at their College or unit. Employees may be required to submit an intake form. The employee and the Director of Human Resources, or a designee, will engage in an interactive process, also called a cooperative dialogue, which may include a consideration of a number of factors, such as the employee's limitations and the job functions and requirements, with the goal of finding an acceptable accommodation. The Director of Human Resources, or a designee, will initiate a cooperative dialogue even when an employee does not make an accommodation request when the College has (1) knowledge that the employee's performance at work has been affected or that her behavior at work could lead to an adverse employment action and (2) a reasonable basis to believe that the issue is related to pregnancy, childbirth or a related medical condition. Reasonable accommodations may include, but are not limited to, granting frequent bathroom breaks, providing the employee with a specialized chair, granting leaves of absence, changing work schedules to accommodate doctor's visits, temporary shift reassignments, providing light duties or assistance

with manual labor for a period of time, or temporarily reassigning the employee to a vacant position for which she is qualified. A grant or denial of the employee's request must be made as soon as practicable, taking into account the urgency of the request, and sent to the employee in writing, either stating the accommodation, or for denials, the reason(s) the request was denied.

2. Employees may be required to submit medical documentation when requesting: (a) time away from work, including for medical appointments, other than the presumptive six (for a vaginal delivery) to eight (for a caesarian section) week period following childbirth for recovery from childbirth, or (b) to work from home, either on an intermittent or a long-term basis. This requirement does not affect medical documentation requirements related to leave taken pursuant to the Family Medical Leave Act or other disability plans or policies.

D. Appeals

Employees and job applicants may appeal a denial of a request for an accommodation by filing a complaint with the Chief Diversity Officer. Students may appeal a denial of a written request for an accommodation and/or academic adjustment with the Title IX Coordinator. The Chief Diversity Officer, Title IX Coordinator, or a designee, will mediate to try to resolve the issues between the individual and the College or unit to find an acceptable accommodation. If a mutually acceptable accommodation cannot be determined, then the Chief Diversity Officer, Title IX Coordinator, or a designee, will investigate the complaint and make a recommendation to the College President, or if the employee works at the Central Office, then to the Vice Chancellor for Human Resources Management. Such President or Vice Chancellor for Human Resources Management shall make the final determination concerning the complaint. If the employee is covered by a collective bargaining agreement, she may discuss the matter with her union representative and exercise any rights

VI. Religious Accommodations

A. Requests for Accommodations

1. Students requesting a religious accommodation should contact the Office for Student Affairs at the College or unit in which they are enrolled. The Chief Student Affairs Officer, or a designee, and the student will engage in an interactive process with the goal of finding an acceptable accommodation.
2. Consistent with New York State Education Law § 224-a, students who are absent from school because of a religious belief will be given the equivalent opportunity, without any additional fee charged, to register for classes or make up any examination, study or work requirements missed because of such absence on any particular day or days.
3. Employees and applicants requesting a religious accommodation should contact the Office of Human Resources at the College or unit where they are employed or applying. The Director of Human Resources, or a designee, and the employee/applicant will engage in an interactive process with the goal of finding an acceptable accommodation. Classified civil service candidates who are required to take an exam or attend a hiring pool and are seeking an accommodation should follow the written instructions provided on the exam application, hiring pool instructions, or contact the HR Advisory Services unit in University Human Resources.
4. Individuals requesting accommodations may be required to submit an intake form. In the case of requests for religious accommodations, the interactive process may include a consideration of a variety of factors, such as the individual's religious practices and the functions and requirements of the academic program or job. Reasonable accommodations may include, but are not limited to, flexible arrival and/or departure times, permission to make up a test or lecture, leave or assignment changes, time and/or space to pray, or an accommodation relating to appearance or dress.
5. CUNY generally will not question that a request for religious accommodation is based on a sincerely held belief. However, if CUNY has genuine reason to doubt that a belief qualifies as religious, or is sincerely held, CUNY may make a limited inquiry, asking for supporting documentation. The documentation submitted may include the requestor's first-hand explanation, or explanations from others, such as a religious official or clergy member, who are aware of the religious practice or belief.
6. A grant or denial of the request must be made in as soon as practicable, taking into account the urgency of the request, and sent in writing to the individual making the request, either stating the accommodation, or for denials, the reason(s) the request was denied.

B. Appeals

Students, employees, and applicants may appeal a denial of their accommodation request by filing a complaint with the Chief Diversity Officer at their College or unit. The Chief Diversity Officer, or a designee, will mediate to try to resolve the issues between the individual and the College to find an acceptable accommodation. If a mutually acceptable accommodation cannot be determined, then the Chief Diversity Officer, or a designee, will investigate the complaint and make a recommendation to the College President, or if the employee works at the Central Office, then to the Senior Vice Chancellor for University Human Resources. The College President or Senior Vice Chancellor for University Human Resources will make the final determination concerning the complaint. If the employee is covered by a collective bargaining agreement, the employee may discuss the matter with a union representative and exercise any rights available under such agreement.

VII. Accommodations Based on Status as a Victim of Domestic Violence, Sex Offense, or Stalking

A. Requests for Accommodations

1. Individuals requesting an accommodation based on their status as a victim of domestic violence, sex offense, or stalking should contact the Title IX Coordinator at their College or unit. The Title IX Coordinator, or a designee, and the individual will engage in an interactive process with the goal of finding an acceptable accommodation. The Title IX Coordinator, or a designee, in appropriate situations, may develop a workplace safety plan as described in the CUNY Domestic Violence and The Workplace Policy.

2. Individuals may be required where appropriate to submit an intake form and/or provide appropriate documentation to support their status as a victim of domestic violence, sex offense or stalking and to help the College or unit determine a reasonable accommodation.
3. In cases involving a requested accommodation based on status as a victim of domestic violence, sex offense, or stalking, the interactive process may include a consideration of factors, such as the individual's personal safety and mental and physical health and the job or academic requirements. Reasonable accommodations may include, but are not limited to, a leave of absence, modified or flexible work schedules, confidentiality of addresses and phone numbers, transfer to another location, assisting in the enforcement of protective orders, such as posting a photograph of the abuser with the reception or security, or providing the individual with an escort into or out of buildings.
4. A grant or denial of the request must be made as soon as practicable, taking into account the urgency of the request, and sent in writing to the individual who made the request, either stating the accommodation, or for denials, the reason(s) the request was denied.
5. Victims of domestic violence, sex offense, or stalking should consult CUNY's Sexual Misconduct Policy, available on the CUNY website, to the extent they need immediate and supportive interim measures that are not addressed herein.

B. Appeals

Students may appeal the denial of their request for an accommodation or academic adjustment by filing a complaint with the Office for Student Affairs at the campus in which they are enrolled or applying. Employees and applicants may appeal the denial of their request for an accommodation by filing a complaint with the Office for Human Resources at the campus where they are employed or applying for employment. The Chief Student Affairs Officer or Director of Human Resources, as the case may be, or a designee, will mediate to try to resolve the issues between the individual and the College or unit to find an acceptable accommodation/academic adjustment. If a mutually acceptable accommodation/academic adjustment cannot be determined, then the Chief Student Affairs Officer or Director of Human Resources, or a designee, will investigate the complaint and make a recommendation to the College President, or if the employee works at the Central Office, then to the Vice Chancellor for Human Resources Management. Such College President or Vice Chancellor for Human Resources Management shall make the final determination concerning the complaint. If the employee is covered by a collective bargaining agreement, the employee may discuss the matter with a union representative and exercise any rights available under such agreement.

VIII. Filing Complaints with Outside Agencies

Students, employees, and applicants who believe that a decision to deny the request for a reasonable accommodation or academic adjustment was based on unlawful discrimination may avail themselves of any and all of their rights under law without fear of retaliation, including filing complaints with one or more of the outside agencies listed below.

- The U.S. Department of Education, Office for Civil Rights <http://www2.ed.gov/about/offices/list/ocr/complaintprocess.html>
- The U.S. Equal Employment Opportunity Commission https://www.eeoc.gov/federal/fed_employees/filing_complaint.cfm
- New York State Division of Human Rights <https://dhr.ny.gov/complaint>
- New York City Commission on Human Rights <https://www1.nyc.gov/site/cchr/enforcement/complaint-process.page>

[1] As a public university system, CUNY adheres to federal, state and city laws and regulations regarding non-discrimination and affirmative action. Should any federal, state or city law or regulation be adopted that prohibits discrimination based on grounds or characteristics not included in this Policy, discrimination on those additional bases will also be prohibited by this Policy.

Part of Policies and Procedures adopted and approved effective November 27, 2012, Cal.No.4; and revised policy amended and adopted December 1, 2014, Cal. No. C., with effective date of January 1, 2015; Cal. Item C.

CUNY Policy on Sexual Misconduct

Every member of The City University of New York community, including students, employees and visitors, deserves the opportunity to live, learn and work free from sexual harassment, gender-based harassment and sexual violence. This is the sole policy at CUNY addressing sexual harassment, gender-based harassment and sexual violence and is applicable at all college and units at the University. The CUNY community should also be aware of the following policies that apply to other forms of sex discrimination, as well as to other types of workplace violence and domestic violence that affect the workplace:

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

Prohibited Conduct

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

This policy prohibits sexual harassment, gender-based harassment and sexual violence against any CUNY student, employee or visitor.

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

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

Sexual violence is an umbrella term that includes sexual assault, such as rape/attempted rape, criminal sexual act, forcible touching, and sexual abuse. If of a sexual nature, stalking/cyberstalking (hereinafter "stalking") and dating, domestic and intimate partner violence may also constitute sexual harassment, gender-based harassment or sexual violence.

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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. Sexual-Misconduct-Policy.pdf (cuny.edu)

Title IX Coordinator

Each college or unit of CUNY has an employee who has been designated as the Title IX Coordinator. This employee is responsible for compliance with Title IX of the Education Amendments of 1972, which prohibits sex discrimination, including sexual harassment, gender-based harassment and sexual violence, in education programs. The Title IX Coordinator has overall responsibility for implementing this policy, including overseeing the investigation of complaints at her/his college or unit and carrying out the other functions of that position set forth in this policy.

- [Arlene Peterson](#) has been designated as the Title IX Coordinator for York College. Her office is located in Room AC-2H04 and her telephone number is (718) 262-2137. The Title IX Coordinator is responsible for investigating complaints of discrimination or denial of benefits based on sex in any educational program or activity. Anyone in imminent danger of harm should contact Public Safety at (718) 262-2222 or dial 911 immediately. The Public Safety Office is in the Academic Core Building, Room 1M02.
- [Arlene Peterson](#) is the designated 504/ADA officer for York College. This individual is responsible for supporting the Office of Diversity and Compliance and the Center for Students with Disabilities in coordinating the policies which fall under the Americans with Disabilities Act of 1990, effective January 26, 1992, and Section 504 of the Rehabilitation Act of 1973 (P.L. 93-112), which prohibits discrimination on the basis of disability. Ms. Peterson's office is located in Room AC-2H04 and her telephone number is (718) 262-2137. Charmaine Townsell, Senior Director of Student Wellness & Resources, is Director over the Center for Students with Disabilities. Her office is in Room AC-1G02 and her phone number is 718-262-2274.

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

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

CUNY Policy on Admission of Students Who May Pose a Risk to the College

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

See <https://www.cuny.edu/wp-content/uploads/sites/4/page-assets/about/administration/offices/legal-affairs/advisories/admission-of-students-who-may-pose-risk-to-college-12.05.12.pdf>

CUNY Policy on the Submission of Fraudulent Documents and on the Omission of Information in Support of an Application for Admission

The submission of documents in support of applications for admission such as transcripts, diplomas, test scores, references, or the applications themselves, that are forged, fraudulent, altered from the original, materially incomplete, obtained under false pretenses, or otherwise deceptive (collectively referred to as fraudulent documents) is prohibited by The City University of New York (CUNY) and may be punishable by: a bar on applying for admission, suspension, and/or expulsion. The term "applications for admission" includes transfer applications.

Materially incomplete applications include applications that fail to include all prior post-high school college level courses, regardless of whether (i) the courses were taken at a post-secondary institution in the United States or outside the United States, (ii) the applicant received a degree at the post-secondary institution (iii) the applicant is seeking credit for such courses, or (iv) the applicant is changing majors/careers.

PROCEDURES FOR IMPOSITION OF SANCTIONS

I. Pre-Enrollment

Whenever an applicant for admission to any college of CUNY submits, as part of an admission application, a document that is found to be fraudulent before an admission decision is made or before the applicant has enrolled, the applicant shall be barred from enrolling in any college of CUNY the year of the application and for a period of five years after the year of the application that contained the fraudulent material. If done a second time, there shall be a

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lifetime ban on admission to any college of CUNY. In the event of the submission of fraudulent documents, CUNY will notify the applicant in writing of this prohibited act and the penalty, and advise the applicant of the opportunity to appeal the decision in writing to the Vice Chancellor for Student Development. The applicant may then submit a written statement and evidence demonstrating that the document is not fraudulent or advancing some other defense. The Vice Chancellor may reduce or withdraw the penalty, if he or she finds the document to be authentic, that the submission of the document was not the fault of the applicant, or otherwise deems it appropriate.

II. Post-Enrollment

If, after a student has completed registration or begun classes in a CUNY college, it is found that the student had submitted a fraudulent document in support of an application for admission, the student shall be suspended from CUNY for five years. A second offense shall result in expulsion. The suspension or expulsion shall apply to all colleges of CUNY. The accused student shall be notified of such suspension or expulsion in writing and shall be entitled to appeal within 30 days of receiving notification and request a hearing pursuant to Article XV of the CUNY Bylaws, at which the college faculty-student disciplinary committee shall determine the facts, based upon which the disciplinary committee may, if persuaded that the document is authentic or that another defense is demonstrated, withdraw or a reduce the penalty. The penalty shall not take effect until after the period to appeal has expired or upon the completion of the hearing. An adverse decision of the disciplinary committee shall be appealable by the accused student to the college president and a Board committee pursuant to Article XV of the CUNY Bylaws.

III. Post-Graduation

If, after a student has graduated, it is found that the graduate submitted a fraudulent document in support of an application for admission, then he or she shall be notified in writing. The accused graduate shall be entitled to a hearing pursuant to Article XV of the CUNY Bylaws, at which the college faculty-student disciplinary committee shall determine the facts, based upon which the disciplinary committee may make a decision to impose a penalty of suspension from CUNY for five years, and may also recommend the revocation of the degree or certificate that had been awarded to the student. A second offense shall result in expulsion. The suspension or expulsion shall apply to all colleges of CUNY. An adverse decision of the disciplinary committee imposing a suspension or expulsion shall be appealable to the college president and a Board committee pursuant to Article XV of the Bylaws. In the event the disciplinary committee recommends the revocation of a degree or certificate, the degree or certificate shall be revoked upon approval by the Board of Trustees after considering the recommendation of the faculty of the college.

IV. NOTIFICATION TO THE VICE CHANCELLOR

The Vice Chancellor for Student Development shall be notified of all bars from applying for admission, suspensions, and expulsions under this policy and shall implement them on a University-wide basis.

V. DISSEMINATION

CUNY officials shall publicize this policy and its penalties. Where appropriate, CUNY officials shall share the decisions, findings and supporting evidence on specific cases with civil and criminal authorities.

Effective Date: October 1, 2006

Family Educational Rights and Privacy Act (FERPA) Annual Notice to Students: Access to Student Records

Annually, Colleges inform students of the Family Educational Rights and Privacy Act of 1974, (FERPA) as amended. The Office of the Registrar will disclose FERPA information by publishing a notice in the College Catalog, Registrar Website and in other appropriate locations. This annual notice shall prescribe the procedures whereby a student may make a formal request for non-disclosure of directory information, exercise the right to inspect and review education records, request an amendment of education records and obtain a copy of the College's education records policy. The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. See Section "6" below on your right to prevent the disclosure of directory information. The FERPA rights of students are:

1. The right to inspect and review your education records. Students should submit to the registrar, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. If the records are not maintained by the college official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed. All requests shall be granted or denied in writing within 45 days of receipt. If the request is granted, you will be notified of the time and place where the records may be inspected. If the request is denied or not responded to within 45 days, you may appeal to the college's FERPA appeals officer. Additional information regarding the appeal procedures will be provided to you if a request is denied. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for students to review the records. Schools may charge a fee for copies.
2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. You may ask the college to amend a record that you believe is inaccurate or misleading. You should write to the college official responsible for the record, clearly identify the part of the record you want changed, and specify why it is inaccurate or misleading. If the college decides not to amend the record as requested by you, the college will notify you of the decision and advise you of your right to a hearing before the college's FERPA appeals officer regarding the request for amendment. Additional information regarding the hearing procedures will be provided to you when notified of your right to a hearing.
3. The right to consent to disclosure of personally identifiable information contained in your education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to college officials with legitimate educational interests. A college official is a person employed by the university in an administrative, supervisory, academic or research, or support staff position; a person or company with whom the University has contracted; a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another college official in performing his or her tasks. A college official

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has a legitimate educational interest if access is reasonably necessary in order to perform his/her instructional, research, administrative or other duties and responsibilities. Upon request, the college discloses education records without consent to officials of another college or school in which a student seeks or intends to enroll

4. You may appeal the alleged denial of FERPA rights to the: Office of the General Counsel and Senior Vice Chancellor for Legal Affairs The City University of New York 205 East 42nd Street, 11th Floor New York, NY 10017 Email: ogc@cuny.edu
5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the college to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are: Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue, SW Washington, D.C. 20202-5920 For additional information visit the U.S. Department of Education website.
6. Colleges will make the following "directory information" concerning current and former students available to those parties having a legitimate interest in the information:
 - name
 - attendance dates (periods of enrollment)
 - address
 - telephone number
 - date and place of birth photograph
 - email address
 - full- or part-time status
 - enrollment status (undergraduate, graduate, etc.)
 - level of education (credits) completed major field of study
 - degree enrolled for
 - participation in officially recognized activities and sport
 - height and weight of athletic team members

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

Freedom of Information Law Notice

Requests to inspect public records at the college should be made to the Records Access Officer, **Russell Platzek, Esq., Executive Director of Legal Affairs and Labor Relations, Room AC-2H05**. Requests may be made online at <https://www.cuny.edu/foil/>.

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

Note: Please visit the CUNY website for FOIL Procedures

Marketing of Credit Cards to Students

New York State law prohibits the advertising, marketing, or merchandising of credit cards to students on college campuses except pursuant to an official credit card marketing policy. The statute was enacted to address an alarming trend in which college students who lack financial management skills are solicited for credit cards on campus and incur significant credit card debt resulting in negative credit histories and sometimes bankruptcy. This policy fulfills The City University of New York's statutory obligation to adopt an official credit card marketing policy while maintaining the ability of individual colleges to allow credit card marketing on campus under appropriate guidelines. (BTM,2005,06-27,008,_A)

Colleges shall not sell or otherwise make available student lists to credit card companies. The term "credit card companies" as used in this policy includes all financial institutions and any other issuers of credit cards. (BTM,2005,06-27,008,_A)

A college may choose to ban the advertising, marketing or merchandising of credit cards to students on its campus. This policy does not apply to student newspapers. (BTM,2005,06-27,008,_A)

No credit card company may advertise, market, or merchandise credit cards to students, unless they meet substantive criteria established by the college and pursuant to time, place and manner restrictions as are established by the college. Such criteria may include maximum interest rates, credit lines, penalties and fees. (BTM,2005,06-27,008,_A)

Colleges that wish to allow the credit card companies access to their campuses to market credit cards—tabling—may only do so under the following conditions (BTM,2005,06-27,008,_A):

1. Credit card companies shall be prohibited from using marketing tactics such as giving away gifts or other items of value to students who apply for or are granted credit cards. (BTM,2005,06-27,008,_A)
2. Credit card companies shall be prohibited from taking completed applications from students on the campus. (BTM,2005,06-27,008,_A)

Credit card and debt education should be made a regular part of campus programming, including at new student orientation programs. (BTM,2005,06-27,008,_A)

Bookstores shall be prohibited by auxiliary enterprise boards from including credit card applications and brochures with bookstore purchases. (BTM,2005,06-27,008,_A)

REFERENCE: CUNY Manual of General Policy, Article VII, Policy 7.08

Article VII- CUNY policy: https://policy.cuny.edu/general-policy/article-vii/#policy_7.08

Notice of Non-Discrimination Statement

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

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

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

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

Arlene Peterson has been designated at York College to handle inquiries and complaints relating to CUNY's Policy on Equal Opportunity and Nondiscrimination as well as CUNY's Policy on Sexual Misconduct (PSM). Ms. Peterson's office is located in Room AC-2H04, her telephone number is (718) 262-2137, and her email is apeterson1@york.cuny.edu

Notice of Access to Campus Crime Statistics, the Campus Security Report, and Information on Registered Sex Offenders

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

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

The campus crime statistics and the annual campus security report are available at the <https://www.york.cuny.edu/public-safety>. If you wish to be mailed copies of the campus crime statistics and the annual campus security report, you should contact the York College Director of Public Safety at 718-262-2222 and copies will be mailed to you within 10 days. The U.S. Department of Education's website address for campus crime statistics is www.ed.gov/security/InstDetail.asp (then input the name of the school).

In accordance with the federal Campus Sex Crimes Prevention Act, registered sex offenders now are required to register the name and address of any college at which he or she is a student or employee. The New York State Division of Criminal Justice maintains a registry of convicted sex offenders and informs the college's chief security (public safety) officer of the presence on campus of a registered sex offender as a student or employee. You may contact the York College Director of Public Safety at 718-262-2222 to obtain information about Level 2 or Level 3 registered sex offenders on campus. To obtain information about Level 3 offenders, you may contact the Division's registry website and then click on "Search for Level 3 Sex Offenders" or access the directory at the college's public safety department or police precinct. To obtain information about Level 2 offenders, you need to contact the public safety department, local police precinct in which the offender resides or attends college, or the Division's sex offender registry at 800-262-3257.

Procedures for Handling Student Complaints

The University and its Colleges have a variety of procedures for dealing with student-related issues, including grade appeals, academic integrity violations, student discipline, disclosure of student records, student elections, sexual harassment complaints, disability accommodations, and discrimination. One area not generally covered by other procedures concerns student complaints about faculty conduct in the classroom or other formal academic settings. The University respects the academic freedom of the faculty and will not interfere with it as it relates to the content or style of teaching activities. Indeed, academic freedom is and should be of paramount importance. At the same time the University recognizes its responsibility to provide students with a

procedure for addressing complaints about faculty treatment of students that are not protected by academic freedom and are not covered by other procedures. Examples might include incompetent or inefficient service, neglect of duty, physical or mental incapacity and conduct unbecoming a member of the staff.

Determination of Appropriate Procedure

If students have any question about the applicable procedure to follow for a particular complaint, they should consult with the chief student affairs officer. In particular, the chief student affairs officer should advise a student if some other procedure is applicable to the type of complaint the student has.

1. Informal Resolution Students are encouraged to attempt to resolve complaints informally with the faculty member or to seek the assistance of the department chairperson or campus ombudsman to facilitate informal resolution.
2. Formal Complaint If the student does not pursue informal resolution, or if informal resolution is unsuccessful, the student may file a written complaint with the department chairperson or, if the chairperson is the subject of the complaint, with the academic dean or a senior faculty member designated by the college president. (This person will be referred to below as the Fact Finder.) Only students in a faculty member's class or present in another academic setting where the alleged conduct occurred may file complaints against that faculty member.
3. 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.
4. 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.
5. 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.
6. If resolution is not possible, and the Fact Finder concludes that the facts alleged by the student, taken as true and viewed in the light most favorable to the student, establish that the conduct complained of is clearly protected by academic freedom, he or she shall issue a written report dismissing the complaint and setting forth the reasons for dismissal and send a copy to the complaining student, the faculty member, the chief academic officer and the chief student affairs officer. Otherwise, the Fact Finder shall conduct an investigation. The Fact Finder shall separately interview the complaining student, the faculty member and other persons with relevant knowledge and information and shall also consult with the appropriate school dean or chief student affairs officer and, if appropriate, the college's attorney. The Fact Finder shall not reveal the identity of the complaining student and the faculty member to others except to the extent necessary to conduct the investigation. If the Fact Finder believes it would be helpful, he or she may meet again with the student and faculty member after completing the investigation in an effort to resolve the matter. The complaining student and the faculty member shall have the right to have a representative (including a union representative, student government representative or attorney) present during the initial meeting, the interview and any post-investigation meeting.
7. 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.
8. At the end of the investigation, the Fact Finder shall issue a written report setting forth his or her findings and recommendations, with particular focus on whether the conduct in question is protected by academic freedom, and send a copy to the complaining student, the faculty member, the chief academic officer (and/or the appropriate school dean) and the chief student affairs officer. In ordinary cases, it is expected that the investigation and written report should be completed within 30 calendar days of the date the complaint was filed.

Appeals Procedure

If either the student or the faculty member is not satisfied with the report of the Fact Finder, the student or faculty member may file a written appeal to the chief academic officer within 10 calendar days of receiving the report, which time period may be extended for good cause shown. The chief academic officer shall convene and serve as the chairperson of an Appeals Committee, which shall also include the chief student affairs officer, two faculty members elected annually by the faculty council or senate and one student elected annually by the student senate. The Appeals Committee shall review the findings and recommendations of the report, with particular focus on whether the conduct in question is protected by academic freedom. The Appeals Committee shall not conduct a new factual investigation or overturn any factual findings contained in the report unless they are clearly erroneous. If the Appeals Committee decides to reverse the Fact Finder in a case where there has not been an investigation because the Fact Finder erroneously found that the alleged conduct was protected by academic freedom, it may remand to the Fact Finder for further proceedings. The committee shall issue a written decision within 20 calendar days of receiving the appeal. A copy of the decision shall be sent to the student, the faculty member, the department chairperson and the president.

Subsequent Action

Following the completion of these procedures, the appropriate college official shall decide the appropriate action, if any, to take. For example, the department chairperson may decide to place a report in the faculty member's personnel file or the president may bring disciplinary charges against the faculty member. Disciplinary charges may also be brought in extremely serious cases even though the college has not completed the entire investigative

York College

process described above; in that case, the bringing of disciplinary charges shall automatically suspend that process. Any action taken by a college, whether interim or final, must comply with the bylaws of the University and the collective bargaining agreement between the University and the Professional Staff Congress.

Campus Implementation

Each campus shall implement these procedures and shall distribute them widely to administrators, faculty members and students and post them on the college website.

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

Religious Holidays and Observance

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

Any student of York College who is unable, because of his or her religious beliefs, to attend classes on a particular day or days shall, because of such absence on the particular day or days, be excused from any examination or any study or work requirements.

It shall be the responsibility of the faculty and of the administrative officials of York College to make available to each student who is absent from school, because of his or her religious beliefs, an equivalent opportunity to register for classes or make up any examination, study or work requirements which he or she may have missed because of such absence on any particular day or days. No fees of any kind shall be charged by the institution for making available to the said student such equivalent opportunity.

If registration, classes, examinations, study or work requirements are held on Friday after four o'clock post meridian or on Saturday, similar or makeup classes, examinations, study or work requirements or opportunity to register shall be made available on other days, where it is possible and practicable to do so. No special fees shall be charged to the student for these classes, examinations, study or work requirements or registration held on other days.

In effectuating the provisions of this section, it shall be the duty of the faculty and of the administrative officials of York College to exercise the fullest measure of good faith. No adverse or prejudicial effects shall result to any student because of his or her availing himself or herself of the provisions of this section.

Any student, who is aggrieved by the alleged failure of any faculty or administrative officials to comply in good faith with the provisions of this section, shall be entitled to maintain an action or proceeding in the supreme court of Queens County for the enforcement of his or her rights under this section.

It shall be the responsibility of the administrative officials of York College to give written notice to students of their rights under this section, informing them that each student who is absent from school, because of his or her religious beliefs, must be given an equivalent opportunity to register for classes or make up any examination, study or work requirements which he or she may have missed because of such absence on any particular day or days. No fees of any kind shall be charged by the College for making available to such student such equivalent opportunity.

See: New York State Education Law, Section 224-a.

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 nourish 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 education unit, shall:

1. Have the affirmative responsibility of conserving and enhancing the educational standards of the college and schools under his jurisdiction;
2. Be the advisor and executive agent of the Board and of his respective College Committee and as such shall have the immediate supervision with full discretionary power in carrying into effect the Bylaws, resolutions, and policies of the Board, the lawful resolutions of the several faculties;
3. Exercise general superintendence over the concerns, officers, employees, and students of his educational unit.”

1. RULES

York College

1. A member of the academic community shall not intentionally obstruct and/or forcibly prevent others from the exercise of their rights. Nor shall he interfere with the institution's educational processes or facilities, or the rights of those who wish to avail themselves of any of the institution's instructional, personal, administrative, recreational, and community services.
2. Individuals are liable for failure to comply with lawful directions issued by representatives of the University/college when they are acting in their official capacities. Members of the academic community are required to show their identification cards when requested to do so by an official of the college.
3. Unauthorized occupancy of University/college facilities or blocking access to or from such areas is prohibited. Permission from appropriate college authorities must be obtained for removal, relocation, and use of University/college equipment and/or supplies.
4. Theft from, or damage to University/college premises or property, or theft of or damage to property of any person on University/college premises is prohibited.
5. Each member of the academic community or an invited guest has the right to advocate his position without having to fear abuse, physical, verbal, or otherwise, from others supporting conflicting points of view. Members of the academic community and other persons on the college grounds shall not use language or take actions reasonably likely to provoke or encourage physical violence by demonstrators, those demonstrated against, or spectators.
6. Action may be taken against any and all persons who have no legitimate reason for their presence on any campus within the University/college, or whose presence on any such campus obstructs and/or forcibly prevents others from the exercise of the rights or interferes with the institution's educational processes or facilities, or the rights of those who wish to avail themselves of any of the institution's instructional, personal, administrative, recreational, and community services.
7. Disorderly or indecent conduct on University/college-owned or controlled property is prohibited.
8. No individual shall have in his possession a rifle, shotgun, or firearm or knowingly have in his possession any other dangerous instruments or material that can be used to inflict bodily harm on an individual or damage upon a building or the grounds of the University/college without the written authorization of such educational institution. Nor shall any individual have in his possession any other instrument or material which can be used and is intended to inflict bodily harm on any individual or damage upon a building or the grounds of the University/college.
9. Any action or situation which recklessly or intentionally endangers mental or physical health or involves the forced consumption of liquor or drugs for the purpose of initiation into or affiliation with any organization is prohibited.
10. The unlawful manufacture, distribution, dispensation, possession, or use of illegal drugs or other controlled substances by University students or employees on University/college premises, or as part of any University/college activities is prohibited. Employees of the University must also notify the College Personnel Director of any criminal drug statute conviction for a violation occurring in the workplace not later than five (5) days after such conviction.
11. The unlawful possession, use, or distribution of alcohol by students or employees on University/college premises or as part of any University/college activities is prohibited.

2. PENALTIES

1. Any student engaging in any manner in conduct prohibited under substantive Rules 1-11 shall be subject to the following range of sanctions as hereafter defined in the attached Appendix: admonition, warning, censure, disciplinary probation, restitution, suspension, expulsions, ejection, and/or arrest by the civil authorities.
2. Any tenured or non-tenured faculty member, or other member of the instructional staff, or member of the classified staff engaging in any manner in conduct prohibited under substantive Rules 1-11 shall be subject to the following range of penalties: warning, censure, restitution, fine not exceeding those permitted by law or by the Bylaws of The City University of New York or suspension with/without pay pending a hearing before an appropriate college authority, dismissal after a hearing, ejection, and/or arrest by the civil authorities, and, for engaging in any manner in conduct prohibited under substantive rule 10, may, in the alternative, be required to participate satisfactorily in an appropriately licensed drug treatment or rehabilitation program. A tenured or non-tenured faculty member, or other member of the instructional staff, or member of the classified staff charged with engaging in any manner in conduct prohibited under substantive Rules 1-11 shall be entitled to be treated in accordance with applicable provisions of the Education Law, or the Civil Service Law, or the applicable collective bargaining agreement, or the Bylaws or written policies of The City University of New York.
3. Any visitor, licensee, or invitee, engaging in any manner in conduct prohibited under substantive Rules 1-11, shall be subject to ejection, and/or arrest by the civil authorities.
4. Any organization which authorized the conduct prohibited under substantive rules 1-11 shall have its permission to operate on campus rescinded.

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

APPENDIX

SANCTIONS DEFINED:

A. Admonition.

An oral statement to the offender that he has violated university rules.

B. Warning.

Notice to the offender, orally or in writing, that continuation or repetition of the wrongful conduct, within a period of time stated in the warning, may cause far more severe disciplinary action.

C. Censure.

Written reprimand for violation of specified regulation, including the possibility of more severe disciplinary sanction in the event of conviction for the violation of any University regulation within a period stated in the letter of reprimand.

York College

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, 1980, May 22, 1989 and June 25, 1990.

Special Provisions for Students in the Military

Mobilization/Activation/Deployment

CUNY supports students who, in the current environment, are called away to duty during their college career. The Chancellor has communicated his desire that deployed students be given as wide a latitude as possible to enable them to seamlessly resume their studies as soon as they are able to do so. Each college's registrar is the initial point of contact for a military-related interruption of attendance. Students may also seek the help of York College's Office of Veteran's Affairs at veterans@york.cuny.edu, the Student Services Office, or the campus Ombudsperson. For information from the VA regarding transitioning back, visit the [VA Seamless Transition page](#).

Grades

A student who is called to active duty in the armed forces of the United States after having attended regularly for 13 or more weeks or having completed 85% of the term's work through acceleration may be given full credit for each course in which he or she has a grade of C or better.

The student must follow their college's policy on incomplete, and sign an incomplete contract with the instructor. The normal regulations apply, and grades will be recorded as failures if courses are not completed.

Refunds

Students called to active duty who do not meet attendance requirements sufficient to earn a grade are entitled to a 100% refund of tuition and fees, except application fees. For students who enlist in the military, the amount of the refund depends upon whether the withdrawal is before the 5th week of classes. Students withdrawing prior to the beginning of the 5th week (3rd week in the Summer Session/Winter Session) are entitled to 100% refund of tuition and all fees except application fees. Students withdrawing after the 5th week (or the 3rd week for Summer Session/Winter Session) are entitled to a 50% refund of tuition and fees.

Re-Enrollment of Veterans

Veterans that are returning students are given preference in the following ways:

- Readmission in a probationary or non-degree status will be granted to the veteran who is a former student with an unsatisfactory academic record.
- Upon their return from active duty, veterans may register even after normal registration periods end, without late fees or other penalties.
- Veterans who are matriculating students may apply to earn up to 18 credits for United States Armed Forces Institute courses in which they have passed final exams, and for other military education and training. Veterans returning too late to register may audit classes without charge.

Late Admissions

Veterans with no previous college experience are permitted to file applications up to the end of registration, and are allowed to begin classes pending completion of their application and provision of supporting documents.

Readmission Fee

Upon return from military service, a student will not be charged a readmission fee to register at the same college.

Special or Continuing Problems

If students are unable to resolve their issues at their home campus; contact Lisa Beatha, The University Director of Veterans' Affairs at 646-664-8835 or Lisa.Beatha@CUNY.edu

Students' Bill of Rights

For CUNY students who experience Sexual Violence, including sexual assault; domestic, dating or, intimate partner violence, stalking or voyeurism
All students have the right to

York College

1. Make a report to local law enforcement and/or state police;
2. Have disclosures of domestic violence, dating violence, stalking, and sexual assault treated seriously;
3. Make a decision about whether or not to disclose a crime or violation and participate in the judicial or conduct process and/or criminal justice process free from pressure by the institution;
4. Participate in a process that is fair, impartial, and provides adequate notice and a meaningful opportunity to be heard;
5. Be treated with dignity and to receive from the institution courteous, fair, and respectful health care and counseling services, where available;
6. Be free from any suggestion that the reporting individual is at fault when these crimes and violations are committed, or should have acted in a different manner to avoid such crimes or violations;
7. Describe the incident to as few institutional representatives as practicable and not be required to unnecessarily repeat a description of the incident;
8. Be protected from retaliation by the institution, any student, the accused and/or the respondent, and/or their friends, family and acquaintances within the jurisdiction of the institution;
9. Have access to at least one level of appeal of a determination;
10. Be accompanied by an advisor of choice who may assist and advise a reporting individual, accused, or respondent throughout the judicial or conduct process including during all meetings and hearings related to such process; and
11. Exercise civil rights and practice of religion without interference by the investigative, criminal justice, or judicial or conduct process of the institution.

This Student Bill of Rights was established by the "Enough is Enough" Law, New York State Education Law Article 129-B, effective October 7, 2015.

For more information about preventing and addressing Sexual Violence at CUNY see <http://www1.cuny.edu/sites/title-ix/campus-websites>.

Information about filing a report, seeking a response, and options for confidential disclosure is available also available CUNY's Title IX web page.

Questions about CUNY's Sexual Misconduct policy and procedures may be directed to York's Title IX Coordinator.

Campus Map

York College



1. Academic Core Building

94-20 Guy R. Brewer Boulevard

2. Performing Arts Center

94-45 Guy R. Brewer Boulevard

3. Health and Physical Education Building

160-02 Liberty Avenue

4. Science Building

5. Classroom Building

6. Athletic Field

7. FDA Building

8. East Parking Lot

9. Site for Future Development

10. Child Care Center

94-20 160th Street

PUBLIC TRANSPORTATION

A. Jamaica Center Subway Station

B. Jamaica Center Bus Terminal

C. Jamaica LIRR Station
(8 blocks West at Sutphin Boulevard)

Directions to York College

By Automobile

Grand Central Parkway

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

From JFK or LGA

York College

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

Long Island Expressway (LIE)

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

By Mass Transit

Subway

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

Bus

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

Long Island Rail Road

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

Jamaica AirTrain

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

Graduate Bulletin Archive

[2023-2024 Graduate Bulletin](#)

[2022-2023 Graduate Bulletin](#)

[2021-2022 Graduate Bulletin](#)

[2020-2021 Graduate Bulletin](#)

[2019-2020 Graduate Bulletin](#)

[2018-2019 Graduate Bulletin](#)

[2016-2017 Graduate Bulletin](#)

The mission of the Accounting Program is: (1) to offer students an accounting undergraduate major with a choice of concentrations that will provide them with the theoretical, practical, intellectual and ethical resources needed to prepare them for their desired career path; (2) to ready them for leadership positions in the public, private, governmental and not-for-profit sectors; and (3) to provide a diverse student body with the tools needed to be productive members of their local, national and global communities.

The mission of the Finance program is to provide students with the skills and knowledge necessary to succeed as entry-level finance professionals. These include: (1) the competencies to apply appropriate principles of valuation for major financial assets and securities; (2) the ability to engage in research and evaluate whether investments and corporate financial policies maximize the entity's value; (3) the ability to evaluate the international financial environment and develop appropriate international financial strategies; (4) the ability to identify appropriate financial instruments to implement corporate financial decisions and investment strategy, and (5) the skills to execute financial decisions in compliance with professional regulations and codes of conduct.

For more information on major and minor requirements and electives, please visit [Programs and Courses](#) webpage.

Accounting & Finance Department

Courses

FINC 575 - Advanced Aviation Finance

Overview

Academic Institution

YRK01

Subject area

FINC

York College

Catalog Number

575

Course Title

Advanced Aviation Finance

Department(s)

Accounting & Finance

Description

This course offers a comprehensive review of the financial analysis and modeling techniques used by aviation financial managers. The course provides an overview of the major tasks, issues and tools of financial management in relation to today's airline industry and the skills needed to resolve common problems faced by financial decision makers.

Academic Career

Graduate

Liberal Arts

No

Permission Type

Department Consent Required

Credits

Minimum Units	Maximum Units
3	3

The Biology Program provides academic experiences in the life sciences that meet a variety of student needs. The courses offered cover a broad range of subjects from General Biology, Biostatistics and Genetics, which all majors must take, to Organismic Biology, Molecular and Cell Biology, and Ecology. The program of study fulfills the academic requirements for admission to medical, dental and related professional schools and also prepares students for graduate studies (M.S. or Ph.D.) in all areas of Biology.

The program also provides non-science majors with an understanding of biological concepts and the importance of biological discoveries to the solution of social and environmental problems.

Biology Department

Courses

CTM 501 - Introduction to Clinical Trial and Clinical Research Terminology

Overview

Academic Institution

YRK01

Subject area

CTM

Catalog Number

501

Course Title

Introduction to Clinical Trial and Clinical Research Terminology

Department(s)

Biology

Description

This course will provide a comprehensive introduction to the clinical trial process. Historical evolution of clinical research regulation will explain the implementation of laws associated with clinical research. Legislative and regulatory reforms to impose the safety, efficacy and ethical issues related to healthcare product development will be covered. Topics will include drug

CTM 502 - Foundation of Regulatory Affairs in a Global Environment

Overview

Academic Institution

YRK01

Subject area

CTM

Catalog Number

502

Course Title

Foundation of Regulatory Affairs in a Global Environment

Department(s)

Biology

Description

This course will provide an overview of the responsibility of the US Food and Drug Administration (FDA) and the International Conference on Harmonization, Good Clinical Practice (ICH GCP) in protecting and

York College

development and preclinical studies as well as different phases of clinical trials, protection of human subjects, brief introduction of the roles and responsibilities of clinical research teams and clinical research organizations. Students will also be introduced to basic medical and clinical research terminology including commonly used acronyms and abbreviations.

Academic Career

Graduate

Liberal Arts

No

Permission Type

Department Consent Required

Credits

Minimum Units	Maximum Units
3	3

promoting public health by regulating the drugs, biologics and medical devices in the US and globally. The course will also describe different Code of Federal Regulations applicable to the clinical trial process.

Academic Career

Graduate

Liberal Arts

No

Permission Type

Department Consent Required

Credits

Minimum Units	Maximum Units
3	3

CTM 503 - Clinical Trial Project Management

Overview

Academic Institution

YRK01

Subject area

CTM

Catalog Number

503

Course Title

Clinical Trial Project Management

Department(s)

Biology

Description

Project management is the process and activity of planning, organizing and controlling resources and procedures to produce a specific output. This course examines knowledge, skills and techniques for project management in the biomedical industry and applies them to project management for medical devices, drug development, clinical trials and managing an international project. Not open to students with credit in PHS 521.

Academic Career

Graduate

Liberal Arts

No

Permission Type

Department Consent Required

Credits

Minimum Units	Maximum Units
3	3

CTM 505 - Ethical Considerations in Clinical Research

Overview

Academic Institution

YRK01

Subject area

CTM

Catalog Number

505

Course Title

Ethical Considerations in Clinical Research

Department(s)

Biology

Description

This course will describe the history of misconduct in biomedical research, evolution of research ethics and current ethical and regulatory guidance for design, conduct, monitoring, auditing and reporting of clinical trials or studies involving human subjects. Ethical issues in international clinical research will also be discussed.

Academic Career

Graduate

Liberal Arts

No

Permission Type

Department Consent Required

Credits

Minimum Units	Maximum Units
3	3

CTM 506 - Clinical Trial Implementation

Overview

Academic Institution

YRK01

Subject area

CTM

Catalog Number

506

Course Title

Clinical Trial Implementation

Department(s)

Biology

Description

The course will describe the clinical trial as an interdisciplinary research project that involves cooperation of different entities and/or individuals. An overview of appropriate rules and regulations for the structuring, managing and monitoring of clinical trials as well as the responsibilities of key players of clinical trials will be provided. It will explain in details the responsibility of the sponsor following the initiation of the clinical trial process such as, preparation of budgets and contracts, implementation of monitoring visits, and effective management of research sites.

Academic Career

Graduate

Liberal Arts

No

Permission Type

Department Consent Required

Credits

Minimum Units	Maximum Units
3	3

CTM 507 - Introduction to Medical Writing—Document Preparation

Overview

Academic Institution

YRK01

Subject area

CTM

Catalog Number

507

Course Title

Introduction to Medical Writing—Document Preparation

Department(s)

Biology

Description

This course will provide an overview of the medical writing with an emphasis on protocol development and review, clinical study report process, investigator brochure preparation and updates, and submission information.

Academic Career

Graduate

Liberal Arts

No

Permission Type

Department Consent Required

Credits

Minimum Units	Maximum Units
3	3

CTM 508 - Clinical Trial Data Management

Overview

Academic Institution

YRK01

Subject area

CTM

Catalog Number

508

Course Title

Clinical Trial Data Management

Department(s)

Biology

Description

The course will discuss the requirement of data management in clinical trial system for integrity and quality of trial-related data, different approaches to clinical trial data collection and various regulatory aspects of data management. Use of electronic health record data in clinical investigation will also be discussed.

Academic Career

Graduate

CTM 509 - Drug Safety and Pharmacovigilance

Overview

Academic Institution

YRK01

Subject area

CTM

Catalog Number

509

Course Title

Drug Safety and Pharmacovigilance

Department(s)

Biology

Description

This course is designed to aid the understanding of the scope and purpose of drug safety and pharmacovigilance with the ultimate goal to minimize risk, avoid product recall, and meet US and EU safety reporting standards of healthcare products. The course will describe adverse drug reactions, identification of possible adverse events as evident from pre-clinical studies, clinical trials as well as post marketing surveillance. The course will also address the regulatory aspects of pharmacovigilance.

York College

Liberal Arts

No

Permission Type

Department Consent Required

Academic Career

Graduate

Liberal Arts

No

Permission Type

Department Consent Required

Credits

Minimum Units	Maximum Units
3	3

Credits

Minimum Units	Maximum Units
3	3

CTM 510 - Clinical Trial Management Capstone Project

Overview

Academic Institution

YRK01

Subject area

CTM

Catalog Number

510

Course Title

Clinical Trial Management Capstone Project

Department(s)

Biology

Description

Research or Internship in Clinical Trial Management.

Academic Career

Graduate

Liberal Arts

No

Permission Type

Department Consent Required

CTM 511 - Clinical Epidemiology

Overview

Academic Institution

YRK01

Subject area

CTM

Catalog Number

511

Course Title

Clinical Epidemiology

Department(s)

Biology

Description

The course will provide an overview of the application of principles of epidemiology to clinical medicine and the basic science of evidence-based medicine. The students will be exposed to well-focused research questions about real-world clinical practice and healthcare for the cause, diagnosis, prevention and treatment of diseases.

Academic Career

Graduate

Liberal Arts

No

Permission Type

Department Consent Required

Credits

Minimum Units	Maximum Units
3	3

Credits

Minimum Units	Maximum Units
3	3

CTM 512 - Global Regulatory Affairs

Overview

Academic Institution

YRK01

Subject area

CTM

CTM 513 - Medical Writing: Document Submission

Overview

Academic Institution

YRK01

Subject area

CTM

York College

Catalog Number

512

Course Title

Global Regulatory Affairs

Department(s)

Biology

Description

This course will provide an overview of the relations between international regulatory authorities and analysis of the regulatory processes for drugs, biologics and medical devices in the European Union, Canada, Japan, China and India.

Academic Career

Graduate

Liberal Arts

No

Permission Type

Department Consent Required

Credits

Minimum Units	Maximum Units
3	3

Catalog Number

513

Course Title

Medical Writing: Document Submission

Department(s)

Biology

Description

This course will provide an overview of the basic regulatory and writing skills essential for a medical writer to prepare and submit documents to the appropriate regulatory agencies so that the drug, device or biologics can be approved for clinical studies in humans. It will also explain the importance of interpersonal skill to successfully work in a team with team members of different technical expertise whose contribution is essential to meet the requirement for the approval of the regulatory agency following the submission process.

Academic Career

Graduate

Liberal Arts

No

Permission Type

Department Consent Required

Credits

Minimum Units	Maximum Units
3	3

CTM 514 - Medical Writing: Investigational Applications For Drugs, Biologics And Medical Devices

Overview

Academic Institution

YRK01

Subject area

CTM

Catalog Number

514

Course Title

Medical Writing: Investigational Applications For Drugs, Biologics And Medical Devices

Department(s)

Biology

Description

This course will provide an overview of a variety of investigational applications prepared by regulatory and medical writers for drugs/biologics and medical devices. Key investigational submissions covered include region-specific applications for drugs/biologics such as the Investigational New Drug Application (IND) in US, Clinical Trial Application (CTA) in Canada and Investigational Medicinal Product Dossier (IMPD) in Europe, as well as those required for investigational devices such as the Investigational Device Exemption (IDE) in US and Investigational Testing Authorization (ITA) in Canada. Components of each of these application types will be discussed. Instructions will be provided on how to write detailed and accurate submission documents.

CTM 515 - Medical Writing: Drugs, Biologics And Medical Devices License Applications

Overview

Academic Institution

YRK01

Subject area

CTM

Catalog Number

515

Course Title

Medical Writing: Drugs, Biologics And Medical Devices License Applications

Department(s)

Biology

Description

This course will provide an overview of various complex submission documents prepared by medical writers using common technical document/electronic common technical document (CTD/eCTD) used for the preparation and submission of premarketing applications of new products to the regulatory authorities of various countries such as US, EU, Japan, Canada, Australia and India. Crucial points, such as region-specific considerations for clinical sections in US New Drug Applications (NDA), US Biologics License Application (BLA) and EU Marketing Authorization Applications (MAA) will be discussed. The students will also learn about the two different types of primary premarketing submissions for medical devices, i.e. Premarket Notification application 510(K) and Premarket

York College

Academic Career
Graduate
Liberal Arts
No
Permission Type
Department Consent Required

Approval (PMA). The students will be introduced to the different components of these submissions and different steps to follow in order to write regulatory applications to be submitted to FDA.

Academic Career
Graduate
Liberal Arts
No
Permission Type
Department Consent Required

Credits

Minimum Units	Maximum Units
3	3

Credits

Minimum Units	Maximum Units
3	3

CTM 516 - Clinical Trial Quality and Compliance

Overview

Academic Institution
YRK01

Subject area
CTM

Catalog Number
516

Course Title
Clinical Trial Quality and Compliance

Department(s)
Biology

Description
This course will provide an overview of issues related to clinical trial quality and compliance. Contents includes: quality management systems, standard operating procedures, training, quality agreements, conducting and managing investigations, corrective and preventive actions (CAPAs), and inspection preparation, support and conduct.

Academic Career
Graduate

Liberal Arts
No

Permission Type
Department Consent Required

CTM 517 - SAS Programming

Overview

Academic Institution
YRK01

Subject area
CTM

Catalog Number
517

Course Title
SAS Programming

Department(s)
Biology

Description
An introduction to the SAS programming environment, including program design, importing data, dataset creation and processing, statistical analysis, and creating tables and graphs.

Academic Career
Graduate

Liberal Arts
No

Permission Type
Department Consent Required

Credits

Minimum Units	Maximum Units
3	3

Credits

Minimum Units	Maximum Units
3	3

The Business and Economics Department faculty aims to create knowledge and develop ethical leaders and builders of enterprises that will create value for stakeholders and society. The Department achieves this through our degree programs in Aviation, Business, Economics, Marketing, and Information Systems Management.

The Aviation program at York College is committed to delivering the highest quality aviation-oriented education, research and service to our students, college and university.

Business & Economics Department

Courses

AVIA 510 - Organizational Behavior & change in Aviation Business

Overview

Academic Institution

YRK01

Subject area

AVIA

Catalog Number

510

Course Title

Organizational Behavior & change in Aviation Business

Department(s)

Business & Economics

Description

Drawing on management theory and the latest research on organizational behavior, this course delineates a variety of organizational behavior and management topics with a focus on the aviation industry. This includes the practical application of the tools and topics discussed.

Academic Career

Graduate

Liberal Arts

No

Permission Type

Department Consent Required

AVIA 540 - Aviation Research Methods

Overview

Academic Institution

YRK01

Subject area

AVIA

Catalog Number

540

Course Title

Aviation Research Methods

Department(s)

Business & Economics

Description

This course provides an overview of research methodology and the requirements needed to conduct quality aviation research at the graduate level. Students are required to develop a comprehensive research project and present the results the project.

Academic Career

Graduate

Liberal Arts

No

Permission Type

Department Consent Required

Credits

Minimum Units	Maximum Units
3	3

Credits

Minimum Units	Maximum Units
3	3

AVIA 620 - Aviation Safety Management

Overview

Academic Institution

YRK01

Subject area

AVIA

Catalog Number

620

Course Title

Aviation Safety Management

Department(s)

Business & Economics

Description

AVIA 625 - Contemporary Aviation Security

Overview

Academic Institution

YRK01

Subject area

AVIA

Catalog Number

625

Course Title

Contemporary Aviation Security

Department(s)

Business & Economics

Description

York College

This course examines various aspects of aviation flight and ground safety program management. Aviation safety program development, aviation human factors issues, aviation accident causation models, Safety Management Systems (SMS) and other areas relevant to aviation safety will be discussed. Case studies derived from actual National Transportation Safety Board Aviation Accident Reports will be examined.

Academic Career

Graduate

Liberal Arts

No

Permission Type

Department Consent Required

Analysis of threats, security and asset protection within the aviation industry, emphasizing a political and public policy perspective including the impact of international terrorism, hijacking, sabotage, bombings, theft, smuggling, and terminal invasion. Airport, airline, and terminal security programs will be presented in accordance current federal policies and regulations.

Academic Career

Graduate

Liberal Arts

No

Permission Type

Department Consent Required

Credits

Minimum Units	Maximum Units
3	3

Credits

Minimum Units	Maximum Units
3	3

AVIA 630 - Airline/Airport Emergency Planning & Management

Overview

Academic Institution

YRK01

Subject area

AVIA

Catalog Number

630

Course Title

Airline/Airport Emergency Planning & Management

Department(s)

Business & Economics

Description

An application of context, considerations and procedures in managing emergencies and disasters. The course will focus on the importance of developing and disseminating a disaster plan within the organization, as well as delineating and communicating areas of responsibility for action. The role of the emergency planner in the overall planning function will be considered. Emphasis will be placed on strategies for mitigation of disaster from natural disasters, technological hazards, human errors, sabotage and terrorism.

Academic Career

Graduate

Liberal Arts

No

Permission Type

Department Consent Required

Credits

Minimum Units	Maximum Units
3	3

AVIA 635 - Global Logistics and Supply Chain Management

Overview

Academic Institution

YRK01

Subject area

AVIA

Catalog Number

635

Course Title

Global Logistics and Supply Chain Management

Department(s)

Business & Economics

Description

This class explores the logistics of managing a global airline supply chain and discusses what the strategies airlines can implement to cope with these challenges and improve their supply chain performance. Topics may include airline supply chain risk management, the total-cost-of-ownership approach to procurement, global supplier selection, network orchestration, transportation and distribution strategies around the world, and transportation security measures. Additionally, global airline warehousing and distribution as well as criteria for establishing efficient global distribution networks will be explored.

Academic Career

Graduate

Liberal Arts

No

Permission Type

Department Consent Required

Credits

Minimum Units	Maximum Units
3	3

AVIA 645 - Modern Airport Planning and Management

Overview

Academic Institution
YRK01

Subject area
AVIA

Catalog Number
645

Course Title
Modern Airport Planning and Management

Department(s)
Business & Economics

Description
This course examines the relationship between airlines and airports; daily airport operations including ground operations, passenger flow management, baggage handling and cargo operations; issues related to noise, environment; airport safety and security issues; and changes in technology, structure, and political environment, including enhanced security, environmental impact, and regulatory issues. This course also prepares students to evaluate and justify purchasing requests when interacting with financial gatekeepers.

Academic Career
Graduate

Liberal Arts
No

Permission Type
Department Consent Required

AVIA 650 - Innovative Airline Management

Overview

Academic Institution
YRK01

Subject area
AVIA

Catalog Number
650

Course Title
Innovative Airline Management

Department(s)
Business & Economics

Description
This is a computer simulation practicum designed to provide the opportunity to apply real world strategic processes under simulated conditions toward the solution of specific business problems.

Academic Career
Graduate

Liberal Arts
No

Permission Type
Department Consent Required

Credits

Minimum Units	Maximum Units
3	3

Credits

Minimum Units	Maximum Units
3	3

AVIA 660 - Aviation Marketing and Strategic Planning

Overview

Academic Institution
YRK01

Subject area
AVIA

Catalog Number
660

Course Title
Aviation Marketing and Strategic Planning

Department(s)

York College

Business & Economics

Description

A capstone course on marketing and strategic planning, this course will highlight the various strategies airline companies use to gain a competitive edge as well as develop a long term, sustainable strategy for success. Case studies of airlines will illustrate the relevant concepts.

Academic Career

Graduate

Liberal Arts

No

Permission Type

Department Consent Required

Credits

Minimum Units	Maximum Units
3	3

Chemistry (from Egyptian kēme (chem), meaning "earth") is the science concerned with the reactions, transformations and aggregations of matter, as well as accompanying energy and entropy changes during such transformations.

The Chemistry major provides students with a sound foundation in the theoretical and experimental principles of chemistry. The course of study includes the areas of analytical, inorganic, organic, physical chemistry and biochemistry. The major prepares students to analyze chemical problems, apply modern theories of chemistry and conduct experiments to solve real-world problems through critical thinking. The graduates can apply for advanced studies in graduate school, professional programs in medicine and dentistry, and careers in teaching, industry, and government that require a bachelor's degree in chemistry.

Chemistry Department

Courses

PHS 501 - Pharmaceutical Discovery and Development

Overview

Academic Institution

YRK01

Subject area

PHS

Catalog Number

501

Course Title

Pharmaceutical Discovery and Development

Department(s)

Chemistry

Description

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

Academic Career

Graduate

Liberal Arts

Yes

Permission Type

Department Consent Required

PHS 502 - Pharmaceutical Discovery and Development Techniques

Overview

Academic Institution

YRK01

Subject area

PHS

Catalog Number

502

Course Title

Pharmaceutical Discovery and Development Techniques

Department(s)

Chemistry

Description

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

Academic Career

Graduate

Liberal Arts

Yes

Permission Type

Department Consent Required

Credits

Minimum Units	Maximum Units
3	3

PHS 503 - Advanced Pharmacology

Overview

Academic Institution

YRK01

Subject area

PHS

Catalog Number

503

Course Title

Advanced Pharmacology

Department(s)

Chemistry

Description

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

Academic Career

Graduate

Liberal Arts

Yes

Permission Type

Department Consent Required

Credits

Minimum Units	Maximum Units
3	3

PHS 504 - Advanced Biostatistics

Overview

Academic Institution

YRK01

Subject area

PHS

Catalog Number

504

Course Title

Advanced Biostatistics

Department(s)

Chemistry

Description

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

Academic Career

Graduate

Liberal Arts

Yes

Permission Type

Department Consent Required

Credits

Minimum Units	Maximum Units
3	3

Credits

Minimum Units	Maximum Units
3	3

PHS 505 - Foundations of Regulatory Affairs

Overview

Academic Institution

YRK01

Subject area

PHS

Catalog Number

505

Course Title

Foundations of Regulatory Affairs

Department(s)

Chemistry

Description

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

PHS 506 - Pharmaceutical Ethics and Intellectual Property Management

Overview

Academic Institution

YRK01

Subject area

PHS

Catalog Number

506

Course Title

Pharmaceutical Ethics and Intellectual Property Management

Department(s)

Chemistry

Description

impact on the approval process.

Academic Career

Graduate

Liberal Arts

Yes

Permission Type

Department Consent Required

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

Academic Career

Graduate

Liberal Arts

Yes

Permission Type

Department Consent Required

Credits

Minimum Units	Maximum Units
3	3

Credits

Minimum Units	Maximum Units
3	3

PHS 507 - Pharmaceutical Industry and Business

Overview

Academic Institution

YRK01

Subject area

PHS

Catalog Number

507

Course Title

Pharmaceutical Industry and Business

Department(s)

Chemistry

Description

This course introduces to pharmaceuticals and its scope and provides an overall look at the pharmaceutical industry, market structure, and past and current trends. It discusses historical background and pharmaceutical industry characteristics in the United States. It also identifies business issues, challenges and opportunities in the future.

Academic Career

Graduate

Liberal Arts

Yes

Permission Type

Department Consent Required

PHS 508 - Pharmaceutical Industry and Business Capstone Project

Overview

Academic Institution

YRK01

Subject area

PHS

Catalog Number

508

Course Title

Pharmaceutical Industry and Business Capstone Project

Department(s)

Chemistry

Description

Research or internship in pharmaceutical sciences.

Academic Career

Graduate

Liberal Arts

Yes

Permission Type

Department Consent Required

Credits

Minimum Units	Maximum Units
3	3

Credits

Minimum Units	Maximum Units
3	3

PHS 509 - Biotherapeutics

Overview

Academic Institution

PHS 510 - Advanced Pharmaceutics

Overview

Academic Institution

York College

YRK01

Subject area

PHS

Catalog Number

509

Course Title

Biotherapeutics

Department(s)

Chemistry

Description

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

Academic Career

Graduate

Liberal Arts

Yes

Permission Type

Department Consent Required

YRK01

Subject area

PHS

Catalog Number

510

Course Title

Advanced Pharmaceuticals

Department(s)

Chemistry

Description

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

Academic Career

Graduate

Liberal Arts

Yes

Permission Type

Department Consent Required

Credits

Minimum Units	Maximum Units
3	3

Credits

Minimum Units	Maximum Units
3	3

PHS 511 - Special Topics in Pharmaceutical Discovery and Development

Overview

Academic Institution

YRK01

Subject area

PHS

Catalog Number

511

Course Title

Special Topics in Pharmaceutical Discovery and Development

Department(s)

Chemistry

Description

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

Academic Career

Graduate

Liberal Arts

Yes

Permission Type

Department Consent Required

PHS 512 - Pharmaceutical Quality Assurance, Process Validation and Controls

Overview

Academic Institution

YRK01

Subject area

PHS

Catalog Number

512

Course Title

Pharmaceutical Quality Assurance, Process Validation and Controls

Department(s)

Chemistry

Description

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

Academic Career

Graduate

Liberal Arts

Yes

Permission Type

Department Consent Required

Credits

Minimum Units	Maximum Units
3	3

PHS 513 - Design of Clinical Trials

Overview

Academic Institution

YRK01

Subject area

PHS

Catalog Number

513

Course Title

Design of Clinical Trials

Department(s)

Chemistry

Description

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

Academic Career

Graduate

Liberal Arts

Yes

Permission Type

Department Consent Required

Credits

Minimum Units	Maximum Units
3	3

Credits

Minimum Units	Maximum Units
3	3

PHS 514 - Advanced Toxicology

Overview

Academic Institution

YRK01

Subject area

PHS

Catalog Number

514

Course Title

Advanced Toxicology

Department(s)

Chemistry

Description

The mechanisms by which toxicants enter the body and the biotransformation processes that result in disease-producing entities; cellular mechanisms of toxicity and the major target organs affected by toxins; some applications of toxicology, such as clinical toxicology and regulatory toxicology.

Academic Career

Graduate

Liberal Arts

Yes

Permission Type

Department Consent Required

Credits

Minimum Units	Maximum Units
3	3

PHS 515 - International Regulatory Affairs

Overview

Academic Institution

YRK01

Subject area

PHS

Catalog Number

515

Course Title

International Regulatory Affairs

Department(s)

Chemistry

Description

PHS 516 - Pharmaceutical Product Labeling

Overview

Academic Institution

YRK01

Subject area

PHS

Catalog Number

516

Course Title

Pharmaceutical Product Labeling

Department(s)

Chemistry

Description

The regulations and laws on the requirements for drug labeling in the United States and other countries. Labeling issues generated by post-

York College

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

Academic Career

Graduate

Liberal Arts

Yes

Permission Type

Department Consent Required

marketing surveillance activities and alterations in federal regulation or guidance will be discussed.

Academic Career

Graduate

Liberal Arts

Yes

Permission Type

Department Consent Required

Credits

Minimum Units	Maximum Units
3	3

Credits

Minimum Units	Maximum Units
3	3

PHS 517 - Writing and Submission of Regulatory Applications

Overview

Academic Institution

YRK01

Subject area

PHS

Catalog Number

517

Course Title

Writing and Submission of Regulatory Applications

Department(s)

Chemistry

Description

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

Academic Career

Graduate

Liberal Arts

Yes

Permission Type

Department Consent Required

Credits

Minimum Units	Maximum Units
3	3

PHS 518 - Pharmaceutical Supply Chain Management

Overview

Academic Institution

YRK01

Subject area

PHS

Catalog Number

518

Course Title

Pharmaceutical Supply Chain Management

Department(s)

Chemistry

Description

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

Academic Career

Graduate

Liberal Arts

Yes

Permission Type

Department Consent Required

Credits

Minimum Units	Maximum Units
3	3

PHS 519 - Pharmaceutical Marketing

Overview

Academic Institution

YRK01

Subject area

PHS

Catalog Number

519

Course Title

Pharmaceutical Marketing

Department(s)

Chemistry

Description

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

Academic Career

Graduate

Liberal Arts

Yes

Permission Type

Department Consent Required

PHS 520 - Pharmaceutical Product Management

Overview

Academic Institution

YRK01

Subject area

PHS

Catalog Number

520

Course Title

Pharmaceutical Product Management

Department(s)

Chemistry

Description

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

Academic Career

Graduate

Liberal Arts

Yes

Permission Type

Department Consent Required

Credits

Minimum Units	Maximum Units
3	3

Credits

Minimum Units	Maximum Units
3	3

PHS 521 - Pharmaceutical Project Management

Overview

Academic Institution

YRK01

Subject area

PHS

Catalog Number

521

Course Title

Pharmaceutical Project Management

Department(s)

Chemistry

Description

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

Academic Career

Graduate

Liberal Arts

Yes

York College

Permission Type

Department Consent Required

Credits

Minimum Units	Maximum Units
3	3

The English Department at York College abhors all expressions of hate and of prejudice, overt or tacit. We affirm our commitment to diversity and to inclusiveness and will continue to work to create safer spaces for our students and for each other. We stand in solidarity with our students.

Become an English or Journalism Major! Protect your rights by learning to read closely, critically and analytically.

The Department offers majors in English, English with Childhood Education, and Journalism, and minors in English, Creative Writing, and Journalism.

English Department

Courses

ENG 499 - Independent Study

Overview

Academic Institution

YRK01

Subject area

ENG

Catalog Number

499

Course Title

Independent Study

Department(s)

English

Description

Completion of a substantial piece of supervised individual research in English studies.

Academic Career

Graduate

Liberal Arts

Yes

Permission Type

Department Consent Required

Credits

Minimum Units	Maximum Units
3	3

Welcome to the Department of Health Professions. The programs offered by the Department of Health Professions aim to prepare students for various health careers that can help address health disparities in the community. Students may elect careers in clinical laboratory science, or physician assistant (a master's program).

The curriculum for each of these majors is designed to blend liberal arts and professional education. In addition, the design of the professional curriculum is based on prerequisite education in the basic sciences and a conceptual core of knowledge in the health sciences.

Health Professions Department

Courses

HPPA 500 - Introduction to E-Portfolio/Orientation

Overview

Academic Institution

YRK01

Subject area

HPPA

Catalog Number

500

Course Title

Introduction to E-Portfolio/Orientation

Department(s)

Health Professions

Description

Introductory course of the E-Portfolio series of courses. Orientation to the program-specific requirements, resources, policies and procedures applicable throughout the didactic and clinical phases. Medical terminology, inter-professional role awareness; introductions to critical thinking, professionalism and intellectual honesty. This course may be offered in a face-to-face or hybrid format.

Academic Career

Graduate

Liberal Arts

No

Permission Type

Department Consent Required

Credits

Minimum Units	Maximum Units
1	1

HPPA 504 - Clinical Anatomy

Overview

Academic Institution

YRK01

Subject area

HPPA

Catalog Number

504

Course Title

Clinical Anatomy

Department(s)

Health Professions

Description

Clinically focused embryology, gross anatomy and neuroanatomy. Provides an understanding of the developmental, structural and functional anatomy of the human body relevant to the needs of the physician assistant.

HPPA 502 - Physical Diagnosis I

Overview

Academic Institution

YRK01

Subject area

HPPA

Catalog Number

502

Course Title

Physical Diagnosis I

Department(s)

Health Professions

Description

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

Academic Career

Graduate

Liberal Arts

No

Permission Type

Department Consent Required

Credits

Minimum Units	Maximum Units
3	3

HPPA 506 - Applied Medical Sciences

Overview

Academic Institution

YRK01

Subject area

HPPA

Catalog Number

506

Course Title

Applied Medical Sciences

Department(s)

Health Professions

Description

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

York College

Incorporates the use of virtual dissection simulations, diagnostic images, video and anatomical models. Associations are made with clinical physiology, pathophysiology and clinical medicine.

Academic Career

Graduate

Liberal Arts

No

Permission Type

Department Consent Required

Academic Career

Graduate

Liberal Arts

No

Permission Type

Department Consent Required

Credits

Minimum Units	Maximum Units
3	3

Credits

Minimum Units	Maximum Units
3	3

HPPA 508 - Interviewing and Counseling

Overview

Academic Institution

YRK01

Subject area

HPPA

Catalog Number

508

Course Title

Interviewing and Counseling

Department(s)

Health Professions

Description

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

Academic Career

Graduate

Liberal Arts

No

Permission Type

Department Consent Required

HPPA 510 - PA Profession

Overview

Academic Institution

YRK01

Subject area

HPPA

Catalog Number

510

Course Title

PA Profession

Department(s)

Health Professions

Description

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

Academic Career

Graduate

Liberal Arts

No

Permission Type

Department Consent Required

Credits

Minimum Units	Maximum Units
1	1

Credits

Minimum Units	Maximum Units
2	2

HPPA 512 - Health Promotion and Disease Prevention

Overview

Academic Institution

HPPA 514 - Biomedical Ethics

Overview

Academic Institution

YRK01

York College

YRK01

Subject area

HPPA

Catalog Number

512

Course Title

Health Promotion and Disease Prevention

Department(s)

Health Professions

Description

Health promotion and disease prevention strategies will be explored, utilizing evidence-based medicine to address common health issues. Students will learn to screen for common diseases and predictors of disease as well as to design appropriate interventions and lifestyle modifications to promote optimal health for their patients. This course may be offered in a face-to-face or hybrid format.

Academic Career

Graduate

Liberal Arts

No

Permission Type

Department Consent Required

Subject area

HPPA

Catalog Number

514

Course Title

Biomedical Ethics

Department(s)

Health Professions

Description

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

Academic Career

Graduate

Liberal Arts

No

Permission Type

Department Consent Required

Credits

Minimum Units	Maximum Units
2	2

Credits

Minimum Units	Maximum Units
2	2

HPPA 516 - Public Health

Overview

Academic Institution

YRK01

Subject area

HPPA

Catalog Number

516

Course Title

Public Health

Department(s)

Health Professions

Description

Principles of population-based health maintenance efforts; epidemiology, research methods and statistical analysis of health data; community health needs and resources; and the physician assistant role in public health. This course may be offered in a face-to-face or hybrid format.

Academic Career

Graduate

Liberal Arts

No

Permission Type

Department Consent Required

HPPA 518 - Health Policy

Overview

Academic Institution

YRK01

Subject area

HPPA

Catalog Number

518

Course Title

Health Policy

Department(s)

Health Professions

Description

Organization and administration of the health care system in the United States with exploration of current issues including but not limited to healthcare equity, quality and accessibility; workforce and financing. This course may be offered in a face-to-face or hybrid format.

Academic Career

Graduate

Liberal Arts

No

Permission Type

Department Consent Required

Credits

Minimum Units	Maximum Units
2	2

HPPA 520 - Pharmacology I

Overview

Academic Institution

YRK01

Subject area

HPPA

Catalog Number

520

Course Title

Pharmacology I

Department(s)

Health Professions

Description

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

Academic Career

Graduate

Liberal Arts

No

Permission Type

Department Consent Required

Credits

Minimum Units	Maximum Units
2	2

HPPA 524 - Pathophysiology

Overview

Academic Institution

YRK01

Subject area

HPPA

Catalog Number

524

Course Title

Pathophysiology

Department(s)

Health Professions

Description

Introduction to the study of pathophysiology and serves as a foundation for

Credits

Minimum Units	Maximum Units
2	2

HPPA 522 - Physical Diagnosis II

Overview

Academic Institution

YRK01

Subject area

HPPA

Catalog Number

522

Course Title

Physical Diagnosis II

Department(s)

Health Professions

Description

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

Academic Career

Graduate

Liberal Arts

No

Permission Type

Department Consent Required

Credits

Minimum Units	Maximum Units
3	3

HPPA 526 - Pediatrics

Overview

Academic Institution

YRK01

Subject area

HPPA

Catalog Number

526

Course Title

Pediatrics

Department(s)

Health Professions

Description

Foundations of pediatric medicine from birth through adolescence

York College

the clinical medicine courses. Students are expected to apply their knowledge of anatomy and clinical physiology. Subject matter covered will be supported by including select clinical correlations each lecture.

Academic Career

Graduate

Liberal Arts

No

Permission Type

Department Consent Required

including the well-child examination, preventive healthcare, routine screening, and recognition and management of common pediatric conditions. Special emphasis will be placed on Physician Assistant practice in an urban setting.

Academic Career

Graduate

Liberal Arts

No

Permission Type

Department Consent Required

Credits

Minimum Units	Maximum Units
3	3

Credits

Minimum Units	Maximum Units
2	2

HPPA 528 - Clinical Medicine I

Overview

Academic Institution

YRK01

Subject area

HPPA

Catalog Number

528

Course Title

Clinical Medicine I

Department(s)

Health Professions

Description

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

Academic Career

Graduate

Liberal Arts

No

Permission Type

Department Consent Required

Credits

Minimum Units	Maximum Units
3	3

HPPA 530 - Evidence Based Medicine and Health Informatics

Overview

Academic Institution

YRK01

Subject area

HPPA

Catalog Number

530

Course Title

Evidence Based Medicine and Health Informatics

Department(s)

Health Professions

Description

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

Academic Career

Graduate

Liberal Arts

No

Permission Type

Department Consent Required

Credits

Minimum Units	Maximum Units
2	2

HPPA 532 - Surgery

Overview

Academic Institution

YRK01

Subject area

HPPA

Catalog Number

532

Course Title

Surgery

Department(s)

Health Professions

Description

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

Academic Career

Graduate

Liberal Arts

No

Permission Type

Department Consent Required

HPPA 534 - Diagnostic Studies

Overview

Academic Institution

YRK01

Subject area

HPPA

Catalog Number

534

Course Title

Diagnostic Studies

Department(s)

Health Professions

Description

The indications, limitations, procedures and interpretation of medical laboratory, radiology laboratory, and other diagnostic studies utilized in modern medicine. Students will perform and observe performance of selected laboratory diagnostic procedures.

Academic Career

Graduate

Liberal Arts

No

Permission Type

Department Consent Required

Credits

Minimum Units	Maximum Units
4	4

Credits

Minimum Units	Maximum Units
1	1

HPPA 536 - Pharmacology II

Overview

Academic Institution

YRK01

Subject area

HPPA

Catalog Number

536

Course Title

Pharmacology II

Department(s)

Health Professions

Description

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

Academic Career

Graduate

Liberal Arts

No

Permission Type

Department Consent Required

HPPA 538 - Obstetrics/Gynecology

Overview

Academic Institution

YRK01

Subject area

HPPA

Catalog Number

538

Course Title

Obstetrics/Gynecology

Department(s)

Health Professions

Description

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

Academic Career

Graduate

Liberal Arts

No

Permission Type

Credits

Minimum Units	Maximum Units
2	2

Department Consent Required

Credits

Minimum Units	Maximum Units
2	2

HPPA 540 - Clinical Correlations Seminar I

Overview

Academic Institution

YRK01

Subject area

HPPA

Catalog Number

540

Course Title

Clinical Correlations Seminar I

Department(s)

Health Professions

Description

First of a two-course sequence. This problem-based learning course is taught in small group format, and will develop the student's critical thinking skills by working through clinical case scenarios. Emphasizes differential diagnosis, diagnosis and treatment of diseases commonly seen in urban health care settings. Incorporates evidence based medicine techniques.

Academic Career

Graduate

Liberal Arts

No

Permission Type

Department Consent Required

HPPA 542 - Clinical Medicine II

Overview

Academic Institution

YRK01

Subject area

HPPA

Catalog Number

542

Course Title

Clinical Medicine II

Department(s)

Health Professions

Description

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

Academic Career

Graduate

Liberal Arts

No

Permission Type

Department Consent Required

Credits

Minimum Units	Maximum Units
1	1

Credits

Minimum Units	Maximum Units
2	2

HPPA 544 - Primary Care

Overview

Academic Institution

YRK01

Subject area

HPPA

Catalog Number

544

Course Title

HPPA 546 - Clinical Medicine III

Overview

Academic Institution

YRK01

Subject area

HPPA

Catalog Number

546

Course Title

York College

Primary Care

Department(s)

Health Professions

Description

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

Academic Career

Graduate

Liberal Arts

No

Permission Type

Department Consent Required

Clinical Medicine III

Department(s)

Health Professions

Description

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

Academic Career

Graduate

Liberal Arts

No

Permission Type

Department Consent Required

Credits

Minimum Units	Maximum Units
3	3

Credits

Minimum Units	Maximum Units
2	2

HPPA 548 - Pharmacology III

Overview

Academic Institution

YRK01

Subject area

HPPA

Catalog Number

548

Course Title

Pharmacology III

Department(s)

Health Professions

Description

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

Academic Career

Graduate

Liberal Arts

No

Permission Type

Department Consent Required

HPPA 550 - Psychiatry

Overview

Academic Institution

YRK01

Subject area

HPPA

Catalog Number

550

Course Title

Psychiatry

Department(s)

Health Professions

Description

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

Academic Career

Graduate

Liberal Arts

No

Permission Type

Department Consent Required

Credits

Minimum Units	Maximum Units
3	3

Credits

Minimum Units	Maximum Units
2	2

HPPA 552 - Clinical Correlations Seminar II

Overview

Academic Institution
YRK01

Subject area
HPPA

Catalog Number
552

Course Title
Clinical Correlations Seminar II

Department(s)
Health Professions

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

Academic Career
Graduate

Liberal Arts
No

Permission Type
Department Consent Required

Credits

Minimum Units	Maximum Units
1	1

HPPA 554 - Emergency Medicine

Overview

Academic Institution
YRK01

Subject area
HPPA

Catalog Number
554

Course Title
Emergency Medicine

Department(s)
Health Professions

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

Academic Career
Graduate

Liberal Arts
No

Permission Type
Department Consent Required

Credits

Minimum Units	Maximum Units
3	3

HPPA 556 - Clinical Skills

Overview

Academic Institution
YRK01

Subject area
HPPA

Catalog Number
556

Course Title
Clinical Skills

Department(s)
Health Professions

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

Academic Career
Graduate

Liberal Arts
No

Permission Type

HPPA 600 - PA-Portfolio I

Overview

Academic Institution
YRK01

Subject area
HPPA

Catalog Number
600

Course Title
PA-Portfolio I

Department(s)
Health Professions

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

Academic Career
Graduate

Department Consent Required

Liberal Arts

No

Permission Type

Department Consent Required

Credits

Minimum Units	Maximum Units
1	1

Credits

Minimum Units	Maximum Units
2	2

HPPA 610 - PA-Portfolio II

Overview

Academic Institution

YRK01

Subject area

HPPA

Catalog Number

610

Course Title

PA-Portfolio II

Department(s)

Health Professions

Description

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

Academic Career

Graduate

Liberal Arts

No

Permission Type

Department Consent Required

HPPA 620 - PA-Portfolio III

Overview

Academic Institution

YRK01

Subject area

HPPA

Catalog Number

620

Course Title

PA-Portfolio III

Department(s)

Health Professions

Description

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

Academic Career

Graduate

Liberal Arts

No

Permission Type

Department Consent Required

Credits

Minimum Units	Maximum Units
2	2

Credits

Minimum Units	Maximum Units
2	2

HPPA 650 - Surgery Clinical Rotation

Overview

Academic Institution

YRK01

Subject area

HPPA

HPPA 652 - Internal Medicine Clinical Rotation

Overview

Academic Institution

YRK01

Subject area

HPPA

York College

Catalog Number

650

Course Title

Surgery Clinical Rotation

Department(s)

Health Professions

Description

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

Academic Career

Graduate

Liberal Arts

No

Permission Type

Department Consent Required

Credits

Minimum Units	Maximum Units
2	2

Catalog Number

652

Course Title

Internal Medicine Clinical Rotation

Department(s)

Health Professions

Description

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

Academic Career

Graduate

Liberal Arts

No

Permission Type

Department Consent Required

Credits

Minimum Units	Maximum Units
2	2

HPPA 654 - Pediatric Clinical Rotation

Overview

Academic Institution

YRK01

Subject area

HPPA

Catalog Number

654

Course Title

Pediatric Clinical Rotation

Department(s)

Health Professions

Description

This five-week rotation takes place in an inpatient and/or outpatient pediatric department/clinics/office setting(s). This rotation will provide the student with the opportunity to acquire skills and knowledge required to care for pediatric patients. Under the supervision of a preceptor, students will progressively assume responsibility to provide pediatric services. Students are required to attend available conferences/lectures, participate in daily rounds (if performed at the rotation site) and take call when scheduled.

Academic Career

Graduate

Liberal Arts

No

Permission Type

HPPA 656 - Emergency Medicine Clinical Rotation

Overview

Academic Institution

YRK01

Subject area

HPPA

Catalog Number

656

Course Title

Emergency Medicine Clinical Rotation

Department(s)

Health Professions

Description

This five-week rotation takes place in the hospital emergency department. This rotation will provide the student with the opportunity to acquire skills and knowledge necessary to diagnose and treat patients with emergency and urgent medical problems. Under the supervision of a preceptor, students will progressively assume responsibility to provide emergency medical services. Students are required to attend available conferences/lectures, and work the day, evening, night or weekend shift as assigned.

Academic Career

Graduate

Liberal Arts

No

Permission Type

Department Consent Required

Credits

Minimum Units	Maximum Units
2	2

HPPA 658 - Long Term Care Clinical Rotation

Overview

Academic Institution

YRK01

Subject area

HPPA

Catalog Number

658

Course Title

Long Term Care Clinical Rotation

Department(s)

Health Professions

Description

This five-week rotation takes place in nursing homes, specialized geriatric facilities, and chronic care facilities. This rotation provides the student with the opportunity to acquire the skills and knowledge necessary to diagnose and treat elder patients with medical, functional and social/family support problems. In addition, younger patients with chronic conditions requiring long term care may also be cared for. Students are required to attend available conferences/lectures, participate in daily rounds and take call when scheduled.

Academic Career

Graduate

Liberal Arts

No

Permission Type

Department Consent Required

Credits

Minimum Units	Maximum Units
2	2

HPPA 662 - Obstetrics/Gynecology Clinical Rotation

Overview

Academic Institution

YRK01

Subject area

HPPA

Catalog Number

Department Consent Required

Credits

Minimum Units	Maximum Units
2	2

HPPA 660 - Psychiatry Clinical Rotation

Overview

Academic Institution

YRK01

Subject area

HPPA

Catalog Number

660

Course Title

Psychiatry Clinical Rotation

Department(s)

Health Professions

Description

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

Academic Career

Graduate

Liberal Arts

No

Permission Type

Department Consent Required

Credits

Minimum Units	Maximum Units
2	2

HPPA 664 - Ambulatory Care Clinical Rotation

Overview

Academic Institution

YRK01

Subject area

HPPA

Catalog Number

664

York College

662

Course Title

Obstetrics/Gynecology Clinical Rotation

Department(s)

Health Professions

Description

This five-week rotation takes place in a hospital setting and may include outpatient clinic duties. This rotation will provide the student with the opportunity to acquire skills and knowledge necessary to diagnose and treat female patients presenting for obstetrical and/or gynecological medical care. Students are required to attend available conferences/lectures, participate in daily rounds and take call when scheduled.

Academic Career

Graduate

Liberal Arts

No

Permission Type

Department Consent Required

Course Title

Ambulatory Care Clinical Rotation

Department(s)

Health Professions

Description

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

Academic Career

Graduate

Liberal Arts

No

Permission Type

Department Consent Required

Credits

Minimum Units	Maximum Units
2	2

Credits

Minimum Units	Maximum Units
2	2

HPPA 668 - Family Practice Clinical Rotation

Overview

Academic Institution

YRK01

Subject area

HPPA

Catalog Number

668

Course Title

Family Practice Clinical Rotation

Department(s)

Health Professions

Description

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

Academic Career

Graduate

Liberal Arts

No

Permission Type

Department Consent Required

Credits

Minimum Units	Maximum Units
2	2

The Department of Mathematics and Computer Science offers programs in Mathematics (BA and BS) and Computer Science (BS). The department also offers a minor in mathematics and a minor in computer science.

The objectives of the Department of Mathematics and Computer Science are threefold:

- To prepare students for professional careers in mathematics, and computer science;
- To satisfy the mathematical needs of students majoring in other disciplines; and
- To help all students develop or review basic mathematical skills and understanding.

The Department seeks to achieve these objectives through its course offerings, and a variety of supplemental learning resources.

For a list of requirements and electives for our majors and minors visit [Programs / Courses](#).

Mathematics & Comp Sci Department

Courses

CS 499 - Advanced Topics in Computing/Information Systems Management

Overview

Academic Institution

YRK01

Subject area

CS

Catalog Number

499

Course Title

Advanced Topics in Computing/Information Systems Management

Department(s)

Mathematics & Computer Science

Description

Study of selected topics in Computing and/or Information Systems Management which are not covered in other course offerings, such as operating systems, case studies, exotic programming languages, compilers, microcomputer systems, integrated software, database design, networking, artificial intelligence and expert systems, computer algebra systems, etc. Students are expected to complete several laboratory assignments.

Academic Career

Graduate

Liberal Arts

Yes

Permission Type

No Special Consent Required

Credits

Minimum Units	Maximum Units
3	3

The mission of the York College Nursing Program is to offer a liberal arts-based experience to guide students in attaining the knowledge, skills, and values essential for professional nurse leaders and managers, including the ability to make sound judgment and address the health needs of diverse cultural groups within the urban community.

Nursing Department

Courses

NURS 500 - Advanced Nursing Science, Research and Scholarship

Overview

Academic Institution

YRK01

Subject area

NURS

Catalog Number

500

Course Title

Advanced Nursing Science, Research and Scholarship

Department(s)

Nursing

Description

This course provides graduate students in an advanced nursing program with the proficiency to integrate nursing science and other inter-professional research to improve student and client centered outcomes, synthesizing knowledge from the sciences, humanities, nursing theory and statistics. The content is based on proficiency in the ethical utilization and clinical application of research to provide high quality evidenced-based care to culturally diverse populations and learners. The student reviews qualitative, quantitative, mixed method, meta-analysis and meta-synthesis studies to provide a scholarly critique and integrates these studies to a practice problem or research question.

Academic Career

Graduate

Liberal Arts

No

Permission Type

Department Consent Required

NURS 503 - Advanced Nursing Theory, Educational Models and Conceptual Frameworks

Overview

Academic Institution

YRK01

Subject area

NURS

Catalog Number

503

Course Title

Advanced Nursing Theory, Educational Models and Conceptual Frameworks

Department(s)

Nursing

Description

This course incorporates advanced nursing theory, educational models and conceptual frameworks as the underpinning for the education of clients and learner populations, health care delivery and evidenced based practice that will provide a foundation for the student to transition into the graduate level nursing role. The content includes grand theories, caring theories and middle range theories and their impact on clinical practice, education, research and cultural competency. Additionally, the students explore the concepts of the nursing metaparadigm.

Academic Career

Graduate

Liberal Arts

No

Permission Type

No Special Consent Required

Credits

Minimum Units	Maximum Units
3	3

Credits

Minimum Units	Maximum Units
3	3

NURS 506 - Statistical Analysis for Healthcare and Healthcare Economics

Overview

Academic Institution

YRK01

Subject area

NURS

Catalog Number

506

Course Title

NURS 509 - Advocacy, Public Policy and Healthcare Disparities

Overview

Academic Institution

YRK01

Subject area

NURS

Catalog Number

509

Course Title

York College

Statistical Analysis for Healthcare and Healthcare Economics

Department(s)

Nursing

Description

This statistics course incorporates an understanding of evidence-based practice, statistics and a working knowledge of statistical software programs. Application of statistics to nursing and healthcare issues that require measurement, analysis, and decision making for education or health care improvement is required. Emphasis is placed on the application and solid conceptual understanding of statistical inference with different study designs to facilitate knowledge, appropriate use, and interpretation of results and evaluation of various statistical procedures as it relates to healthcare economics for the graduate level prepared nurse.

Academic Career

Graduate

Liberal Arts

No

Permission Type

Department Consent Required

Advocacy, Public Policy and Healthcare Disparities

Department(s)

Nursing

Description

This course exposes students to the social determinants of health, Healthy People 2020, health differences in population groups residing in specific geographic locations, and understanding the negative impact of health disparities on a nation's economy. This course includes the essential role of the nurse at institutions in the community on a national and global level. Through engaging with the community and advocating for the vulnerable populations facing health disparities, students will engage in activities which will influence public policy formation and implementation with the overarching goal of promoting health equity.

Academic Career

Graduate

Liberal Arts

No

Permission Type

Department Consent Required

Credits

Minimum Units	Maximum Units
3	3

Credits

Minimum Units	Maximum Units
3	3

NURS 512 - Introduction to Nursing Informatics and Technologies: In Healthcare Systems

Overview

Academic Institution

YRK01

Subject area

NURS

Catalog Number

512

Course Title

Introduction to Nursing Informatics and Technologies: In Healthcare Systems

Department(s)

Nursing

Description

This course introduces the baccalaureate-prepared nurse to the concepts and technologies of nursing informatics for the nurse with advanced skills. This graduate-level course provides an overview of nursing and health informatics to improve patient and learner outcomes. The course provides a foundational knowledge for current and emerging technologies within nursing practice, education and research. Emphasis is placed on standards, patient safety, outcomes and quality.

Academic Career

Graduate

Liberal Arts

No

Permission Type

Department Consent Required

NURS 515 - Advanced Health Assessment, Pathophysiology, and Pharmacology

Overview

Academic Institution

YRK01

Subject area

NURS

Catalog Number

515

Course Title

Advanced Health Assessment, Pathophysiology, and Pharmacology

Department(s)

Nursing

Description

This course focuses on advanced health assessment, concepts of normal pathophysiology of major body systems and the rationale for the use of selected pharmacotherapeutic interventions. Knowledge of normal pathophysiology provides the students with a basis for interpreting health deviations, variations from normal and pathophysiologic processes across the life span. Classifications of pharmaceuticals are examined for use, evidence of efficacy, the principles of pharmacokinetics and pharmacodynamics will be discussed. Client teaching and counseling are addressed with attention to elements promoting a positive response to therapy.

Academic Career

Graduate

Liberal Arts

No

Credits

Minimum Units	Maximum Units
3	3

Permission Type

Department Consent Required

Credits

Minimum Units	Maximum Units
3	3

NURS 600 - The Nurse Educator Role

Overview

Academic Institution

YRK01

Subject area

NURS

Catalog Number

600

Course Title

The Nurse Educator Role

Department(s)

Nursing

Description

This course will prepare students for the role of the nurse educator in the academic, healthcare institution, community, and other education service settings. Students will become familiar with the varied roles of the nurse educator in each of these settings and will have the opportunity to explore the educator role of their choice. The core competencies of the nurse educator role as defined by American Association of Colleges of Nursing Essentials of Master's Education in Nursing, the National League for Nursing Scope of Practices for Academic Nurse Educators, American Nurses Association Nursing: Scope and Standards of Practice Standards, and the Association for Nursing Professional Development Scope of Practice Standards will be used as a foundation for the course.

Academic Career

Graduate

Liberal Arts

No

Permission Type

Department Consent Required

Credits

Minimum Units	Maximum Units
3	3

NURS 603 - Teaching and Learning Strategies in Nursing

Overview

Academic Institution

YRK01

Subject area

NURS

Catalog Number

603

Course Title

Teaching and Learning Strategies in Nursing

Department(s)

Nursing

Description

This course is designed to present the use of innovative teaching and learning strategies with an emphasis on developing strategies to assist nursing students meet their learning needs based upon identified individual learning styles. Innovative teaching strategies of various formats will be the focus of the course. Emphasis will be placed upon selecting appropriate teaching strategies for the method of content delivery.

Academic Career

Graduate

Liberal Arts

No

Permission Type

Department Consent Required

Credits

Minimum Units	Maximum Units
3	3

NURS 606 - Curriculum Development and Evaluation of Program Outcomes

Overview

Academic Institution

YRK01

NURS 609 - Assessment and Evaluation in Nursing Education

Overview

Academic Institution

YRK01

York College

Subject area

NURS

Catalog Number

606

Course Title

Curriculum Development and Evaluation of Program Outcomes

Department(s)

Nursing

Description

This course enables the student to apply theoretical principles of curriculum development, program evaluation and evaluation of student outcomes in various educational settings. Emphasis is placed on development of student outcomes and program outcomes that will measure effectiveness of achievement of these measures.

Academic Career

Graduate

Liberal Arts

No

Permission Type

Department Consent Required

Subject area

NURS

Catalog Number

609

Course Title

Assessment and Evaluation in Nursing Education

Department(s)

Nursing

Description

This course examines the various theoretical models and best practices for assessment of nursing program curricula, with emphasis in student learning outcomes and continuous quality program improvement including formative and summative assessment measures.

Academic Career

Graduate

Liberal Arts

No

Permission Type

Department Consent Required

Credits

Minimum Units	Maximum Units
3	3

Credits

Minimum Units	Maximum Units
3	3

NURS 612 - Leadership and Legal Issues in the Nurse Educator Role

Overview

Academic Institution

YRK01

Subject area

NURS

Catalog Number

612

Course Title

Leadership and Legal Issues in the Nurse Educator Role

Department(s)

Nursing

Description

This course examines and prepares student for a nurse educator role as an effective leader and manager of the ethical and legal issues in relationship to nursing education. Students have the opportunity to analyze social, cultural, political, regulatory, and clinical issues in nursing education.

Academic Career

Graduate

Liberal Arts

No

Permission Type

Department Consent Required

NURS 615 - Simulation and Online Education for the Nurse Educator

Overview

Academic Institution

YRK01

Subject area

NURS

Catalog Number

615

Course Title

Simulation and Online Education for the Nurse Educator

Department(s)

Nursing

Description

This course examines and prepares student for a nurse educator role as an effective leader and manager of the ethical and legal issues in relationship to nursing education. Students have the opportunity to analyze social, cultural, political, regulatory, and clinical issues in nursing education.

Academic Career

Graduate

Liberal Arts

No

Permission Type

Department Consent Required

Credits

Minimum Units	Maximum Units
3	3

NURS 618 - Clinical Teaching and Achieving Student Clinical Outcomes

Overview

Academic Institution

YRK01

Subject area

NURS

Catalog Number

618

Course Title

Clinical Teaching and Achieving Student Clinical Outcomes

Department(s)

Nursing

Description

This course provides a foundation of knowledge and a variety of approaches for educating nurses in the clinical setting. Relevant educational theory will be introduced to provide a basis for clinical nursing instruction. Assessment and evaluation strategies for the clinical setting will be explored. Practical approaches and suggestions will be provided to help nurses transition from a clinical practice role to the role of clinical nursing faculty.

Academic Career

Graduate

Liberal Arts

No

Permission Type

Department Consent Required

Credits

Minimum Units	Maximum Units
3	3

Credits

Minimum Units	Maximum Units
3	3

NURS 621 - Practicum: Professional Development Nurse Educator Role and Academic Faculty Educator Role

Overview

Academic Institution

YRK01

Subject area

NURS

Catalog Number

621

Course Title

Practicum: Professional Development Nurse Educator Role and Academic Faculty Educator Role

Department(s)

Nursing

Description

This practicum course provides the student the opportunity to work with an education preceptor to complete 135 hours of teaching and learning experiences with a nurse educator specializing in Professional Development in a non-academic setting and a nurse Faculty Educator specializing in the higher education academic setting. Students will engage in classroom theory, laboratory practicum and clinical teaching activities. Experience in developing lesson plans for in-service education and lecture.

Academic Career

Graduate

Liberal Arts

No

Permission Type

Department Consent Required

Credits

Minimum Units	Maximum Units
6	6

Welcome to the Department of Occupational Therapy at York College! We are the only Occupational Therapy program in the CUNY system. We boast a culturally diverse student body, with all of the CUNY student, academic, and library resources at your disposal.

York College offers an accredited combined degree program leading to a Bachelor's of Science in Health Science and Master of Science in Occupational Therapy. York College is proud to be one of the senior colleges situated in City University of New York, the largest urban university system in the United States.

Occupational Therapy Department

Courses

OT 505 - Occupational Therapy Process I: Physical Intervention

OT 506 - Occupational Therapy Process II: Physical Intervention

Overview

Academic Institution

YRK01

Subject area

OT

Catalog Number

505

Course Title

Occupational Therapy Process I: Physical Intervention

Department(s)

Occupational Therapy

Description

This course prepares students to develop and provide occupational therapy interventions for adults with physical disabilities, focusing on assessment and interventions with patients with orthopedic and medical conditions. Students apply knowledge from prior coursework including anatomy, physiology, and medical pathologies, and utilize clinical problem solving and research for practice. Students participate in part-time clinical experiences that link coursework with practice. This course prepares the students for Fieldwork II experiences and practice in adult rehabilitation settings. The laboratory component will include, but not be limited to, application of concepts and practice of treatment techniques. The application of theory, models, approaches, assessments and techniques in treating conditions that impact occupational performance components. Intervention methods will include the use of occupational performance, purposeful activity, enabling activities and adjunctive modalities. Lab component will include but not be limited to application of concepts and practice of treatment techniques.

Academic Career

Graduate

Liberal Arts

No

Permission Type

Department Consent Required

Credits

Minimum Units	Maximum Units
4	4

OT 507 - Professional Development II

Overview

Academic Institution

YRK01

Subject area

OT

Catalog Number

507

Course Title

Professional Development II

Department(s)

Occupational Therapy

Description

Overview

Academic Institution

YRK01

Subject area

OT

Catalog Number

506

Course Title

Occupational Therapy Process II: Physical Intervention

Department(s)

Occupational Therapy

Description

This course prepares students to develop and provide occupational therapy interventions for adults with physical disabilities. It focuses on assessment and interventions with patients having neurological conditions and complex medical diagnoses. Students apply knowledge from coursework and utilize clinical problem solving and research for practice. Students learn methods of evaluation, remedial and compensatory treatment strategies to support occupational performance. Students participate in part-time clinical experiences that link coursework with practice. This course prepares the students for Fieldwork II experiences (full time) and occupational therapy practice in adult rehabilitation settings. The laboratory component will include, but not be limited to, concepts and practice of treatment techniques.

Academic Career

Graduate

Liberal Arts

No

Permission Type

Department Consent Required

Credits

Minimum Units	Maximum Units
4	4

OT 508 - Occupational Therapy Process I: Psychosocial Intervention

Overview

Academic Institution

YRK01

Subject area

OT

Catalog Number

508

Course Title

Occupational Therapy Process I: Psychosocial Intervention

Department(s)

Occupational Therapy

York College

This class will continue to focus on the student supervisor roles in conjunction with their second fieldwork Level 1 experience. This seminar will build on previous topics from the first Professional Development Seminar and including but not limited to: safety awareness, evaluation and treatment, and preparing for Fieldwork Level II.

Academic Career

Graduate

Liberal Arts

No

Permission Type

Department Consent Required

Credits

Minimum Units	Maximum Units
1	1

Description

This is a graduate level course which investigates the major psychiatric disorders and challenges students to explore the effect of these disorders on the occupational performance of individuals. Students will learn clinical terminology, standardized and non-standardized assessment tools and practice documentation. Students will also gain a foundation in theoretical concepts as a basis for intervention, utilizing the Occupational Therapy Practice Framework. Teaching strategies will include case based learning, literature review and structured assignments. Participating in Lobby Day and other community efforts will provide an opportunity to practice advocacy skills. The laboratory component will include, but not be limited to, application of concepts and practice of treatment techniques. This course is designed to teach the evaluation and treatment process in occupational therapy for persons with psychosocial dysfunction. The course will be integrated into Stage 2 of the Fieldwork I experience through seminars, structured assignments and case studies. Lab component will include but not be limited to application of concepts and practice of treatment techniques.

Academic Career

Graduate

Liberal Arts

No

Permission Type

Department Consent Required

Credits

Minimum Units	Maximum Units
4	4

OT 509 - Occupational Therapy Process II Psychosocial Intervention

Overview

Academic Institution

YRK01

Subject area

OT

Catalog Number

509

Course Title

Occupational Therapy Process II Psychosocial Intervention

Department(s)

Occupational Therapy

Description

This course is designed for graduate students to build upon the content gained in previous coursework by placing more focus on the curative nature of groups for occupational therapy intervention. The use of groups to promote the achievement of individual/group outcomes in the various occupational performance areas is the primary goal, and students will be encouraged to seek evidence supporting best practice. The laboratory component will include, but not be limited to application of concepts and practice of treatment techniques.

Academic Career

Graduate

OT 513 - Systems Management

Overview

Academic Institution

YRK01

Subject area

OT

Catalog Number

513

Course Title

Systems Management

Department(s)

Occupational Therapy

Description

This graduate level course provides students with knowledge and understanding of systems theory and its applicability to the delivery of OT services. The course introduces and helps students apply principles of management within systems theory and reviews other major management theories in the provision of OT practice. This includes strategic and financial planning, marketing, reimbursement, and documentation. Students review principles of ethical practice, legal implications, licensure, certification, and continuing professional development and competency. This course may be offered in a face-to-face or hybrid format.

Academic Career

Graduate

York College

Liberal Arts

No

Permission Type

Department Consent Required

Credits

Minimum Units	Maximum Units
4	4

OT 517 - Research Design

Overview

Academic Institution

YRK01

Subject area

OT

Catalog Number

517

Course Title

Research Design

Department(s)

Occupational Therapy

Description

This graduate course provides students with knowledge and understanding of principles of measurement and assists students to become familiar with psychometric theory and its application to occupational therapy clinical research and practice. Students' competency in Statistical Package for the Social Sciences (SPSS) is further extended using specific inferential statistical procedures designed for hypotheses testing. Students learn how to identify literature retrieval sources and conduct electronic literature searches relevant to their research projects. Design of a feasible research proposal related to occupational therapy practice.

Academic Career

Graduate

Liberal Arts

No

Permission Type

Department Consent Required

Credits

Minimum Units	Maximum Units
3	3

OT 519 - Research Seminar II

Overview

Academic Institution

YRK01

Subject area

Liberal Arts

No

Permission Type

Department Consent Required

Credits

Minimum Units	Maximum Units
3	3

OT 518 - Research Seminar I

Overview

Academic Institution

YRK01

Subject area

OT

Catalog Number

518

Course Title

Research Seminar I

Department(s)

Occupational Therapy

Description

Develop a feasible research proposal related to occupational therapy practice.

Academic Career

Graduate

Liberal Arts

No

Permission Type

Department Consent Required

Credits

Minimum Units	Maximum Units
1	1

OT 522 - Research Seminar IV

Overview

Academic Institution

YRK01

Subject area

York College

OT

Catalog Number

519

Course Title

Research Seminar II

Department(s)

Occupational Therapy

Description

This graduate-level seminar is the second in a sequence of four graduate-level research seminars designed to provide students working on their research projects with one-on-one and group advisement. This seminar builds upon and adds to the existing research activities performed in the previous Research Seminar I (OT518). The students are responsible for carrying out activities related to the theoretical conceptualization of the project and its design including the finalizing of the York IRB application. Students are also responsible for updating and further enhancing the content of the first two chapters of their project.

Academic Career

Graduate

Liberal Arts

No

Permission Type

Department Consent Required

OT

Catalog Number

522

Course Title

Research Seminar IV

Department(s)

Occupational Therapy

Description

This graduate-level seminar is the fourth in a sequence of four graduate-level research seminars designed to provide students working on their research projects with one-on-one and group advisement. This seminar builds upon and adds to the existing research activities performed in the previous Research Seminar III (OT521). Students are responsible for carrying out activities related to the data collection, creating and managing an SPSS file(s); data analyses; interpretation; and conclusions of the results. Students are required to submit the final draft of the project and a Power Point presentation, which will conclude their research requirement.

Academic Career

Graduate

Liberal Arts

No

Permission Type

Department Consent Required

Credits

Minimum Units	Maximum Units
1	1

Credits

Minimum Units	Maximum Units
2	2

OT 523 - Use of Orthotics in Occupational Therapy Practice

Overview

Academic Institution

YRK01

Subject area

OT

Catalog Number

523

Course Title

Use of Orthotics in Occupational Therapy Practice

Department(s)

Occupational Therapy

Description

This combined lecture and guided laboratory course addresses the topic of orthotics (splinting) within occupational therapy practice. It teaches students principles of splinting and how to evaluate, design, fabricate, and order common types of customized and prefabricated orthoses for individuals with diverse medical conditions.

Academic Career

Graduate

Liberal Arts

No

Permission Type

OT 524 - Use of Physical Agent Modalities in Occupational Therapy Practice

Overview

Academic Institution

YRK01

Subject area

OT

Catalog Number

524

Course Title

Use of Physical Agent Modalities in Occupational Therapy Practice

Department(s)

Occupational Therapy

Description

This combined lecture and guided laboratory course addresses the topic of physical agent modalities within occupational therapy practice. It addresses the role of physical agent modalities within rehabilitation and teaches students basic principles for patient evaluation and use of thermal agents, ultrasound, compression, and electrical modalities (ultrasound and electrical stimulation) within a comprehensive program of occupational therapy.

Academic Career

Graduate

Liberal Arts

York College

Department Consent Required

No

Permission Type

Department Consent Required

Credits

Minimum Units	Maximum Units
1	1

Credits

Minimum Units	Maximum Units
1	1

OT 641 - Fieldwork Level II Occupational Therapy Practice I

Overview

Academic Institution

YRK01

Subject area

OT

Catalog Number

641

Course Title

Fieldwork Level II Occupational Therapy Practice I

Department(s)

Occupational Therapy

Description

This is a graduate level, professionally supervised clinical experience full-time approximately 40 hours per week for 12 weeks plus weekly 2 hour a week discussion groups

Academic Career

Graduate

Liberal Arts

No

Permission Type

Department Consent Required

OT 642 - Fieldwork Level II Occupational Therapy Practice II

Overview

Academic Institution

YRK01

Subject area

OT

Catalog Number

642

Course Title

Fieldwork Level II Occupational Therapy Practice II

Department(s)

Occupational Therapy

Description

This is a graduate level, professionally supervised clinical experience full-time approximately 40 hours per week for 12 weeks plus weekly 2 hour a week discussion groups.

Academic Career

Graduate

Liberal Arts

No

Permission Type

Department Consent Required

Credits

Minimum Units	Maximum Units
5	5

Credits

Minimum Units	Maximum Units
5	5

OT 643 - Capstone Community Experience

Overview

Academic Institution

YRK01

Subject area

OT

Catalog Number

643

Course Title

Capstone Community Experience

OT 644 - Advanced Occupational Therapy Theory & Practice

Overview

Academic Institution

YRK01

Subject area

OT

Catalog Number

644

Course Title

York College

Department(s)

Occupational Therapy

Description

This course is designed for occupational therapy majors who have successfully completed preclinical and clinical portions of the professional program. This course provides an opportunity for students to be exposed to the role of consultant and to learn and apply its basic skills. Each student is required to identify and partner with a community based agency/institution, perform a needs assessment, identify the problems, select one problem, and create an evidenced based plan to address it. This plan will be presented the agency/institution and secondly to the members of the class. This course may be offered as a hybrid or traditional course format.

Academic Career

Graduate

Liberal Arts

No

Permission Type

Department Consent Required

Advanced Occupational Therapy Theory & Practice

Department(s)

Occupational Therapy

Description

This course is for students in their last semester of didactic work after completing their fieldwork experiences. Students will critique application of occupational therapy treatment techniques as applied to various disorders across the lifespan. This analysis will be expanded to include analysis of the foundational theories and published evidence that supports the use of these treatment approaches. Students will use case material from their fieldwork experiences.

Academic Career

Graduate

Liberal Arts

No

Permission Type

Department Consent Required

Credits

Minimum Units	Maximum Units
4	4

Credits

Minimum Units	Maximum Units
3	3

OT 645A - Occupational Therapy Practice

Overview

Academic Institution

YRK01

Subject area

OT

Catalog Number

645A

Course Title

Occupational Therapy Practice

Department(s)

Occupational Therapy

Description

This elective graduate seminar is for students in the last semester of didactic work. This course is designed for students seeking a specialty area focus, reflecting student interests, including current and future areas of Occupational Therapy practice.

Academic Career

Graduate

Liberal Arts

No

Permission Type

Department Consent Required

Credits

OT 645B - Occupational Therapy Practice

Overview

Academic Institution

YRK01

Subject area

OT

Catalog Number

645B

Course Title

Occupational Therapy Practice

Department(s)

Occupational Therapy

Description

This elective graduate seminar is for students in the last semester of didactic work. This course is designed for students seeking a specialty area focus, reflecting student interests, including current and future areas of Occupational Therapy practice.

Academic Career

Graduate

Liberal Arts

No

Permission Type

Department Consent Required

Credits

Minimum Units	Maximum Units
3	3

OT 646 - Independent Study of Selected Topics in Occupational Therapy

Overview

Academic Institution

YRK01

Subject area

OT

Catalog Number

646

Course Title

Independent Study of Selected Topics in Occupational Therapy

Department(s)

Occupational Therapy

Description

This graduate level seminar is designed for students who have, for example, completed their pediatric coursework (OT 411). Students will have the opportunity to develop more specialized skills than typical entry level coursework provides in this area of practice under the supervision of Occupational Therapy faculty. Readings, web searches, etc. will be determined by student and faculty. Major projects/assignments will be discussed with student. Future research interests in this area will also be explored. Hours will be determined by the professor and student.

Academic Career

Graduate

Liberal Arts

No

Permission Type

Department Consent Required

Credits

Minimum Units	Maximum Units
3	3

Minimum Units	Maximum Units
3	3

OT 647 - Assistive Technology

Overview

Academic Institution

YRK01

Subject area

OT

Catalog Number

647

Course Title

Assistive Technology

Department(s)

Occupational Therapy

Description

This course is designed for occupational therapy majors with foundational knowledge of common medical conditions and their impact on occupational performance. Students will acquire foundational knowledge and skills to select and instruct individuals in the use of products, devices or equipment, whether acquired commercially, modified or customized, that are used to maintain, increase or improve the functional capabilities of individuals with disabilities. This course consists of didactic lectures, case studies, field visits and laboratory experiences.

Academic Career

Graduate

Liberal Arts

No

Permission Type

Department Consent Required

Credits

Minimum Units	Maximum Units
2	2

OT 648 - Independent Study in Occupational Therapy

Overview

Academic Institution

YRK01

Subject area

OT

Catalog Number

648

Course Title

Independent Study in Occupational Therapy

Department(s)

York College

Occupational Therapy

Description

The course provides an opportunity to advance knowledge of an individual area of Occupational Therapy practice or area related to practice (i.e. bioethics, health literacy, environmental design, etc.). Students will work with an Occupational Therapy faculty member to determine readings and assignments appropriate for their special topic of interest. The course is not offered on a regular basis; availability to be determined by the Department and does not account for the major.

Academic Career

Graduate

Liberal Arts

No

Permission Type

Department Consent Required

Credits

Minimum Units	Maximum Units
1	1

The Social Work Department at York College is student centered and dedicated to carrying out the mission of York College.

The Department of Social Work is committed to the undergraduate social work education of the highest academic rigor and professional relevance with a particular emphasis on serving diverse urban populations in the global context. The cohesive curriculum of the Program, built on a strong and well-integrated liberal arts base, is designed to educate students in the knowledge, skills, and values for generalist social work practice. The department prepares students for successful professional employment and advancement as well as graduate study in the field of social work.

Social Work Department

Courses

SCWK 501 - Social Welfare Policy, Advocacy and Services

Overview

Academic Institution

YRK01

Subject area

SCWK

Catalog Number

501

Course Title

Social Welfare Policy, Advocacy and Services

Department(s)

Social Work

Description

As a generalist master-level policy course—Social Welfare Policy, Advocacy, and Services—is the 1st class in a two-course policy sequence on social policy structures, practice and service delivery which focuses on understanding social welfare, the policy model, and policy advocacy in urban, marginalized populations.

Academic Career

Graduate

Liberal Arts

No

SCWK 503 - Social Work Practice I – Individuals, Families & Groups

Overview

Academic Institution

YRK01

Subject area

SCWK

Catalog Number

503

Course Title

Social Work Practice I – Individuals, Families & Groups

Department(s)

Social Work

Description

Social Work 503 provides the foundation skills for social work practice with individuals, families and groups. It emphasizes analytic and practice skills as well as values and ethics necessary for generalist direct practice.

Academic Career

Graduate

Liberal Arts

No

Permission Type

Department Consent Required

Permission Type
Department Consent Required

Credits

Minimum Units	Maximum Units
3	3

SCWK 505 - Human Behavior and the Social Environment I

Overview

Academic Institution
YRK01

Subject area
SCWK

Catalog Number
505

Course Title
Human Behavior and the Social Environment I

Department(s)
Social Work

Description
First course in a 2-semester sequence focusing on micro-level human development over the life span, conceptual frameworks and theoretical models of human behavior, and major theories used in social work practice with individuals groups and families.

Academic Career
Graduate

Liberal Arts
No

Permission Type
Department Consent Required

Credits

Minimum Units	Maximum Units
3	3

SCWK 511 - Social Work Practice II- Organizations and Communities

Overview

Academic Institution
YRK01

Subject area
SCWK

Catalog Number
511

Credits

Minimum Units	Maximum Units
3	3

SCWK 507 - Generalist Field Placement & Seminar I

Overview

Academic Institution
YRK01

Subject area
SCWK

Catalog Number
507

Course Title
Generalist Field Placement & Seminar I

Department(s)
Social Work

Description
Social Work 507 is the first of two generalist seminar field courses taken in the first year of the MSW program. Course includes supervised field experience, integration of field and classroom learning in a weekly on-campus seminar, on-site visits by social work faculty, and preparation for the social work licensing exam. Placements are two(2) weekdays for a minimum of 200 hours this semester. Course Material Fee.

Academic Career
Graduate

Liberal Arts
No

Permission Type
Department Consent Required

Credits

Minimum Units	Maximum Units
4	4

SCWK 513 - Methods of Social Work Research

Overview

Academic Institution
YRK01

Subject area
SCWK

Catalog Number
513

Course Title

York College

Course Title

Social Work Practice II- Organizations and Communities

Department(s)

Social Work

Description

This course is dedicated to preparing students for practice with the wide spectrum of governmental and non-governmental organizations toward community empowerment and wellness. Political aspects of community health are analyzed through the framework of social conflict theories and dialectic social work methods. Participant/action research, planning, and action are examined and exercised through class projects.

Academic Career

Graduate

Liberal Arts

No

Permission Type

Department Consent Required

Methods of Social Work Research

Department(s)

Social Work

Description

Introduction to scientific inquiry, analytic approach to building knowledge and skills, examination of quantitative and qualitative methods of social work research including: problem formulation, research designs, data collection, data processing, statistical analysis, computer skills required for scholarly work.

Academic Career

Graduate

Liberal Arts

No

Permission Type

Department Consent Required

Credits

Minimum Units	Maximum Units
3	3

Credits

Minimum Units	Maximum Units
3	3

SCWK 517 - Human Behavior and the Social Environment II

Overview

Academic Institution

YRK01

Subject area

SCWK

Catalog Number

517

Course Title

Human Behavior and the Social Environment II

Department(s)

Social Work

Description

Second course in a 2-semester sequence focusing on mezzo and macro-level understanding human development over the life span, conceptual frameworks and theoretical models of human behavior, and major theories used in social work practice with individuals groups and families.

Academic Career

Graduate

Liberal Arts

No

Permission Type

Department Consent Required

Credits

SCWK 519 - Generalist Field Placement & Seminar II

Overview

Academic Institution

YRK01

Subject area

SCWK

Catalog Number

519

Course Title

Generalist Field Placement & Seminar II

Department(s)

Social Work

Description

Social Work 519 is the second of two generalist seminar field courses taken in the first year of the MSW program. Course includes supervised field experience, integration of field and classroom learning in a weekly on-campus seminar and on-site visits by social work faculty, preparation for the social work licensing exam. Placements are 2 weekdays for a minimum of 200 hours per semester. Course Material Fee.

Academic Career

Graduate

Liberal Arts

No

Permission Type

Department Consent Required

Credits

Minimum Units	Maximum Units
3	3

SCWK 601 - Urban Health Disparities and Global Health

Overview

Academic Institution

YRK01

Subject area

SCWK

Catalog Number

601

Course Title

Urban Health Disparities and Global Health

Department(s)

Social Work

Description

Urban Health Disparities and Global Health Care is a course in the advanced year sequence which examines culturally appropriate policy, priorities, action plans, and agendas to understand and eliminate health disparities particularly impacting urban populations. The course articulates social work national and international ethics and values as they relate to health disparities, global health, health status, and access.

Academic Career

Graduate

Liberal Arts

No

Permission Type

Department Consent Required

Credits

Minimum Units	Maximum Units
3	3

SCWK 605 - Understanding Mental Disorders

Overview

Academic Institution

YRK01

Subject area

SCWK

Catalog Number

605

Course Title

Understanding Mental Disorders

Department(s)

Social Work

Description

This course gives a broad overview of mental dysfunction as a social

Minimum Units	Maximum Units
4	4

SCWK 603 - Research Evaluation

Overview

Academic Institution

YRK01

Subject area

SCWK

Catalog Number

603

Course Title

Research Evaluation

Department(s)

Social Work

Description

This course enables students to apply the methods of social work research to the evaluation of social work and health programs and understand the role it plays in program management and decision-making.

Academic Career

Graduate

Liberal Arts

No

Permission Type

Department Consent Required

Credits

Minimum Units	Maximum Units
3	3

SCWK 607 - Social Work Practice in Health Care Settings

Overview

Academic Institution

YRK01

Subject area

SCWK

Catalog Number

607

Course Title

Social Work Practice in Health Care Settings

Department(s)

Social Work

Description

York College

problem and medical condition. The current DSM-5 diagnostic criteria and various therapeutic approaches are examined. Mental dysfunction is also presented as a social construct that varies greatly according to the time in human history, culture, technology, and socio-political imperative.

Academic Career

Graduate

Liberal Arts

No

Permission Type

Department Consent Required

Social Work 607 provides knowledge and skills necessary for social work practice in health care settings. Topics include evidence-based practice models and methods of intervention such as health promotion, disease prevention, psycho-social assessment, counseling, case management, interdisciplinary collaboration, advocacy and discharge planning.

Academic Career

Graduate

Liberal Arts

No

Permission Type

Department Consent Required

Credits

Minimum Units	Maximum Units
3	3

Credits

Minimum Units	Maximum Units
3	3

SCWK 609 - Advanced Field Placement & Seminar III

Overview

Academic Institution

YRK01

Subject area

SCWK

Catalog Number

609

Course Title

Advanced Field Placement & Seminar III

Department(s)

Social Work

Description

Social Work 609 is the first of two-advanced seminar field courses. Course includes supervised field experience, integration of field and classroom learning in a weekly on-campus seminar and on-site visits by social work faculty, preparation for the social work licensing exam. Placements are three (3) weekdays for a minimum of 250 hours for this semester.

Academic Career

Graduate

Liberal Arts

No

Permission Type

Department Consent Required

SCWK 613 - Social Policy Advocacy in Health Care

Overview

Academic Institution

YRK01

Subject area

SCWK

Catalog Number

613

Course Title

Social Policy Advocacy in Health Care

Department(s)

Social Work

Description

Building on the generalist policy course—SCWK 613 is an advanced class in a two-course policy sequence on social policy structures, practice and service delivery, with emphasis on health care in urban populations. The course critically analyzes current policies and reform, which intersect past practice trends, social determinants, and the integrative macro-level capstone experience.

Academic Career

Graduate

Liberal Arts

No

Permission Type

Department Consent Required

Credits

Minimum Units	Maximum Units
6	6

Credits

Minimum Units	Maximum Units
3	3

SCWK 615 - Social and Behavioral Determinants of Health

Overview

Academic Institution

YRK01

Subject area

SCWK

Catalog Number

615

Course Title

Social and Behavioral Determinants of Health

Department(s)

Social Work

Description

An introduction to the relationship between human behavior and major health issues, social and behavioral theoretical approaches and their use in public health interventions, health care settings and health promotion programs.

Academic Career

Graduate

Liberal Arts

No

Permission Type

Department Consent Required

SCWK 618 - Clinical Social Work Practice in Relation to Death, Grief and Bereavement

Overview

Academic Institution

YRK01

Subject area

SCWK

Catalog Number

618

Course Title

Clinical Social Work Practice in Relation to Death, Grief and Bereavement

Department(s)

Social Work

Description

This course provides a theoretical base for understanding the psychosocial aspects of loss, death, grief, and bereavement across the life cycle. Emphasis includes skilled interventions with bereaved individuals, families and groups taking to consideration the cultural, spiritual, and religious views that impact on terminal illness, traumatic death, and grief.

Academic Career

Graduate

Liberal Arts

No

Permission Type

Department Consent Required

Credits

Minimum Units	Maximum Units
3	3

Credits

Minimum Units	Maximum Units
3	3

SCWK 619 - Contemporary Issues: Violence as Structural Oppression

Overview

Academic Institution

YRK01

Subject area

SCWK

Catalog Number

619

Course Title

Contemporary Issues: Violence as Structural Oppression

Department(s)

Social Work

Description

SCWK 619 will acquaint student scholars with knowledge and skills about contemporary issues sustained through violence and structural oppression. This course anchors their experiences in cultural competent awareness and social justice. Student scholars are provided a safe space to examine a variety of social work literature and themes central to services delivery impacting marginalized and vulnerable populations.

Academic Career

SCWK 620 - Beyond the Medical Model: Wellness Paradigms for the Social Work Profession

Overview

Academic Institution

YRK01

Subject area

SCWK

Catalog Number

620

Course Title

Beyond the Medical Model: Wellness Paradigms for the Social Work Profession

Department(s)

Social Work

Description

Complementary and Alternative Medicine (CAM) has become acceptable, accessible and popular. There is a growing evidence of effectiveness of CAM in diagnosing and treating a wide variety of medical conditions. This course will familiarize students with various CAM approaches to understanding human physiology, health, disease, and treatment for social work practice and self-care.

York College

Graduate
Liberal Arts
No
Permission Type
Department Consent Required

Academic Career
Graduate
Liberal Arts
No
Permission Type
Department Consent Required

Credits

Minimum Units	Maximum Units
3	3

Credits

Minimum Units	Maximum Units
3	3

SCWK 621 - Advanced Field Placement & Seminar IV

Overview

Academic Institution
YRK01

Subject area
SCWK

Catalog Number
621

Course Title
Advanced Field Placement & Seminar IV

Department(s)
Social Work

Description
Social Work 621 is the second of two-advanced seminar field courses. Course includes supervised field experience, integration of field and classroom learning in a weekly on-campus seminar and on-site visits by social work faculty, preparation for the social work licensing exam. Placements are 3 weekdays for a minimum of 250 hours this semester. Course Material Fee.

Academic Career
Graduate

Liberal Arts
No

Permission Type
Department Consent Required

Credits

Minimum Units	Maximum Units
6	6