



KINGSBOROUGH COMMUNITY COLLEGE

2001 Oriental Boulevard, Brooklyn, NY 11235 - 2398 Tel. (718) 368-5000 www.kbcc.cuny.edu

STUDENT HANDBOOK 2018 - 2019

KINGSBOROUGH
COMMUNITY COLLEGE

★ DREAMS BEGIN HERE ★

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KINGSBOROUGH



COMMUNITY COLLEGE

The Kingsborough Code of Civility

As a member of the Kingsborough College community, I understand that I have a responsibility to conduct myself in a courteous and respectful manner, and so, I pledge to:

Respect and treat with dignity all members of the college community: men and women of every race, religion, gender, age, culture, physical ability, nationality and lifestyle

Keep my language clean. I will not use offensive language or words that are obscene, racist, sexist, or otherwise hurtful

Be courteous and considerate of others

Accept and embrace our similarities and differences

Be open minded to views other than my own and be willing to compromise

Reach out to others who may need my help

Agree to disagree when our opinions differ rather than trying to force my opinions or feelings on you

I accept this code as my obligation to promote responsible citizenship.

**Adapted from an original version created by students, faculty and staff as an outcome of the civility conference held on February 6, 2007*

Please Note: The student handbook is also available online. These publications contain vital information that you will need now and in the future.

The KCC catalog is accessible from the college homepage: <https://www.kbcc.cuny.edu/> in the pulldown menu under Academics.

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IMPORTANT NOTICE

The college reserves the right to deny admission to any student if, in its judgment, the presence of that student on campus poses an undue risk to the safety or security of the college or the college community.

That judgment will be based on an individualized determination taking into account any information the college has about a student’s criminal record and the particular circumstances of the college, including the presence of a child care center, a public school or public school students on the campus.

THE STUDENT HANDBOOK & HOW TO USE IT

A wise man once said, “The only silly question is the one you didn’t ask.” The Student Handbook attempts to answer the most common and frequently asked questions about Kingsborough Community College—its services, facilities, activities, requirements, standards, rules, and regulations.

You may not read the Student Handbook from cover to cover. However, information in this book can help you navigate the sometimes confusing array of services and college functions. Read through sections of interest to you, then look up specific questions or topics and apply them to those situations which relate to you.

All students are especially urged to read the policies and codes of conduct contained in this handbook, which – by virtue of enrolling at Kingsborough – you have agreed to uphold.

On the pages that follow, we offer a guide which we hope will assist you throughout your time at Kingsborough.

A MESSAGE FROM THE PRESIDENT



Dear students,

On behalf of the entire Kingsborough faculty, administration and staff, I want to extend a warm welcome to you all. The decision to attend college will prove to be a courageous one, and to choose Kingsborough, given the many options available, an even wiser one. Kingsborough is again under active consideration by the Aspen Institute as a Top 10 community college. We have the highest graduation rate among community colleges in CUNY and the highest retention rate. You are no doubt in good hands.

As you go through the handbook, you will quickly discover that we place at the center of all we do, you, the student, placing many resources at your disposal, to which we hope you avail. From wherever you came, or whatever your status, Kingsborough is a most welcoming environment.

Every aspect of the Kingsborough experience—our outstanding faculty, dedicated staff, and vital community partners; programs such as SPARK, College Discovery, and ASAP; and services such as Single Stop, Transfer Services and the Childcare Center—is designed with your success in mind. I also encourage you to join a club or activity at the college; statistics clearly demonstrate students who participate in college life are much more likely to graduate, and do so on time.

Succeeding in your academic studies and earning a degree is a difficult but worthy objective. Use this handbook and the many resources available to you at Kingsborough to help navigate the college, and achieve your goals.

Again, I am delighted to welcome you to the place where dreams begin. Wishing you all a successful academic year!

Warm regards,

A handwritten signature in black ink, which reads "Claudia V. Schrader". The signature is fluid and cursive, with a long horizontal line extending to the right.

President
Claudia V. Schrader

A MESSAGE FROM THE VICE PRESIDENT OF STUDENT AFFAIRS



Congratulations! You have made an excellent choice in deciding to enroll and register at Kingsborough Community College.

Kingsborough is one of the top community colleges in the United States. We are proud of our dedicated staff and faculty, our curriculum, and especially our students!

All of the people that work in the Department of Student Affairs, from our advisors to our counselors to our specialists to our administrators to our office managers are committed to the success of each and every one of our students.

We pride ourselves on being inclusive and respectful of the uniqueness

of each one of our students. We celebrate our diversity. We celebrate and respect our community, which includes individuals across all races, ethnicities, nationalities, religions, abilities, sexual orientations and socioeconomic classes.

To begin, it is very important that every student understand that this Student Handbook sets forth the policies and codes of conduct that govern Kingsborough students. All students are urged to read the policies and codes of conduct contained in this handbook, which – by virtue of enrolling at Kingsborough – you have agreed to uphold.

On behalf of the Student Affairs Department we wish you great success in your educational endeavors and thank you in advance for helping to make this a great new academic year!

Sincerely,

A handwritten signature in black ink that reads "Peter M. Cohen". The signature is written in a cursive, flowing style.

Peter M. Cohen
Vice President of Student Affairs

Mission Statement

The mission of the Department of Student Affairs is to provide an inclusive environment in which students engage in innovative, stimulating, and high quality learning opportunities designed to facilitate personal growth and academic success. Our students will exemplify the core values of leadership, civic engagement, civility, and responsible global citizenship while moving forward successfully toward their academic and career goals.

DEPARTMENT OF STUDENT AFFAIRS CORE VALUES

- We are student centered and responsive to our students' distinct challenges.
- We are committed to student success from pre-enrollment through graduation and transfer.
- We honor the unique journey of the Kingsborough Community College Student.
- We celebrate holistic learning environments.
- We exemplify respect for diversity.
- We invest in a partnership with Academic Affairs so as to connect disciplines of knowledge, ideas, and experiences.
- We support student engagement through social, cultural, educational, and artistic programming.
- We value the physical health and mental wellness of our students.
- We foster self-efficacy, self-exploration and career development.
- We provide educational opportunities and access to all students.
- We actively engage in professional development opportunities to remain on the cutting edge of best practices in student affairs.

ADMINISTRATIVE OFFICERS

President's Office

Claudia V. Schrader, Ed.M, Ed.D	President
Julie Block-Rosen, J.D.	Legal Counsel and Labor Designee
Tasheka Sutton-Young, Ed.D	Executive Chief of Staff
Michael Valente Esq.	Chief Diversity Officer/ Title IX Coordinator

Institutional Effectiveness & Strategic Planning

Richard FOX, Ph.D	Vice President for Institutional Effectiveness & Strategic Planning
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Academic Affairs

Joanne Russell, Ph.D.	Vice President for Academic Affairs & Provost
Cathy Leaker, Ph.D.	Dean of Faculty
Sharon Warren-Cook, Ph.D.	Dean of Curriculum
Barbara Fairweather, B.B.A	Administrative Manager for Academic Affairs
Amanda Kalin, M.A.	Director of Curriculum Development & Program Planning
Linda Pierce, M.F.A.	Associate Director of Academic Programs
Carmen Rodriguez, Ed.D	Director of Academic Programs
Stephanie Akunvabey, Ph.D	Director of Academic Affairs
Zuleika Clarke, M.A.	Director of Second Year Advisement
Janine Palludan, B.A.	Associate Director of Academic Affairs
Erika Delacruz, M.S.	Director of College Now

College Advancement

Elizabeth Basile, Ed.D	Vice President for Institutional Advancement
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Communications and Government Relations

JoAnne Meyers, B.S.	Director of External Relations
John Aaron, M.A.	Director of Marketing, Advertising & College Outreach
Anthony Andrews, Ph.D.	Director of Government Relations
Helen Margaret-Nasser, M.A.	Director of Student Union and Intercultural Center, Student Publications & Holocaust Center

Continuing Education

Christine Buite-Beckner, B.A.

Dean of Continuing Education

Enrollment Management

Thomas Friebel, B.A.

Vice President of Enrollment Management

Wayne Harewood, D.M.

Executive Director of Enrollment Management

Javier Morgades, M.A.

Associate Director of Recruitment

Maximillian Oliver, B.A.

Associate Director of Admissions Processing

Matthew Papier, B.A.

Director of Testing

Sinu Jacob, B.T.

Director of Financial Aid

Hattie Elmore, M.S.W.

Associate Director of Single Stop

Gavin Ireland, M.B.A.

Associate Director of International Student Admissions

Keisha Johnson, M.S.

Associate Director of the New Americans Center

Michael Klein, B.A.

Registrar

Finance and Administration

Eduardo Rios, B.A.

Vice President of Finance & Administration

Asif Hussain, M.S.

Assistant Vice President for Information Technology

Anthony Corazza, B.S.

Assistant Vice President for Facilities Planning & Operations

Andres Escobar, M.S.

Executive Director of Finance & Administration

Maureen Daly, M.S.Ed.

Director of Events Management

Micheline Driscoll, B.S.

Director of Human Resources

Enrika Kohavi, B.S.

Bursar

Jim Capozzi, J.D.

Director of Public Safety & Security

Tony Walker, M.S.Ed.

Director of Administration

Paul Winnick, B.A.

Director of Event Technical Services

Anna Becker

Director of Performing Arts Center

Student Affairs

Peter M. Cohen, M.S.W.

Vice President of Student Affairs

Brian Mitra, Ed.D.

Dean of Student Affairs

Cindy Lui, M.A.

Executive Director of Student Affairs

Heather Brown, M.S.Ed.

Director of Child Development Center

Damali Dublin, M.S.Ed.

Faith Fogelman, L.M.S.W., A.C.S.W.

Dasha Gorinshteyn, L.C.S.W.

Marisa Joseph, M.A.

Karimah Ellis, B.S.

Gerald Maitre, M.S.W.

Melissa Merced, M.S.Ed.

Mary O'Shea, M.A.

Maria Patestas, M.P.S.

Frances Robinson, L.M.S.W.

Michael Rodriguez, Ed.D.

Samantha Sierra, M.S.

Brenda Vargas, M.A.

Stella Woodroffe, Ph.D.

Tara Yarczower, M.A.

Damani Thomas, Ph.D.

Director of Community Standards
& Student Engagement

Director of TRiO

Director of Counseling & Health
Services

Director of Career Development &
Experiential Learning

Director of Freshman Services

Director of CUNY Edge

Director of Transfer Success Center

Director of the Student Success Center

Director of Student Life

Director of Women's Center

Director of the Men's Resource Center

Director of Learning Communities

Director of College Discovery

Director of Access-Ability

Director of Military and Veteran Affairs

Director of Athletics

Department Chairpersons

Kristin Derimanova, M.F.A.

Michael Miranda, Ph.D.

Mary Dawson, Ph.D.

Jeffrey Lax, J.D., M.B.A.

Gordon Alley-Young, Ph.D.

Eileen Ferretti, Ph.D.

Alfonso García Osuna, Ph.D.

Donald Hume, Ph.D.

Michael Barnhart, Ph.D.

Josephine Murphy, M.A., M.S.

Rina Yarmish, Ph.D.

Bridget Weeks, M.S.

John Mikalopas, Ph.D.

Peter Cohen, M.S.W.

Anthony Borgese, M.B.A., D.S.M.

Art

Behavioral Sciences &
Human Services

Biological Sciences

Business

Communications & Performing Arts

English

Foreign Languages

Health, Physical Education &
Recreation

Philosophy & Political Science

Library

Mathematics & Computer Science

Nursing

Physical Sciences

Student Development

Tourism & Hospitality

ACADEMIC ADVISEMENT

What is Academic Advisement?

Academic Advisement is an educational process by which students and Academic Advisors work together to develop students' understanding of their intellectual and personal development toward academic success and lifelong learning. Throughout this collaborative process, students learn to set and attain academic goals, to overcome personal and academic barriers to learning, and to select appropriate courses required for their major and graduation requirements.

Students are encouraged to develop a strong relationship with their Academic Advisor, Faculty Advisor, or Special Program Counselor to receive information and guidance on their choice of major, selected courses and academic progress throughout the year. Students are invited to meet with their Academic Advisor or assigned Faculty Advisor to identify courses to be taken during the next semester. During this meeting students will receive an Academic Advisement Plan that will help them register when they receive a date for online registration.

Incoming freshman and students a part of the following special programs: ASAP, College Discovery, Opening Doors Learning Community and SPARK are all assigned an advisor and first semester transfer students should seek advisement from the Transfer Success Center.

All evening students can seek advisement from the Evening Advisement Center.

What happens if I don't go for Academic Advisement?

Without academic advisement, students run the risk of not progressing academically if inappropriate courses are taken during a semester or module. Through the process of advisement, students can clarify their career and academic goals, become more knowledgeable about graduation requirements, major opportunities (internships, scholarships, etc.) and properly select their schedules and plan their academic careers. To remain on track, students should seek advisement as early as possible every semester. Students who do not receive academic advisement may run the risk of losing financial aid if they register on their own without being advised. It is highly recommended that all students make an appointment to meet with an Advisor to select appropriate courses for their respective majors.

ACADEMIC CALENDAR

Kingsborough conducts classes on an innovative academic calendar. Classes are held during a 12-week fall session, which starts in September and ends in late December. This is followed by a 6-week winter module, that ends during February.

A 12-week spring semester starts approximately at the beginning of March and ends in the middle of June. This is followed by a 6-week summer module which continues until the end of July.

12/6 Academic Calendar – Fall Semester

Sept./Oct./Nov./Dec.....12 Weeks
Jan./Feb6 Weeks

12/6 Academic Calendar – Spring Semester

Mar./Apr./May/June.....12 Weeks
June/July.....6 Weeks

Most full-time matriculated resident students in the degree programs who attended the previous 12-week session may attend the 6-week session without additional tuition fees. (Please refer to the information on residency and certification under the Tuition section of the catalog.)

Among the advantages the 6-week modules offer is the opportunity to take added courses that, in some programs, may make it possible to earn the Associate Degree in less than two full years. Students who choose to attend only the two 12-week sessions have an opportunity to seek employment to earn additional funds, obtain field experience, or to fulfill co-op requirements. For Financial Aid purposes, you must register for classes (Fall/Winter) and (Spring/Summer) by the first day of the 12 week session.

ATTENDANCE AND WITHDRAWAL POLICY

What about attendance?

Because class attendance is important, the college has instituted an attendance policy. All students are expected to attend all classes, lectures, and laboratories in which they are enrolled.

Students who are enrolled in developmental courses are strongly encouraged to attend classes regularly. This maximizes the opportunity to overcome the diagnosed basic skills deficiencies.

Are absences tied to grades?

They certainly are. You are expected to attend all classes regularly and punctually. It is to your advantage to attend all scheduled classes and laboratories in which you are enrolled.

What is "excessive absence"?

A student in any course who has been absent 15% of the total number of instructional hours that a class meets during a semester or session is deemed excessively absent. Where the course includes classroom lectures plus another component such as laboratory/field placement, etc., the 15% excessive absence policy applies to either component.

Excessive absences may result in the instructor assigning either a lower grade or a "WU" grade for that course. Consistent with the college-wide policy on appealing final grades, the student may appeal such a grade.

Instructional hrs per semester/session	Excessive Absences per semester/session
24 hrs	4 hrs of absences
36 hrs	6 hrs of absences
48 hrs	8 hrs of absences
60 hrs	9 hrs of absences
72 hrs	11 hrs of absences

Can I withdraw from a course?

If you are unable to continue in a course, you may withdraw from it without a failing grade provided: a) you do so before the official withdrawal date (see college calendar); b) you get the required form from the Registrar's Office; c) you discuss the matter with your counselor/advisor who must sign the form, and d) return the completed form to the Registrar's Office in room A-101 by the deadline date.

IMPORTANT NOTE: Withdrawing from a course or courses may change your status to PART-TIME, make you ineligible for inter-collegiate sports, and/or change your Financial Aid status.

What happens to my grades if I am excessively absent or withdraw?

Depending on the circumstances, the following grades are assigned: Important! Note the consequences of each grade:

W - Official Withdrawal (does not count in computing scholastic index, but counts as "attempted credits").

This grade is assigned by the Registrar to a student who officially withdraws after approximately the 3rd week of the semester or its equivalent in the module, but before the specified date (by the end of 2/3 of the semester), and is doing passing work at that time.

WU - Withdrawal with penalty for non-academic reasons (counts as a failure in computing scholastic index).

This grade may be assigned by the Instructor to a student who has been excessively absent without officially withdrawing before the specified date, or who has reached excessive absences past that date while doing passing work. Students who fail to withdraw officially from courses for which they register receive the "WU" grade.

***WN** - Withdrawal for non-attendance with no academic penalty.

Note: If you withdraw from a course during the first 17 days of the Fall or Spring semesters, that course can be deleted from your transcript, which means it will not be recorded. The last day for deleting a course is noted on the college calendar.

What if I must withdraw from the college?

First, see your counselor/advisor to discuss the implications of such action. If you then do decide to withdraw, you will be required to fill out a "College Withdrawal" form in the Registrar's Office (A-101).

The deadline date for withdrawal is at the end of the eighth week of the twelve-week semester and at the end of the fourth week of the six-week module (see college calendar).

If you withdraw after the deadline date, you are subject to the penalty grade explained previously. If, however, there are extenuating circumstances (documented medical or emergency reasons), you may appeal your grade to the College Committee for Academic Review.

Please be advised that grade appeals to the Committee for Academic Review must be filed in Room M386 no later than the end of the semester following the semester in which you receive the grade. (For example, Fall 2013/Winter 2014 grades must be appealed by the end of the Spring/Summer 2014 semester. Spring/Summer 2014 grades must be appealed by the end of the Fall 2014/Winter 2015 semester.)

The exact cut-off dates for grade appeals are published in the official KCC Academic Calendar.

Am I entitled to a tuition refund if I withdraw?

After you complete the formal withdrawal procedure, your forms will be date-stamped in the Bursar's Office. The date of the filing of your forms will determine the amount (if any) of your tuition refund. (See the college catalog for details).

Note: No portion of the Student Activity, Special, Penalty, or Miscellaneous Fees is refundable except when a student's registration is cancelled or when the college withdraws or cancels courses.

Can I return to the college at a future date?

If you leave the college in good standing, you will generally be readmitted, subject to space availability and CUNY policy. If you expect to return to KCC, file a Readmission Form in the Registrar's Office (A-101) (note the appropriate deadline date listed on the College's web page, <https://www.kbcc.cuny.edu/>). A fee is charged for readmission.

COLLEGE CATALOG

What is the KCC catalog?

The college catalog provides details you need on academic information, degree programs, course offerings (co and prerequisites, content and descriptions), curriculum requirements, course credits and hours, and graduation standards. Degree requirements are subject to change. Students must fulfill the requirements in effect the Fall or Spring of their initial enrollment in the college. Consult with the department of your major or your advisor when planning the next semester's courses. Careful reading of the catalog will help you choose the courses you need for your degree and will alert you to the available elective courses of special interest or value. The catalog also contains information about attendance, retention, fee structure, and other vital details of importance to you.

How often does the catalog change?

The catalog is currently updated every year. Changes in academic requirements the semester before publication are not included. Always check with the academic department, Academic Advisement Center, Registrar, or other appropriate offices for the most current information. The KCC website <https://www.kbcc.cuny.edu/> is the source of the most current information. The information which appears in the catalog on course content and credits may be requested by senior and professional colleges and by employers.

COMPUTER LAB (L100)

Located on the lower level of the Library, this state of the art lab boasts over 134 P.C.s available to students on a first come first served basis from 8:00am to 10pm, Monday through Thursday and 8:00 AM to 5 PM on Fridays. The lab is also open on Saturdays and Sundays from 10 am to 2:30 pm during the Spring and Fall semesters only.

The lab includes four high speed printers, internet access through Internet Explorer and Mozilla Firefox, popular software and two helpdesks to assist students with technical issues.

CUNY BACCALAUREATE FOR UNIQUE AND INTERDISCIPLINARY STUDIES

What is the CUNY Baccalaureate for Unique and Interdisciplinary Studies?

Established in 1971, The City University of New York Baccalaureate for Unique and Interdisciplinary Studies provides students with a flexible, academically challenging way to earn their degree while giving them a major share of the responsibility for the content of that degree. It is a unique, university-wide individualized degree program intended for self-directed students who have well-formulated academic and career goals.

Students who are admitted to the program create an individualized area of specialization (similar to a major) with guidance from a CUNY faculty member. Students must also complete Pathways and other degree requirements. Students are able to incorporate independent studies, internships, graduate level courses and credit by examination into their degrees, and may be able to earn up to 15 credits for documented learning experiences that occurred prior to college.

Students in the program must be matriculated at one of the CUNY colleges, but are encouraged to take courses at other CUNY colleges.

When can I apply for the program?

Students may apply to the CUNY Baccalaureate program while they are matriculated at Kingsborough and keep Kingsborough as their “home college” until completing an Associate’s degree (or attaining 68 credits), at which time they must transfer to one of CUNY’s senior colleges.

To be eligible to apply, students must have a clear academic goal and must have completed at least 12 college credits with a grade point average of 2.80 or higher. The BA and BS degrees are fully accredited and are awarded by The City University rather than by an individual college. The program operates under the auspices of the CUNY Graduate School and University Center.

Where can I get more information?

Additional information may be obtained from Kingsborough’s program coordinator, Ms. Linda C. Pierce, Associate Director of Academic Programs. Ms. Pierce is located in the Office of the Associate Provost (M-386, 718-368-5029). The CUNY Baccalaureate for Unique and Interdisciplinary Studies Office is located at 365 Fifth Avenue, Suite 6412, New York, NY 10016, (212) 817-8220.

CURRICULA AND INSTRUCTIONS

What degrees does KCC offer?*

- 1) ASSOCIATE in ARTS (A.A.)

Liberal Arts

Criminal Justice

- 2) ASSOCIATE in SCIENCE (A.S.)

Accounting, Biology, Biotechnology, Business

Administration, Chemical Dependency Counseling,

Chemistry, Community Health, Computer Science,

Early Childhood Education/Child Care,
Earth and Planetary Science, Education Studies,
Engineering Science, Exercise Science/Personal Training,
Fine Arts, Graphic Design & Illustration, Journalism &
Print Media, Mathematics, Media Arts, Mental Health &
Human Services, Physics, Science for Forensics, Speech
Communication, Theatre Arts

3) ASSOCIATE in APPLIED SCIENCE (A.A.S.)

Computer Information Systems, Culinary Arts,
Emergency Medical Services - Paramedic, Fashion
Design, Maritime Technology, Nursing, Office
Administration & Technology, Physical Education,
Recreation and Recreation Therapy, Physical Therapist
Assistant, Retail Merchandising, Surgical Technology,
Tourism & Hospitality, and Website Development

4) CERTIFICATE

Alcoholism & Substance Abuse Counseling, Culinary Arts
and Food Management, Maritime Technology/Marine
Mechanic

* (See catalog for specific descriptions)

Does each degree have specific requirements?

Yes, each degree and curriculum carries specific course requirements. In addition, there are certain courses which the college requires of all students. You should check the catalog and all available literature. Consult your faculty advisor and your counselor to thoroughly familiarize yourself with all requirements. Check your own personal audit on Degree Audit.

In order to receive a Kingsborough degree, college policy stipulates that a student must complete the final thirty credits while enrolled at Kingsborough. Where one or more credit-bearing courses, to be included in this sum, are to be earned at another institution, prior permission from the appropriate faculty committee is required.

What is Degree Audit?

The Degree Audit system is a road map which provides students with details about the courses they have taken, the requirements they have met and those which are still required for graduation. An extensive, interactive help file is available to help students navigate the information. Students should base their audit on the curriculum in effect the semester they were admitted. Any questions students have about their degree audit can be addressed by their Advisor after scheduling an appointment in M-201. Only currently registered students can access the Degree Audit system.

How do I access Degree Audit?

Your user ID is your CUNYfirst ID and your password is the PIN you are assigned when you initially registered.

What are the responsibilities of the Registrar's Office?

After you are accepted for admission into Kingsborough, the Registrar's Office is responsible for your registration scheduling as well as for maintaining all your academic records.

Important student forms are available from, and must be returned to, the Registrar's Office (A-101).

Apply to the Registrar's Office for applications concerning:

Advanced Standing (Transfer Credit from other colleges)

Enrollment Verification

Change of:

Social Security Number

Address

Curriculum

Grades

Matriculation Status

Name

Session (Day to Evening, Evening to Day)

Final Exams:

Conflicts

Makeups

Graduation

Permit to attend other CUNY colleges

Readmission

Records Access

Transcripts

Withdrawal from Courses and/or College

Can I have my transcript sent elsewhere?

For your convenience, you can order transcripts 24/7 by using the college's transcript ordering service. Log onto the college's homepage at https://www.kbcc.cuny.edu/registrar/transcript_info.html and select Registrar under Quick Links. An official transcript has the signature of the Registrar and college seal. It is mailed directly to employers or other colleges. The transcript is not given to students or alumni unless the student presents documentation supporting an exception to this policy. An unofficial transcript does not have the Registrar's signature or college seal. It can be given directly to a student or alumnus with identification, or mailed.

It is the policy of the Registrar's Office to neither accept requests for, nor forward, transcripts via FAX transmission. All transcripts should be requested at least two weeks prior to the actual date required. During peak periods, such as registration, graduation, and during grade processing, there may be delays in processing requests.

NOTE: There is a \$7.00 fee for each official transcript. Transcripts ordered on-line cost \$9.00. (Transcripts sent to CUNY institutions are free.)

Can I change my curriculum (degree program)?

Yes. However, you must first consult an advisor so that all implications may be explored and made clear to you. If you then feel it is wise to make a change, you must obtain and file a "Change of Curriculum" form in the Registrar's Office.

A signed and approved curriculum change goes into effect the semester following the filing of the application (check the college calendar for the dates when Change of Curriculum forms may be filed). The college reserves

the right to limit admission to any curriculum. There are special requirements for changing to certain curricula, such as Nursing.

What is a prerequisite?

A prerequisite is a course (or a skills level score) that you must have successfully completed before you can take the next or advanced course. It is required because it is considered the necessary background for success in the course you want to take. Check the college catalog or list of course offerings to determine any prerequisite requirements.

What is a corequisite?

A corequisite is a course that must be taken at the same time as another course. Check the college catalog or list of course offerings which details any corequisite requirements.

What is an "81" course?

"81" is the number often used to designate independent study with an instructor. Usually, independent study is not open to freshmen. Only 6 credits of such courses are allowed in any one area, and a total of only 12 credits for such independent study courses may be applied towards a degree. Approval to take these courses must be obtained from the Department Chairperson.

What is an "82" course?

"82" is the number often used to designate a course on a special topic offered on a temporary basis. Sometimes a special topics course will later become a regularly offered course or a required course in the curriculum, but not always. While it is listed in the schedule of classes, it is not described in the college catalog and students should use the course syllabus for future reference or transfer.

What does it mean to audit a class?

Auditing means taking a course without getting credit for it. A student who wishes to attend a course as an "auditor" must:

- a) obtain permission from the Department Chairperson and the course Instructor;
- b) formally register and pay for the course under the current tuition policy;
- c) discuss eligibility to be an "auditor" with the Registrar (room A-101) as soon as registration is completed (prior to the first day of classes). At the completion of the course, the grade of "AUD" (which carries no credit and cannot be changed to any other grade) will be given to "auditor-students."

Is college credit granted for work done outside the classroom?

Yes, credits and/or exemptions for college subjects may be given on the basis of successful completion of proficiency examinations, such as CLEP (College Level Examination Program), CPEP (College Proficiency Examination Program), AP (College Entrance Examination Board Advanced Placement), and USAFI (United States Armed Forces Institute). Based on the examination results, any exemptions are to be granted by the appropriate Department Chairperson.

What is CLEP?

The College Level Examination Program (CLEP) of the College Entrance Examination Board gives students the opportunity to gain college credit by examination. Students who achieve a score of 50 or higher on approved CLEP exams are exempt from taking a corresponding course at Kingsborough and will be awarded the credits for the course when they have met all the prerequisites for that course. Each academic department will determine which, if any, CLEP exams are NOT acceptable and will be excluded from this policy. A maximum of two (2) CLEP examinations may be applied towards a degree and will count towards the transfer credit maximum of 30 credits. To find out about specific CLEP examinations, contact the departments that teach the courses you would like to be tested for. You may also visit <https://www.collegeboard.org/> for more information on CLEP exams.

What are Academic Deadline Dates?

Deadline dates are very important. Each semester, you are responsible for being familiar with the deadline dates for: dropping courses without penalty; changing curriculum; completing an “INC” grade; changing from day to evening classes, or vice versa; taking a makeup exam; filing for graduation, etc. The deadline dates are printed in the college calendar, which can be found in the Registrar’s office and on the Kingsborough website at <https://www.kbcc.cuny.edu/>, in Scepter (the college newspaper), and in “This Week in Student Life” (the weekly publication of the Office of Student Life). Deadlines are posted on bulletin boards, and are announced in class.

How does a student change Sessions Status?

To make a Sessions Change—Day to Evening or Evening to Day—you must file the necessary form in the Registrar’s Office before the deadline date indicated in the college calendar. Evening session students should consult the Evening Studies staff (room A-113) for details and requirements.

ASSESSMENT OF STUDENT LEARNING OUTCOMES

Instructors usually distribute a syllabus on the first day of class that identifies student learning goals and objectives, and lists the requirements of the course. He or she will choose approaches to teaching that are designed to help you meet these outcomes, and will assess how well you have achieved them through exams and/or assignments, as appropriate to the course.

CYBER LOUNGE (M200)

Located on the second floor of the Marine Academic Center (MAC), the Cyber Lounge has 24 computers available to students on a first come first served basis from 9am - 10pm Mondays – Thursdays (718-368-5233). The Cyber Lounge has internet access through Internet Explorer and Mozilla Firefox, popular software, a printer, and a helpdesk to assist with technical issues. Students should note that the Computer Lab and the Cyber Lounge are both made possible by the student technology fee.

GRADES AND INDEX

What do the letter grades represent?

Grade	Point Value	
A+	4.0	Excellent
A	4.0	
A-	3.7	
B+	3.3	Good
B	3.0	
B-	2.7	
C+	2.0	Satisfactory
C-	1.7	
D+	1.3	Passing
D	1.0	
F	0.0	Failure
R	Minimum level of proficiency not met for developmental courses	
NC	Minimum level of proficiency not met for specific compensatory courses	
INC	Changed to "FIN" unless work is completed within 10 weeks of the next 12 week term	
S	The "S" grade does not count in computing the scholastic index	

What does the "R" grade mean?

The "R" grade is assigned to students in developmental courses who have not met minimum proficiency levels. "C" grade is considered minimum proficiency in such courses. Students who do not meet the "C" level will be given an "R" grade. (The "WU" grade remains in effect, when applicable. The "INC" grade will be changed to an "R" if the course requirements are not successfully completed by the deadline date printed in the college calendar.) Developmental courses in which an "R" grade is received may not be repeated more than three times, except by permission of the appropriate faculty committee.

What does the "INC" grade mean?

Receiving an incomplete ("INC") means that you were doing passing work, but you missed an assignment or examination. A grade of "INC" changes to an "FIN" (failure as a result of an incomplete) if work is not made up by the 10th week of the next 12-week module.

If you receive an "INC," see your instructor as soon as possible to find out the reason for this grade. You should NOT register for that course again. Dates for filing a petition to take a final make-up exam are listed each semester in the college calendar as are the deadlines for the removal of "INC" grades for all other reasons.

What does the "S" grade mean?

The "S" grade does not count in computing the scholastic index. It is assigned when a student has a minimum grade of 88 on the CUNY Elementary Algebra Final Exam (CEAFE). The student also has an overall class average of 85% where the CREAM exam weights 65% of the total grade.

OTHER GRADES

AUD	Audit
P	Passed, but the course is not counted in computing cumulative average
W	Withdrew officially
WA	Administrative withdrawal due to immunization
WN	Withdrawn-non-attendance
WU	Withdrew unofficially; counts as a failure
Y	Yearly course; grade assigned at the end of the year
Z	Instructor did not submit a grade
#	This course has been successfully completed with a grade of "C" or higher in a subsequent semester and is not calculated in the cumulative average.

If I fail a course, must I repeat it?

If the course you failed is a required course in your curriculum, you must repeat it. If it is not a required course, you may repeat it, but are not required to repeat it. Early Childhood Education (ECE) courses may only be repeated once. Students earning less than a "C" in a Surgical Technology course or a Nursing course with a clinical component may repeat the course one time.

If I repeat a failed course, what happens to the "F"?

If you repeat the course and earn a passing grade of "C" or better, the original "F" will remain on the transcript but will no longer be computed into the grade point average. The total number of failing credits earned during your enrollment in the City University of New York (that can be repeated) that are not counted is 16. This policy was established on September 1, 1984, by the University.

If I repeat a course in which I received a "D", "D+" OR "C-", what happens?

A course in which a passing grade of C- or lower was received may be repeated only if a more advanced course in that discipline has not already been completed. For example, a prerequisite cannot be repeated if a more advanced course was already completed. Please note that both the original grade and the repeated grade will remain on the transcript and both will be computed into the grade point average. If you receive a "C" grade or better in a course, that course MAY NOT BE REPEATED.

NOTE: Above regulations do NOT apply to Nursing Program students. (See your faculty advisor for appropriate information.)

GRADE APPEALS: Where can I go to appeal a grade?

If you receive a grade of WU (unofficial withdrawal), INC (incomplete), or FIN (incomplete that has become a failure), and can document the circumstances that led you to earn these grades, then you may appeal to the

Committee for Academic Review for a change of grade to the non penalty grade of W.

If you think you have received an unfair grade (for example, a C instead of an A) and have tried unsuccessfully to resolve the matter by talking with the instructor and/or the department chairperson, you may appeal to the Committee for Academic Review for a change to a higher grade.

If you received a grade of INC for a course and need more time to complete the work for the course than is allotted in the official KCC Academic Calendar, you may appeal to the Committee for Academic Review for an extension of time to complete the course.

The exact cut-off dates for Grade Appeals are published in the official KCC Academic Calendar.

NOTE: It may help to first discuss the situation with your counselor/advisor.

What are graduation requirements?

To graduate with any of the degrees offered, you must be a matriculated student at the time you apply for graduation and complete the required number of credits for your major with a minimum cumulative grade point index of 2.00, which is at least a “C” average.

How do I know that I have met the requirements for graduation?

Meet with your counselor or faculty advisor to review your academic record. Review your standing on Degree Audit. If you feel you have met all the requirements, you must file for Graduation.

How do I file for graduation?

Applications are available during registration of the semester you wish to graduate, and at the Registrar’s Office. Deadline dates for filing for graduation appear in the academic calendar. Applications for graduation will not be accepted after the filing date. If you do not meet the graduation requirements, a letter will be sent to you from the Registrar’s Office indicating your deficiency/deficiencies. You must remove the deficiency/deficiencies within two weeks of receipt of the letter in order to be considered for the semester for which you applied.

You must file another Application for Degree form after you have removed the deficiencies and expect to complete degree requirements. Your records will not be evaluated again for a degree unless you have filed the application during the appropriate filing period for the semester in which you expect to graduate.

Winter courses cannot be applied towards the January graduation application, and summer courses do not apply towards the June application. Another form **MUST** be filed. Graduation is **NOT** retroactive.

What is a cumulative index?

The cumulative index is an average of all grades received in KCC credit-bearing courses.

How is the cumulative index (grade point average) computed?

Your Grade Point Average is obtained by multiplying the point value of each grade by the number of credits for the course, adding those totals and then dividing that sum by the total number of credits taken.

TABLE FOR COMPUTING GRADE POINT AVERAGE (GPA)

Course	Grade	Point Value	Credit Value	Total Grade Points
English 22	A+	4.0	x 4 crs.	= 16
Mathematics 7	B-	2.7	x 4 crs.	= 10.8
Accounting 21	C+	2.3	x 3 crs.	= 6.9
Phys. Ed. 23	D+	1.3	x 1 cr.	= 1.3
Psychology 11	F	0	x 3 crs.	= 0.0
			Total 15 crs.	35

(points x credits)

The Grade Point Index = (35 divided by 15) = 2.33 or just above a “C+” average.

Note: Courses graded “AUD,” “P,” “R,” “W,” “WA,” “*WN,” “Y,” “Z” or “INC” are NOT INCLUDED in the computation of GPA.

What must I know about final exams?

You are responsible for meeting your exam schedule (see college calendar for final examination dates). If you have a schedule conflict, report immediately to the Registrar’s Office for rescheduling.

Grades are available on CUNYfirst at the end of the semester. Check under Student Self-Service: Academics, Grades.

What happens if I miss a final?

If you miss a final exam for legitimate reasons, you may apply for a makeup exam. Generally, permission is granted only to students who maintain passing grades up to the final examination period.

For each makeup examination, a “Petition for Final Makeup Examination” form, with the instructor’s signature, must be completed and submitted to the Registrar’s Office. Students whose applications for makeup examinations are approved must pay \$25 for the first examination, plus \$5 for each additional exam.

PLACEMENT AND TESTING

Why must I take certain tests before entering KCC?

The CUNY Trustees have determined that entering students must test in reading, writing, and mathematics to determine their readiness for college level work. The writing test is called the CUNY Assessment Test in Writing (CATW); The CUNY Assessment Tests for reading and mathematics are administered using ACCUPLACER software. Those who do not pass the tests are given appropriate developmental education courses to help them reach the required competency levels. After completing the highest level of instruction, students are re-tested. Passing the tests is a requirement for transfer to a CUNY senior college. A student may be exempt from a test based on previous test scores (NYS Regents, SAT, or ACCUPLACER). For exemption information please refer to: <http://www2.cuny.edu/academics/testing/testing-faqs/>

How am I assigned to Freshman English?

Entering students who meet the competency requirements, either by

passing the CUNY CAT-W Writing exam and the CUNY ACCUPLACER Reading exam or by meeting the criteria for exemption, are placed in Freshman English 1 (ENG 12). Students placed in developmental or ESL classes take ENG 12 after they have completed developmental courses successfully and passed the CUNY Reading and Writing exams.

How am I assigned to Freshman Math?

Entering students at KCC are tested for mathematics competency via the ACCUPLACER Math Skills Test. When a student takes the ACCUPLACER exam for the first time, he or she may be tested in college algebra and in trigonometry, as well as arithmetic and algebra. Students who have failed the arithmetic portion of the ACCUPLACER exam and have passed the reading competency exam are placed in Math M1, a course in arithmetic. At the end of the course, students will be retested on arithmetic. Students who have passed the arithmetic portion and have failed the algebra portion of the ACCUPLACER exam are placed in Math M2, a course in elementary algebra. At the end of the course, students passing a competency exam will retest on the elementary algebra via the CEAFE exam. An academic advisor will be able to advise you as to appropriate mathematics placement, based on those criteria.

Note: Students who are enrolled in developmental education courses are REQUIRED to attend classes regularly. This maximizes the opportunity to overcome the diagnosed basic skills deficiencies.

Must I take a placement test to continue a previously studied foreign language?

Yes, if you plan to continue with a foreign language you studied for three or more years while you attended high school or with which you are familiar as a native speaker, you must take a Foreign Languages Department placement examination before registering for any language course. Consult the department chairperson in room E-309 before registering for a course.

Must I take a placement test to continue a new foreign language?

You do not take a placement test in a foreign language if you have never taken classes in, and are not a heritage speaker of the foreign language you wish to learn. If you have taken classes or are a heritage speaker in the particular language you wish to study, you must take the foreign language placement test in order to determine the correct level at which you should be placed.

Can I take a foreign language literature course taught in English to count for the literature requirement under group II?

Yes, if you wish, you may select a foreign language literature course taught in English to fulfill your literature requirement under Group II.

REGISTRATION

What is a credit?

Each successfully completed course, (except for specified developmental courses), earns a specific number of credits. To graduate you must earn a

certain number of credits. The catalog details the number of credits each course carries and how many credits are required for your degree.

What is a contact hour?

A contact hour is the number of hours a class is scheduled to meet each week. Some classes meet for more hours a week than their credit value (e.g., laboratory courses or field work). Except for developmental courses, “contact hours” do NOT count as credits or as equated credits, but are considered to be part of your “work load.”

What is an equated credit?

Equated credits are figured on the basis of the number of class (contact) hours per week which are taken in required developmental courses for which actual credit is not allowed. For instance: Math R2—0 credits, 5 contact hours = 5 equated credits.

Equated credits are figured in determining minimum course load and full-time status. Course listings indicate if, and how many, “equated credits” are given to a course. Equated credits do not count in figuring your index or toward the total credits required for your degree.

How many credits must I take each semester?

The number of credits you may take each semester depends on your scholastic ability, specific needs, and college status. To be considered a full-time student you must register for a combination of at least 12 credits and/or 12 equated credits. Students who wish to register for more than 18 credits in any semester must receive permission from the Office of Academic Scheduling and Evening Studies. Incoming freshmen with academic deficiencies, and students who are on probation, are limited to 12 or 13 credits and/or 12 or 13 equated credits combined. The evening and day sessions accommodate many part-time students who may register for as many credits as they wish.

Is homework required?

Yes, it is. The college expects each student to spend approximately two hours of outside preparation, study and work for each hour of classroom instruction. If you are taking an independent study course, work in addition to the two outside hours will be required and assigned by your instructor.

Does the college have any self-service student systems available on the web?

Yes, CUNYfirst is the online student information system, and Degree Audit is the online degree and student advisement information system.

What options are available in CUNYfirst?

You will be able to use CUNYfirst to do the following:

- Register for courses and change your program (add/drop)
- Check for open sections
- Check your schedule
- Check your grades on your unofficial transcript
- Check your tuition and financial aid information
- Textbook information
- Change your PIN
- Update your e-mail address

What browsers are supported by CUNYfirst?

Your browser must be able to accommodate 128-bit encryption in order to use CUNYfirst and therefore must be: Netscape 4.x or higher, Internet Explorer 4.x or higher, AOL browser 4.x or higher.

Additionally, your browser's setting options must have both JavaScript and cookies enabled. Most browsers have these items enabled already. But if you do encounter problems with logging in, you may click on the link "Can't Log In?" on the CUNYfirst login page to access browser upgrades, if necessary.

How do I gain access to the system?

To access CUNYfirst, you must use your CUNY Portal account; go to <http://www2.cuny.edu/>, or, you can log on to the college's home page, <https://www.kbcc.cuny.edu/> and select the registration link. Once you are in CUNYfirst, select an option from the menu on the left side of the page. It is important to remember that some functions may not be available at certain times of the year. Extensive directions are available on how to create and access a CUNY Portal account on the Registration page of the college's home page.

What is my PIN?

Your PIN is used to access your Degree Audit or for other college applications. Do not confuse it with your CUNY Portal PIN or FAFSA PIN. Initially, your PIN will be assigned to you by the College; it is a randomly assigned number. You are urged to change your college assigned PIN to a numeric combination that you will remember the first time you access the system and then to change your PIN each semester. Keep your new PIN in a secure place. If you lose or forget your PIN, please come to the Registrar's Office to select another. **You must present your Kingsborough Community College Identification Card.**

What if I have a question regarding CUNYfirst?

You may contact the CUNYfirst Help Center by telephone at 718-368-6551 or by email at CUNYfirst@kbcc.cuny.edu. The mission of the CUNYfirst Help Center is to provide real-time support to students as they navigate the CUNY/eSIMS online registration system. Hours of operation during CUNYfirst registration periods are Monday, Thursday and Friday, 8:30am to 4:30pm; and Tuesday and Wednesday from 8:30am to 8:00pm. Hours of operation during non CUNYfirst registration, through the deletion date, are Monday through Friday 9:00am – 5:00pm.

Hours of operation differ during the module; please call the Help Center for additional information.

STUDENT FEES

What happens to the student activity fee collected at registration?

These monies are deposited in a central account to be used to conduct student activities and to perform special services for the KCC community. The KCC Board of Directors is charged with the responsibility of allocating the student fees.

Is the student activity fee used only to fund student government and club programs?

No, the Student Activity Fee provides many services and programs available to every student enrolled at KCC. Among them are: student accident insurance; Orientation; Peer Ambassador and Information Center; all graduation fees including the ceremony, reception, rental of caps and gowns, yearbook and diplomas; special programs; Movies, lectures, tickets to Broadway shows and sporting events.

In addition, the student fees provide awards to honor outstanding students at our Student Awards night, and students who earn Honors memberships (Phi Theta Kappa, Mu Alpha Theta, Sigma Delta Mu, Dean's List, Special Awards).

What is the structure of the KCC Association?

The Association is organized under the New York Not-for-Profit Corporation Law and is operated exclusively for the benefit of Kingsborough Community College (the College). The Association's principal objects and purposes are set forth in the Association's Certificate of Incorporation, and include:

- Promoting and cultivating educational and social relations among the students and faculty of the College.
- Responsibility for the administration, management and supervision of student activity fees.
- The property, affairs, business and concerns of the Association are vested in a Board of Directors consisting of thirteen (13) directors.

The composition of the Board of Directors shall be as follows:

The College President or his/her designee; Three College Administrators appointed by the College President, including:

- The Director of Student Life or the College administrator otherwise responsible for student affairs at the college
 - A College administrator responsible for fiscal affairs at the College;
- Three members of the college faculty appointed by the College President from a panel of six selected by the College Committee on Faculty Personnel and Budget; and Six students consisting of the presidents of the five Student Councils and one elected student government officer selected by the five Student Council presidents. Each director shall have the right to vote.

What activities does the KCC Association fund?

The KCC Association helps support all out-of-class activities for students. Among these activities are: student clubs, the college FM radio station WKRB, the college newspaper Scepter, the literary magazine Antheon, the Campus Activities Board (CAB), student government, and an extensive athletics program.

Services

Alumni Relations

The Office of Alumni Relations provides Kingsborough alumni with a lifelong connection to the college through a variety of events, social activities and campaigns that are beneficial to alumni and help support Kingsborough

as a whole. You automatically become an alumnus of KCC after you graduate (or after you leave and have earned 30 or more credits at the college). As a KCC alumnus, you can join the Alumni Association, which provides you with certain benefits, such as access to the college and its facilities, invitations to career-oriented and special events, and various discounts. Your membership to the Alumni Association is free for your first year after graduation, and only \$25 per year thereafter.

For more information, please call 718-368-4539, email kccalumni@kbcc.cuny.edu, or visit Room M-241 or <https://www.kbcc.cuny.edu/alumni/index.html>. You can also stay connected with us on Facebook at KBCCAlumni and LinkedIn at Kingsborough Community College Alumni.

What is the wall of fame?

The Wall of Fame, in the College Center lounge area, is a visual display of the outstanding academic and professional accomplishments of KCC alumni. The “Wall” serves a dual purpose: to serve as a vehicle for recognition of alumni achievements and as an inspiration to undergraduates.

ART GALLERY

Just inside the main entrance of the Arts & Sciences building you will find *The Art Gallery at Kingsborough Community College*, an eighteen hundred square-foot exhibition space and adjacent sculpture courtyard. Open Monday through Friday, between 10am and 3pm during the fall and spring semesters, the gallery presents six exhibits of historical and contemporary art each year, including the annual faculty and student exhibitions. Visit the *Art Gallery at Kingsborough Community College* website at <http://www.kccartmuseum.org/> for more information.

BOOKSTORE

Must I buy my own books?

All students are required to buy their own books and supplies.

Can I buy books and supplies on campus?

Yes, the college bookstore (U-101, 718-368-5500) sells:

- required textbooks - new, used, digital and rental options are available
- reference books and study aids
- general reading books
- computer accessories
- binders, notebooks, calculators, and other classroom supplies
- art supplies
- greeting cards
- on-the-go health and beauty needs
- snacks
- sportswear and lab coats
- backpacks, totes, and reusable bags
- gift items
- class rings and diploma frames
- KCC memorabilia

Please visit the bookstore’s website <https://www.bkstr.com/kingsboroughccstore/home> for hours, buyback policy and more information.

Can I buy books online?

Yes, the Kingsborough Community College Bookstore's website: www.kingsboroughcuny.bkstr.com is available 24 hours a day, seven days a week for your textbook, course materials and general merchandise needs. Please visit the website for updates, promotions and special events.

CAFETERIA

Can I buy food on campus?

Yes, there are four locations on campus which serve food. The Beach Cafe, located on the first floor in the U-Building, is the main cafeteria. The Beach Cafe offers breakfast, a salad bar, hot and cold lunches and dinners, beverages and snacks. In addition, a variety of kosher and halal foods are available.

The MAC Cafe is located on the second floor of the Marine and Academic Center Building (otherwise known as "MAC Building"). The MAC Cafe is a satellite cafeteria location that offers a variety of hot and cold breakfast and lunch items as well as beverages and snacks. During the Spring and Fall semesters the MAC Cafe is open Monday through Thursday. This location is closed on Fridays. Kingsbrew, also referred to as Starbucks, because Starbucks coffee is served at this location, is located on the first floor of the Marine and Academic Center Building directly across the hall from the MAC Playhouse.

T 2 Go is a coffee counter located in the T-2 Building which operates during the Fall and Spring semesters. A list of operation hours is posted at each food service location. Major credit cards are currently accepted at the Beach Cafe, Kingsbrew and T 2 Go. In addition you will find plenty of vending machines located throughout campus, including a hot food kosher vending machine located in room U113 (directly opposite the Beach Cafe main dining room).

Note: The Cafeteria staff is prohibited from accepting ANY outside materials for refrigeration.

COLLEGE NOW

What is College Now?

The College Now program offers skills enhancement instruction and college-level coursework to students at 35 public high schools primarily in Brooklyn and Staten Island, to help them prepare for the rigors of college. Students participate in the program during their sophomore, junior and/or senior year in high school. All classes are tuition free and most meet at the high school before or after the students' regular school day.

The program, initiated at Kingsborough Community College in 1984, has been nationally recognized for its success in helping students strengthen their academic ability and make a smooth transition from high school to higher education. In 1992, the program was cited by the U.S. Department of Education as an exemplary school-to-college partnership. In 2000, the Chancellors of the City University of New York and the New York City Board of Education created the College Now Initiative to increase student access to the College Now program and expanded its mission to include higher standards of academic achievement for all public high school students. The program now operates at CUNY's 17 campuses and in over 300 New York City high schools.

Where can I get more information about College Now?

Information about the College Now program can be obtained at the Office of Collaborative Programs in Room F-102, by phone at (718) 368- 5170, or on the College Now Live Website at www.collegenowlive.com.

CONTINUING EDUCATION

What is the Continuing Education Program?

The Office of Continuing Education offers a variety of courses, activities and certificate programs, which, though they do not provide college credit, do encourage new ways to learn and new curricula to explore. Courses in Continuing Education are designed to serve students from all age groups, from pre-teens to senior citizens, and we try to satisfy almost every interest, including courses for people who are thinking about starting college or returning to work. There are four semesters each year, and flexible schedules for all classes.

WHAT ARE THE MAJOR PROGRAMS OFFERED?

English as a Second Language program (ESL):

The ESL program encompasses three major areas: CUNY Language Immersion Program, the ESL Institute Program and the Adult Evening/Weekend ESL Program.

Test Assessing Secondary Completion (TASC):

This program replaces the GED in New York state and targets people who want to obtain their High School Equivalency diploma through an adult evening program, a full time intensive day program and a high school component called the Alternative High School Equivalency Preparation Program (AHSEP) Diploma Now Program which caters to students who cannot graduate with their class.

College for Kids:

The College for Kids program offers a wide range of instructional academic and avocational courses to children 6 – 13 years of age.

Certificate Programs:

Students can obtain a certificate by completing a required group of courses in areas such as Healthcare, EMT, Child Care, Accounting, Paralegal, Event planning, Real Estate and Insurance.

The Taxi Institute:

Continuing Education is an approved city-wide provider of the 24-hour and 80-hour test prep training for the New York City Taxi Operators (Hack) License, and the 4 hour class designed for those wishing to satisfactorily complete their probationary period. All testing is done on site at Kingsborough.

Vocational Programs:

Students can take courses such as Swimming, Yoga, Tai Chi, Piano, Guitar, Dancing, Tennis, Aerobics, Kickboxing and a lot more.

Contract and Grants:

Workforce training targeted to businesses and industries offering customized programs including ESL, Food Service training, Clerical and Computer training, Literacy Education, Pharmacy Tech, Citizenship

preparatory courses, Certified Nurse Aide C.N.A., Medical billing / terminology, and many others.

What Bridge to College Programs are offered in Continuing Education?

The CUNY Start Program is a low cost, day intensive program for new Kingsborough students who did not pass two or more placement exams. CUNY Start classes help students improve reading, writing, mathematics, and computer skills, all in the same semester. At the end of the course, CUNY Start students are more prepared for credit courses and will be able to retake any placement exams they still need to pass. CUNY Start also provides intensive advisement to help students plan their educational needs.

The CUNY Language Immersion Program is designed for students who have been accepted by CUNY colleges, but whose English language skills need refining in order to be successful as a matriculated CUNY student. This is an intensive 25-hour-a-week immersion program in which participants may remain as students for up to one year. After completing instruction, it is expected that students will enter the CUNY College of their choice.

Are there any fees?

All course fees are very reasonable. For more information and current brochures, visit the Office of Continuing Education, Room T-4141 or call 718-368-5052.

EVENING AND WEEKEND COLLEGE PROGRAM

What is the Evening & Weekend College Program?

The Weekend College Program serves an integral role in the college's educational offerings. Individuals who are unable to attend classes during the day may pursue part-time and/or full-time studies on weeknights, Friday evenings, Saturdays, and Sundays. Weekend classes are offered during the Fall and Spring sessions. To assist evening and weekend students during these sessions, the Office of Academic Scheduling (A-113) is open weeknights, Monday through Friday, 8:30am to 10:00pm, and Saturdays and Sundays from 8:30am to 4:30pm.

Who attends the Evening and Weekend College Program?

Different populations of students attend the Weekend College Program including adults seeking education for new careers or career enhancement, parents planning to return to the workforce, senior citizens (New York State residents 60 years of age and over), veterans, and others. Any student who is registered at the college is eligible to take evening and weekend classes.

When are courses given during evenings and weekends?

Evening classes are offered on Monday through Thursday from 6:00pm to 10:00pm. Weekend classes are offered on Friday evenings from 4:00pm to 10:00pm and on Saturdays and Sundays from 8:30am to 5:00pm. Please consult the current Schedule of Classes at: <https://www.kbcc.cuny.edu/classschedule/> for a complete listing of day, evening, and weekend classes.

What are the programs of study?

Courses in liberal arts, the humanities, business administration, early childhood education, computer information systems, travel and hospitality, and the sciences are available in the evenings and on weekends. At present, evening students can pursue Associate Degrees in Accounting, Business, Computer Information Systems, Office Administration and Technology, and Liberal Arts. A Liberal Arts degree can be earned solely through evening and/or weekend study.

Certain curricula are offered only during the Day session. Evening and weekend students who are interested in a particular degree program may begin their studies during the evening and/or weekend and transfer to the Day Program to complete the remaining required courses. Evening and weekend students who are contemplating a change in their program should visit the Student Success Center (M-201) and speak with an advisor to learn about the degree programs that are offered by the college. Inquiries concerning the Weekend College Program can be sent to: weekendcollege@kbcc.cuny.edu.

Where can evening and weekend students receive advisement and other services?

The Evening Advisement Center (M-101) provides evening academic advisement during select evenings to provide the same advisement and related services that are offered to day students. In addition, the Offices of Student Life (C-123), Admission Services (V-102), Counseling Services (D-102), Career Development & Experiential Learning (C-102), Transfer, New Start and Scholarship (M-101), Financial Aid (U-201), the Bursar (A-205) and the Registrar (A-101) are open during certain evening hours to assist any students. Please check the schedule that is posted by each office.

FINANCIAL AID

What is financial aid?

Financial Aid is the term given to scholarships, loans, grants, stipends, and part-time jobs that make it financially possible for a student to attend college. The purpose of the aid programs is to provide monetary assistance to students who can benefit from further education but who would be unable to attend college without such assistance.

Am I eligible for financial aid?

You may be eligible for any of the federal financial aid (Title IV) programs if: 1) you are a U.S. citizen or have a permanent visa; 2) you are enrolled on at least a quarter-time basis in an eligible program; 3) your financial need has been established by means of a federally approved Need Analysis System; 4) you have a high school diploma or GED.

To receive funds from the Tuition Assistance Program (TAP), you must be a legal resident of New York State for at least one year, you must be matriculated, have a high school diploma from a New York state high school, or GED, you must maintain an approved rate of progress, and be enrolled for a minimum of 12 credits and/or 12 equated credits in your major. During your first semester, out of 12 credits, at least 3 must be college credits, not equated credits. At all other times you must carry a minimum of 6 college credits (not equated credits) and must have at least a C average at the end of the second academic year.

In addition, you might be eligible for the Aid for Part-Time Students, (APTS). To receive funds from APTS, you must meet the above residency and college standards and be taking 6 to 11 credits. You may receive TAP/APTS for six semesters at a two year college.

All students must register for classes in their major by the 7th day of the term, (for both session I and session II).

What financial aid is available?

Financial Aid Programs currently available include:

a) Scholarships and Grants

- Federal Supplementary Educational Opportunity Grants (FSEOG)
- Federal Pell Grants
- New York State Regents Scholarships (State administered)
- Tuition Assistance Programs—TAP (State administered)
- Aid for Part-time Study—A.P.T.S. (State administered)
- New York City Merit Scholarship (City Administered)

b) Loans

- Federal Perkins Loans (formerly National Direct Student Loans)
- Federal Direct Loans and Plus Loans

c) Federal Work Study Programs (FWSP)

d) Special Programs

- College Discovery and Bilingual Studies
(City-State administered)

What are the TAP regulations?

The New York State Department of Education established a set of rules and regulations for students receiving awards from the Tuition Assistance Program (TAP) and all other New York State-funded financial aid programs administered by the New York State Higher Education Services Corporation (HESC). The requirements apply to all TAP recipients. All students must meet the following criteria:

- NYS income eligibility
- New York State residency requirements
- U.S. citizenship requirements
- Enrolled in an approved program of study
- Have a matriculated status
- High school graduation from the U.S. or pass an ATB test
- Full-time status (minimum 12 credits per semester)
- Register for at least 12 credits within curriculum/major
- Not be in default of a HESC guaranteed student loan
- Meet good academic standing each semester

How do I apply?

Applications for financial aid are mailed to all students who are accepted for admission to Kingsborough. Forms may also be obtained at your high school. If you haven't already received and filled out the forms, it is important that you do so **immediately**. Make sure you send all financial aid applications to the proper address. The earlier we know that you need financial aid, the better are your chances of receiving any assistance. You may also apply on the web at: www.fafsa.ed.gov. Please note that applicants must contact the

Financial Aid Office about 1 month after filing, in order to determine if any changes must be made or if additional documents are needed.

What financial aid forms do I need?

You must file a Free Application for Federal Student Aid (FAFSA) form available at www.fafsa.ed.gov, which will have a link for a possible TAP grant.

How is financial aid determined?

Financial need can be defined as the difference between the cost of education at the college and the amount of money a student and the family can reasonably make available to meet the educational expenses. In determining need, several factors are taken into consideration including: family income and assets, number of dependents, number of people attending college, unusual medical expenses and/or other unusual circumstances.

What else is important?

Be sure to file on time. Observe all deadlines which are distributed with the applications. If you are late, it may interfere with your chances of getting the money you need. To continue receiving financial aid, a student must be making satisfactory academic progress. Students must file a new FAFSA application once a year by April 30th.

PLEASE NOTE: Kingsborough students are allowed to receive federal financial aid for a maximum of 150% of the academic programs published length which ranges from 96 to 102 credits, while maintaining a minimum 2.0 GPA.

What happens if I withdraw?

Reduction or loss of financial aid

Financial aid recipients who used Federal Pell and TAP funds toward tuition expenses and who fall below established credit requirements because of withdrawal or cancellation of a course(s) (e.g. a change from full time to less than full time or half time to less than half time), may have their financial aid reduced or terminated.

As a consequence, this action may result in a financial liability to the college that must be satisfied by the student. Consult with the Financial Aid Office (U-201) as to the effect such a change may have on your current semester entitlement and future awards for Federal Funds. Prior to withdrawing from a course we strongly suggest that you consult with the Financial Aid Office (U-201) regarding how such a reduction in credit/hours will effect your TAP award.

Students who have withdrawn (W, WA, ND, WU) from a course in the spring or fall sessions and intend to register for the winter or summer session must contact the Financial Aid Office to find out how it will affect their financial aid. All withdrawals affect a student's academic progress and future eligibility for financial aid.

Federal regulations require that the college determine whether a portion of a student's federal aid be returned when a student withdraws from any or all classes before the end of the semester. Students are urged to go to the Financial Aid Office before they withdraw from a single course or from school entirely to see the impact of the withdrawal on their financial aid.

Return of Title IV funds

Students who totally withdraw from all classes or stop attending before the 60% point of the semester may have to repay a portion of their Title IV funds to the Federal Government and/or college.

Where can I obtain more information?

Visit the Financial Aid Office, (U-201, ext. 4644).

IMMERSION PROGRAM

What is the Immersion Program?

The Immersion Program is a CUNY program that has been part of Kingsborough Community College since 1986. During the winter module and over the summer months, the Immersion Program offers our currently enrolled students intense remedial instruction in mathematics, reading and writing. Additionally, incoming fall freshmen are accommodated during the summer. Day and evening schedules are available and all courses are tuition free. Skilled tutors provide extra support and counselors are available to help with personal, academic and career issues.

For more information, visit us in room D-106, call (718) 368-5358, or e-mail immersion@kbcc.cuny.edu.

INTERNATIONAL STUDENTS

As an international student, your transition and adjustment in the college is important to us. We want you to have a pleasant learning experience at Kingsborough Community College and in the United States. Please note that the information provided here is only for guidance purposes.

U.S. immigration regulations may be subject to change. For assistance and information regarding your F-1 student status, you are strongly advised to schedule an appointment with any of the International Student Advisors or Foreign Student Advisors/Designated School Officials (FSA/DSO).

Who are the college's International Student Advisors or Foreign Student Advisors/Designated School Officials (FSA/DSO)?

The following are the College's International Student Advisors or Foreign Student Advisors/Designated School Officials (FSA/DSO):

Rosalie Fayad - Director	(718) 368-6800	V-101
Arelis Martinez	(718) 368-4950	V-101
Frances Cheung	(718) 368-5286	V-101
Gavin Ireland	(718) 368-6802	V-101
Patrick Wong	(718) 368-5580	V-101

See their respective schedules per semester.

What do I have to keep in mind as an F-1 student?

If you have F-1 student status:

- You must study full time to remain in status.
- If your I-20 is expiring, please make sure to have your I-20 extended in a timely manner.
- If you are planning a trip abroad, please make sure to have your I-20 signed by the FSA/DSO so you may re-enter the U.S.

- If you need to have your visa type changed from a tourist (B-1/B-2) visa to a student (F-1) visa, please do not wait until the last minute. Schedule an appointment with the foreign student advisor as soon as possible.
- If you have changed schools, it is necessary to do a formal transfer notification process from your previous school within 15 days of registration to your new school.
- Please be aware of the expiration date of your passport, and do not let it elapse.

All of these procedures require time and paperwork and cannot be ignored.

What is a Form I-20 and why do you need one?

A Form I-20 is issued by the U.S. Department of Homeland Security on which Kingsborough Community College certifies to the U.S. government that you are eligible for F-1 Student Status. It certifies that you are or expect to be a “bona fide” student and have met our admissions requirements, have been accepted for a full course of study, and have proven to us that you have enough money to study and live in the U.S. without working illegally or suffering from poverty.

Does everyone need an I-20?

No. Some international students do not need I-20s. If you are maintaining another non-immigrant status in the U.S., you do not have to have an I-20 and may attend school full-time or part time. Dependent children in E, F, G, H, I, J, K, L, M, N, O, P, R, or S status need to change status after their 21st birthday or if they marry. If you have no legal status, you may attend school but you are not eligible to change status and do not need an I-20.

What is a visa? What is status?

A visa is NOT a status for purpose of your stay in the United States. An American visa (it is the sticker in your passport with your picture on it) is only a permit to enter the U.S.A. However, it does not determine how long you are allowed to stay in America. A visa is given to you by the U.S. Consulate or Embassy.

The I-94 is the Arrival/Departure Record that is issued by a Customs and Boarder Protection (CBP) Officer to foreign visitors entering the United States. After April 30, 2013, Arrival/Departure records are created electronically upon arrival. Instead of a paper form, F-1 Students and visitors are provided with an annotated stamp in the foreign passport. International students needing a hard copy or other evidence of admission can retrieve their I-94 forms from the following website: <https://www.cbp.gov/travel/international-visitors/i-94>

If you enter on a tourist visa (B1/B2), your I-94 has a certain date on it. Usually, it is valid for 6 months (no matter if your visa was only for 1 month or if you have a 10-year multiple-entry visa). If you change status later to F-1, you are given a new I-94 that is valid for “Duration of Status” (D/S).

If you enter on a student visa (F-1), your I-94 is stamped with “D/S,” which means it is valid for “Duration of Status.” In this case, your I-20 form (that was given to you by the school) determines your duration of status.

What is “Duration of Status”?

“Duration of Status” is defined as the time during which an F-1 student is pursuing a full course of study at an educational institution, or engaging in authorized practical training following completion of studies, plus sixty (60) days to prepare for departure from the United States. The student is considered to be maintaining status if he or she is making normal progress toward completing a course of study. 8 CFR 214.2 (f) (5).

When are you in status?

You are in status if all of the following are met:

- You entered the USA on a valid visa (student or tourist). It is OK if the visa expires while you are in the U.S. provided you are in status.
- You have a valid I-94 (in case of a student status, it is valid for “Duration of Status,” meaning as long as you have a valid I-20 and maintaining your status).
- You have a valid I-20 form.
- You have a valid (not expired) passport.

When is your I-20 valid?

Your I-20 is valid if:

- Your I-20 will be authorized when you enter the U.S. or when you send it to the Department of Homeland Security (in case of change of status in the U.S.). Keep all your I-20s for your files. These are important documents.
- You are taking a “full course of study” (unless you have the permission of your Foreign Student Advisor/DSO to take less than a full course of study).
- You are not caught working illegally (meaning, you do not have work authorization), or work more than the allowed number of hours while school is in session, if you do have work authorization. If you are caught, you will not be able to get reinstated in status.
- Your I-20 is not expired. The I-20 has an expiration date (item#5) and if you cannot finish your studies by that date, you should apply for an extension.
- You are still in status 60 days after completing your studies or practical training. You must leave or find a new school (and file for a new I-20 to the USDHS) during these 60 days or you will be considered staying illegally.

What are the requirements for maintaining F-1 student status?

To maintain F-1 student status:

- You must study full-time (not less than 12 credits/12 contact hours).
- Keep a valid passport.
- Attend school.
- Make normal progress toward completing a course of study.
- Complete a transfer procedure to change schools or continue from

one educational level to another at the same school. This must be done not later than 15 days from start of classes during the semester for which it was issued, either by an FSA/DSO or an USDHS officer when you enter the U.S.

- Complete a program extension procedure to remain longer than the time estimated on the I-20.
- Do NOT work without authorization; if authorized, limit authorized employment to no more than 20 hours per week while school is in session.
- Report a change of address to USDHS within 10 days of completing the move.

Note: Having an F-1 visa is not the same as being in F-1 status. You must be in valid F-1 status to legally remain in the U.S. without being barred from re-entry should you leave the country. A student can still be in F-1 status after his/her visa has expired.

What is a full course of study?

For purposes of study in Kingsborough, a full course of study is as follows:

- A. For ESL – The student must attend each session that it is offered (i.e., Fall/Winter/Spring/Summer sessions)
- B. For Associate degree program – 12 credits/12 contact hours per session

Exception: Graduating student/International Student taking Optional Practical Training (OPT) after graduation.

When will you be in violation of your F-1 status?

- A. You did not attend school.
- B. You did not take a full load of study without permission.
- C. You did not complete the school transfer procedure by Immigration's deadline (15 days from start of classes).
- D. You are not eligible for school transfer notification to the U.S. Department of Homeland Security (USDHS) because you were in violation of status at your previous school.
- E. You did not complete the USDHS notification procedure when you changed academic levels.
- F. You did not apply for an extension of time to complete your studies and your I-20 has expired.
- G. You worked without authorization in a school-sponsored program or violated the rules governing on-campus employment.
- H. You worked off campus without authorization.

What do you do when you travel abroad?

You have to meet with your Foreign Student Advisor before traveling abroad. It is important that you have your I-20 endorsed and signed by the FSA/DSO for re-entry to the United States, provided you are both eligible and intend to continue your studies at KCC. It cannot be endorsed if you have completed your program (even if you have not attended graduation yet) but have not obtained Optional Practical Training (OPT employment authorization).

How do you re-enter the U.S. after traveling?

Make sure that you have all of the following documents with you before you leave and at the port of entry upon returning:

1. A valid passport (unless you are exempt from passport requirement).
2. A valid F-1 visa. You must have a valid F-1 visa in your passport.

There is only one exception to this requirement. If you are maintaining F-1 status and are returning to the U.S. after a trip of less than 30 days to Canada, Mexico or adjacent islands in the Caribbean, you do not need to have a valid visa to return. Instead of the valid visa, you must print and present your I-94 as evidence of admission.

If you entered the U.S. on another non-immigrant classification (e.g., B-1/B-2) and changed your status to F-1, you must obtain an F-1 visa before re-entering from any country except a neighboring country. It is not possible to obtain a new visa inside the U.S.

If you need a new F-1 or J-1 visa to re-enter the U.S. after a temporary absence, you will need to get a new Form I-20 from your Foreign Student Advisor and apply for the visa at a U.S. embassy or consular office in your country of permanent residence. To get a new I-20, you must file an application and submit current evidence of your financial support at least two weeks before your departure.

3. Form I-20. Make sure that your program of study is still correct and that the date you are expected to complete the program has not expired. You must have a valid re-entry signature by the FSA/DSO on the back of the I-20 to re-enter. If you need a new re-entry signature, bring your I-20 to the Foreign Student Advisor at least three days before your departure. If you are starting a new degree program, your completion of study date has passed, or you need to get a new visa, you will need to get a new Form I-20. File an application and submit current evidence of financial support at least two weeks before your departure.

4. Financial documents. Take with you photocopies of your financial documents showing that you have adequate funding for your studies. If you are going to apply for a new visa from the American embassy or consulate in your home country, you will need to have original financial documents, not photocopies.

What do you do if you cannot complete your studies on time or within the period authorized in your I-20?

You should ask for a program extension. F-1 students who need more time to complete their degree or program of study that was first estimated when that level of education was begun are required by the U.S. Department of Homeland Security (USDHS) to obtain a “program extension” in order to maintain status in the U.S. Schedule an appointment with the Foreign Student Adviser/DSO within 30 days before your USDHS program completion deadline.

Who is eligible for the “Program Extension Notification” to the USDHS?

You are eligible for a Program Extension Notification to the USDHS if:

1. You have maintained F-1 status.
2. The delay in completing your program has been “caused by academic or medical reasons, such as changes of major or unexpected problems, or documented illnesses.” Delays caused by academic probation or suspension are not acceptable reasons for program extension.
3. You file your application for program extension with the Foreign Student Advisor within the 30-day period before your program completion deadline.

How do you file an application for Program Extension Notification to the USDHS through the Foreign Student Advisor’s Office?

Complete and submit all of the following documents to the Foreign Student Advisor Office within the 30-day period before your USDHS program completion deadline:

1. Program Extension Request Form.
2. New documentary evidence of financial support (less than three months old).
3. Form I-20 with Section A: items 1-6 completed with your signature and date.
4. Form I-20 ID (this is your original student copy or every I-20 issued to you by all schools you have attended in the U.S.).

What if you are not eligible for the Program Extension Notification to the USDHS and do not plan to travel abroad during the 30-day period before your program completion deadline?

Failure to complete the program extension procedure is a violation of F-1 student status and results in the immediate suspension of all benefits of that status. You should make an appointment to see the FSA/DSO as soon as possible to discuss how you can regain your F-1 status.

Can I change from one program to another?

Yes, provided you are admitted into the program.

What do you do to change from one program to another?

When an F-1 student changes degree levels or majors but remains at the same school, the FSA/DSO uses the “change by notification” procedure to inform USDHS of the change:

- A.) For change from ESL to degree program – you must be admitted to the program, show new financial documents for the new program (documents should not be older than 6 months), and have a new I-20 issued by the FSA/DSO.
- B.) Change from one major to another major (e.g., Business Administration to Computer Science) - The FSA/DSO will issue a

new I-20 for the new major upon admission of the student to the new program. The FSA/DSO may also require new financial documents if more than a year had elapsed.

- C.) Change from one level to another (e.g., Associate to Bachelor degree): This would constitute change of school and would also involve a notification procedure from the old school to the new school and INS.

In all cases, the FSA/DSO will give a new I-20 student copy to you. Keep all I-20 student copies in your file as a record of your F-1 legal status in the U.S.

If you have violated your F-1 status, what can you do?

You have to be reinstated in status.

What is reinstatement?

Reinstatement is a procedure that allows you to explain the circumstances that caused you to violate the terms of your F-1 student status by filing an application with the U.S. Department of Homeland Security (USDHS).

USDHS recognizes that students experience problems while pursuing their education in the U.S. When you can show that the violation of the F-1 rules happened for reasons beyond your control or that the violation was merely technical (like missing a deadline) and not serious, the USDHS may reinstate your status. You can also prove severe hardship on your part if you do not regain F-1 status and are allowed to continue your studies.

How does violation of status affect you?

- You may continue your full-time studies as usual while your application is being processed by USDHS.
- You may continue on-campus employment while your application is being processed by USDHS.
- Your privileges and benefits as an F-1 student will be suspended at Kingsborough. That means you are not eligible for any type of off-campus employment, a school transfer or change of academic level notification procedure to USDHS, or an extension of time to complete your academic level.
- It can take over 2 to 3 months for USDHS to respond to your application.
- You must be advised by the International Student Advisor (FSA/DSO) about reinstatement to register next semester, or receive a diploma or a transcript.

Can you work while on F-1 student status?

There is limited opportunity for international students to work while on F-1 status. To find out about your employment options, please schedule an appointment with the FSA/DSO or attend the orientations held every semester for further information.

Please remember that working without prior authorization by the FSA/DSO will cause you to violate your status. In case of unauthorized off-campus work, you will not be able to get your F-1 status reinstated.

LIBRARY

The Robert J. Kibbee Library offers a wide variety of materials and services to meet your reference and research needs. Your Kingsborough ID card serves as your library card. You may borrow circulating books for a period of four weeks. Textbooks in our Reserve Collection may be borrowed for 4 hours, Room Use Only.

What are library hours?

Monday through Thursday, from 8:00am to 11:00pm.

Friday from 8:00am to 5:00pm.

Saturday (during Fall & Spring semesters only), 10:00am to 3:00pm.

Sunday (during Fall & Spring semesters only), 10:00am to 3:00pm.

To speak with someone at the Reference Desk please call 718-368-5632.

What materials are available?

- More than 180,000 reference and circulating books.
- Over 4,000 textbooks in our Reserve Collection .
- The New York Times from 1851 to the present.
- CUNY online book catalog includes over 239,000 e-books.
- Licensed Resources - web access to over 130 electronic databases: full text and bibliographic.
- Access to over 79,000 online journals, and The New York Times.
- Current magazines and journals, and 25,000 bound back issues .

What library services are available?

Reference service is always available from the librarians at the Information Desk. A librarian will help you to choose, locate, and use materials appropriate for your research. Additional services available include:

- Computer workstations with access to the Internet.
- Information Literacy classes.
- Home access to select electronic databases.
- E-mail notices of overdue books, and books being held for you.
- Online renewal of Kingsborough library books.
- Photocopiers (nominal charge per copy).
- Microfilm reader/printers (nominal charge per copy).
- Prominent display of new books available for borrowing.
- Exhibits in wall and floor display cases.
- Bulletin boards for notices of campus events.

MY TURN PROGRAM

What's available for senior citizens?

Kingsborough offers a tuition-free program called My Turn for individuals who are age 60 or older. My Turn students take regular college courses for credit on a space available basis. For information on enrollment, registration, and participation, contact the My Turn Office at F- 219, 718-368-5079, or visit <https://www.kbcc.cuny.edu/myturn/>.

PERFORMING ARTS

On Stage at Kingsborough brings artistically and culturally diverse, multi-disciplinary performances from masters of the form to the varied communities in and around the college. On Stage at Kingsborough strives to create an environment where the arts are an accessible and integral part of life, and the Arts Center is a community gathering place for interaction and inspiration.

Toward that end, we present dance, music, theatre, film, and family performances by world-class artists in our 699-seat Leon M. Goldstein Theatre from September to May, and outdoor concerts every July at our outdoor bandshell. Further information may be obtained by visiting www.onstageatkingsborough.org or calling the box office at (718) 368-5596.

SAFETY AND SECURITY

Who is responsible for campus public safety?

The Office of Public Safety is responsible for all campus security and safety, including guard services, parking and traffic, lost and found property, and identification cards. They should be immediately notified of any threat to the safety of personnel, or the security of buildings, college equipment and personal property. The Office of Public Safety is located on the 2nd floor of the library in L-202 and can be reached at 718-368-5069 or on the web at: https://www.kbcc.cuny.edu/campus_security/Homepage.html

What about “lost and found items”?

“Lost and Found” items should be brought to (or picked up from) the Public Safety Office (L-202). Found items will be held for a specified period, depending on value.

What if there is a fire or emergency?

In the event of fire or smoke, alert people in the immediate area and activate the nearest emergency pull-box. Whenever the fire bells sound, all persons must exit buildings in a prompt and orderly fashion. Do not use elevators. Individuals with disabilities or special needs should assemble at evacuation pick-up points located by the stairwell on every floor in every building. Stay clear of buildings until the “all-clear” siren sounds. Public Safety personnel will give further directions.

Where are the fire emergency pull-boxes?

Red fire alarms and emergency pull-boxes are installed in all campus buildings and in many rest rooms.

When is the college open?

On class days the college opens at 7:15am and closes concurrently with closure of the library (Monday to Thursday at 11pm; Friday at 5pm). Students who are attending classes or special events which are still in progress at that time may remain on campus for up to, but no longer than, one-half hour after their termination.

Is there on-campus parking for students?

Yes, however, at present there are a limited number of on-campus parking spaces for students. Information about the fee and application process for parking will be posted during the registration period.

Is there any other available parking?

Parking is available on a limited basis from the beginning of the Fall Semester until the middle of May in the Manhattan Beach parking lot on Oriental Boulevard, a few blocks west of the college gate. Information about the fee and application process will be posted during registration.

STUDENT IDENTIFICATION CARD

What is the Student I.D. Card and why do I need it?

An identification card must be presented for library charge-out privileges and recreational physical activity; to pick-up financial aid/payroll checks; to use Instructional Computing facilities; and to verify identity prior to taking department final examinations. It must be carried with you on campus at all times, and be presented, upon request, to any college official, including security officers.

Use of the card by any person other than the individual to whom the card is issued, or tampering with the card in any way, will subject the user to appropriate disciplinary action. The student photo identification card is the property of Kingsborough Community College. The card is not transferable and is not authorized for any use other than for college administrative purposes.

How do I obtain a card?

Identification cards are processed and issued at the photo ID station located in room L-202 in the Public Safety office. They are never mailed or released to proxy. Once a student has registered for classes, it takes approximately 24-48 hours before an identification card can be issued.

What if my card is lost or stolen?

Loss of your identification card must be reported to the Office of Public Safety (Room L-202/368-5069). There is a \$10.00 replacement fee for lost cards.

SERVICE-LEARNING

What is Service Learning?

Service Learning offers the opportunity to learn and explore your future in exciting ways. Service-learning combines experiential learning and service to the community as a course assignment, allowing you to become active participants in the learning process.

You will be able to learn in your classroom to solve real-life problems by working with the staff of a partnering community agency. You will have the opportunity to explore potential careers and make connections in the community and your desired field.

Perhaps the most crucial part of Service-learning is that through class discussions and assignments you are able to reflect on your experience and learn your course materials in a unique, exciting, and positive way.

- Offers the opportunity for you to connect the concepts you learn in the classroom to real life experience in the community.

- Enhances education of values, citizenship, and leadership skills and provides a platform for discussing those qualities.
- Gives students a chance to gain knowledge, expertise, and experience.
- Allows exploration of career options.
- Develops contacts within the community.
- Teaches workforce skills.
- Fosters connections with people of diverse cultures and lifestyles.
- Provides legitimate workplace experience that can be added to your resume.

For more information on Service-learning please visit the Service-learning Program in Room C-102, 718-368-5115 or visit: http://www.kingsborough.edu/service_learning/.

STUDENT AFFAIRS PROGRAMS AND SERVICES

STUDENT CONSUMER INFORMATION

The Higher Education Act of 1965 (HEA) requires that certain information be publicized to current and prospective students regarding the institution they are considering or are currently attending. This includes information on:

- Privacy of student records (Family Educational Rights and Privacy Act of 1974)
- Facilities and services for students with disabilities
- The price of attendance (including a tuition calculator)
- Refund policy and requirements for withdrawal and return of federal financial aid
- Student financial assistance and loan information
- Retention rate, graduation rates, transfer-out rates and job placement rates for graduates
- Health and Safety information, including vaccination policies
- Drug and Alcohol Abuse Prevention
- Campus security policies (Clery Act)
- and much more!

Please review this information as it can be beneficial and helpful to your understanding of Kingsborough Community College guidelines and policies. If you have questions regarding any of these policies, you may visit the Office of the Vice President of Student Affairs in Room A-216 or call 718-368-5563. Please visit https://www.kbcc.cuny.edu/stud_cons_info/index.html to access the student consumer information.

Title IX Information

Title IX of the Education Amendments of 1972 is a federal civil rights law that prohibits discrimination on the basis of sex against any person in education programs and activities receiving federal funding.

Students, staff, faculty, and other employees; women, girls, men, and boys; straight, LGBT, and gender-nonconforming persons; persons with and without disabilities; and international and undocumented persons all have the right to pursue education, including athletic programs, scholarships, and other activities, free from sex discrimination, including sexual violence and harassment.

Kingsborough Community College is committed to protecting our students' rights to the pursuit of education free from sexual discrimination and harassment. We are also committed to educating students about their rights and ensuring that they know where they can turn for help.

If you would like more information regarding Title IX including resources on sexual harassment and information on filing a grievance, please visit: https://www.kbcc.cuny.edu/studentaffairs/student_conduct/title_ix.html

You may contact the Title IX Coordinator at: (718) 368-6896
ASKEOE@kbcc.cuny.edu V-231

Academic Advisement

The college collaboratively works together to provide academic advisement to our students so that you can be academically successful. Advisement is available during all academic sessions. Advisors strive to maintain a supportive environment where academic advising is a holistic process through which students receive assistance and clarification about their academic, career and life goals.

Academic Advisors encourage students to become more knowledgeable and responsible for planning their academic programs along with providing accurate information to students regarding general college policies and procedures, as well as referrals to other campus services and departments.

At Kingsborough Community College academic advisement is provided within the following offices: Accelerated Study in Associate Program (ASAP), College Discovery (CD), Evening Advisement Center, Freshman Services, Opening Doors Learning Communities (ODLC, Student Success Center and the Transfer Success Center.

ACCESS-ABILITY SERVICES (AAS)

What is Access-Ability Services?

Access-Ability Services (AAS) serves the KCC community as a resource regarding disability issues, promotes equal access to all KCC programs and activities, and makes every reasonable effort to provide appropriate accommodations and assistance to students with disabilities.

If I have a disability, how do I get accommodations?

Contact Access-Ability Services or go to the AAS website to obtain an *Application for Academic Accommodations*. Submit the completed and signed application with appropriate supporting documentation to AAS. For more information, visit us in D205, call us at 718-368-5175 or find us on the web at <https://www.kbcc.cuny.edu/access-ability/>.

When should I request services?

You may request accommodations at any time while you are a student at KCC but we recommend that you contact AAS as soon as possible after acceptance to KCC.

What accommodations/modifications are provided?

Accommodations may include, but are not limited to, extended exam time, accessible classrooms, readers, scribes, note-takers, sign language interpreters, reduced course load, textbooks in alternate format and assistive technology. The college need not provide personal care attendants, individually prescribed devices, readers for personal use or study, or other devices or services of a personal nature.

If you require personal care attendant (PCA) services, you must make arrangements for your own PCA service. KCC does not assume coordination or financial responsibilities for personal care attendant services. For security purposes, all PCAs must (1) register with Access-Ability Services in Room D205 and (2) obtain a KCC PCA ID card from the Office of Public Safety located in Room L-202.

Voter Registration

AAS is a mandatory voter registration site and offers voter registration as one of its services.

When can I visit access-ability services?

Our office hours are Monday through Friday from 9am to 5pm. The office is also open on Tuesday and Wednesday evenings till 8:00pm. For more information, visit us in D205, call us at 718-368-5175 or find us on the web at <https://www.kbcc.cuny.edu/access-ability/>.

ATHLETICS

Is there an intercollegiate sports program?

Yes, there is. Supported by student fees, intercollegiate athletics are, and traditionally have been, an integral part of a student's total college experience and development. Kingsborough's Athletic Program offers students a wide range of opportunities to participate in many sports.

The increasing number of women participating in athletics is reflected in the college's growing program. While KCC is proud of its teams and its athletes' accomplishments, emphasis is on promoting enjoyment, skill development, knowledge, and sportsman-like competition. The Department of Athletics hopes each student will take full advantage of programs offered.

VARSITY TEAMS

Men's & Women's: Basketball Soccer Tennis
Cross Country Indoor Track & Field Outdoor Track & Field
Cheerleading

Men's: Baseball Women's: Volleyball

Where can I learn more about varsity teams?

Check out our athletics website at www.kccathletics.com. Click on the recruitment tab, then fill out the recruiting questionnaire to get in touch with one of our coaches. You can also stop by the athletic department in room G110 before the season begins for more information.

What other athletic programs are offered?

The Intramural Program includes activities for students, faculty and staff. The program has two divisions: Intramurals and Recreation.

INTRAMURAL TOURNAMENTS

Intramural tournaments are organized competitions offered for all students, faculty, and staff. 1st place winners receive awards. Tournaments are available in the following:

Basketball	Table Tennis
Volleyball	Soccer
Tennis	Water Volleyball

To find out when our next intramural tournament will be, go to the KCC Athletics website at www.kccathletics.com and click on the intramural tab. Click on "Intramural Sports Sign Up Form" to sign up for a tournament.

RECREATION

Recreation activities include: basketball, racquetball, jogging, ping-pong, swimming, tennis, weight training, and other activities as facilities permit. Each semester a schedule is posted outside room G-201.

When may I use the gym facilities?

Physical education facilities are available to students, faculty, and staff on a scheduled basis. Schedules are available online on our website at www.kccathletics.com and in rooms G-201 and G-118.

Are there any restrictions?

You must have a valid KCC college ID card in order to participate. It is important for you to understand that the college will not monitor your participation in physical education or athletics. You are responsible for following the advice of your physician in these matters. The college will take no responsibility for any injury you may suffer should you participate

without medical advice, or against medical advice, or for any injury suffered as a result of any physical incapacity whatsoever.

What do I need to bring?

You must bring a lock. No personal items (jackets, bags, etc.) may be brought into the recreational areas at any time. You must lock up your personal items in the locker room prior to entering the recreation area. You must also have a towel to use the fitness center.

CAREER SERVICES

Where can I get information about jobs and careers?

The Career Development Center offers advisement to all Kingsborough students from their first day on campus through graduation. Career Advisors are professionally trained to assist students in career planning and in the development of skills needed in their job search. Listings of part-time and full-time jobs, as well as internships, are available to students via the KBCC ONLINE JOBS BOARD powered by Symplicity at <https://kbcc-csm.symplicity.com/>

On-Campus Recruitment (OCR) takes place throughout the semester, recruiting for various positions (please stop by the Career Development Center for a complete listing). During the year, workshops are presented to prepare students for employment. The following workshops are offered each semester:

- Resumania
- How to Ace the Interview
- How to Land a Job
- Workplace Etiquette
- Navigating the KCC Jobs Board
- Choosing an Academic Major (“Major Confusion”)
- Getting the Most out of a Job Fair
- “Internships 101”
- Social Media Etiquette

In addition, the Career Development Center sponsors the following career events: Fall and Spring Job Fairs, Best of Brooklyn Job Fair, and Big Apple Job Fair. You may visit the Career Development Center in Room C-102 or on the web at <https://www.kbcc.cuny.edu/career/index.html>

Can I get help with choosing a career?

Making the appropriate choice is critical to a student’s academic success. One-on-one advisement oriented to explore issues related to values, interests, skills, training and career goals is available to all students. The mission of the Career Development Center is to prepare students with specific knowledge to find, organize and use career resources as they progress through various stages of career exploration. Among the career exploration resources located in the Career Development Center are: the online Strong Interest Inventory, the exploration Myers-Briggs Type Indicator (MBTI), the Career Vault Library, as well as an up-to-date Occupational Library. In addition, a one-credit Career Decision and Life Planning course (SD 11) is offered each semester.

Can I get a job through the career development center?

Yes, professionally trained Career Advisors assist students in locating part-time and full-time job opportunities staff the Center. Students can independently conduct job searches throughout the year on the KCC online Jobs Board. Students are required to register in order to be able to search for jobs and upload their resumes for career advisors to review. KCC's JOBS BOARD can be accessed on the internet, 24 hours a day, 7 days a week. It is updated daily to provide students with the most current job listings. Advisors also direct students in the use of a variety of job search resources.

Does the college help graduates obtain career placement?

The Career Development Center does not place graduates. All career program graduates seeking job placement are encouraged to register with the Career Development Center for employment assistance.

Job fairs are held each semester for students looking for employment opportunities. In addition, a series of on-campus recruitment events are also scheduled throughout the year. There is a job fair and on-campus recruitment link on our web page, <https://www.kbcc.cuny.edu/career/>

Does Kingsborough have an internship program?

Most Kingsborough students who are enrolled in career programs participate in internships that are affiliated with their major. In addition, students can meet with an Internship Advisor or view internship opportunities posted on the KCC JOBS BOARD. Students who require academic credit for internships can enroll the Center's SD 11/SD12 Internship Course. For more information visit the Career Development Center in Room C-102, 718-368-5115 or <https://www.kbcc.cuny.edu/career/>

CHILD DEVELOPMENT CENTER AT KCC

Is there a child care/early learning center at the college?

Yes, the Child Development Center provides a variety of programs on campus for children of students. A limited number of children, from 18 months to nine-years old, are accepted each semester on a first-come, first-serve basis, whenever classes are in session. The center is open Monday – Saturday and offers day and evening options.

Can my child get into the center?

Acceptance depends on the availability of space and the child's readiness for the program. It is strongly suggested that parents apply in advance of the semester they plan to attend. Applications and further information may be obtained directly from the Center (V-105, 718-368-5868) or from the Office of the Vice-President of Student Affairs (A-216, 718-368-5563).

COLLEGE DISCOVERY

What is the College Discovery Program?

The College Discovery program was created at CUNY (City University of New York) in 1964 to assist students who have the potential to succeed, but lack educational foundation and economic resources to achieve their goals.

As a higher education opportunity program, College Discovery provides

academic, financial and counseling assistance to students entering college for the first time who might otherwise be excluded due to academic or economic circumstances.

Our program offers a variety of support services: counseling, new student orientation, leadership skills development through various clubs, supplemental instruction, and financial aid.

Our mission is to enhance the overall growth and development of our students through a holistic and individualized approach. The program facilitates their academic success via culturally and linguistically appropriate support services. Our goal is to obtain the highest retention and graduation rates with students going on to baccalaureate programs and beyond.

How do I apply?

You must apply before entering college by completing the Special Program section of the CUNY Admission's application form and file for Financial Aid (FAFSA). Once your application is complete, you must visit the College Discovery Office in L-516 to obtain information regarding your College Discovery Student Enrollment Sessions.

You are eligible for admission to the College Discovery Program if you meet the following criteria:

1. You are a high school graduate or recipient of a state approved equivalency diploma.
2. You have been a New York City resident for at least one year prior to enrollment.
3. You demonstrate economic need and meet financial aid requirements set by New York State income guidelines.
4. You are considered academically underprepared according to the admissions criteria established by the CUNY College Discovery Program.
5. You are required to attend a Pre-Freshman Summer Immersion Program if you do not meet university standards on any of the CUNY skills assessment tests.
6. You have not previously attended college or any other secondary institution.
7. Transfer students must have previously been enrolled in SEEK, EOP, or HEOP and must submit a Transfer Request Form to the College Discovery Office in room L-516.

What services are offered?

Throughout their college career, program students receive a broad range of support services including: academic and career counseling, academic support ranging from basic skills instruction, supplemental instruction/

tutoring by a diverse multilingual staff proficient in Spanish, French, Creole, Russian and Chinese. Leadership training and student development workshops are also offered. An enhanced financial aid package which provides a stipend for book expenses as well as additional semesters of aid for degree completion is also provided.

CUNY EDGE PROGRAM

What is the CUNY EDGE Program?

CUNY EDGE envisions a world in which all people have access to the educational opportunities and support they need to realize academic success, a sustainable career, and a brighter future. We commit to contributing to this vision.

CUNY EDGE's mission is to help CUNY students who are receiving public assistance achieve academic excellence, graduate on time, and find employment.

Program description: CUNY EDGE, formerly known as the COPE program, has expanded its student services to provide new benefits and support for you! CUNY EDGE offers you:

- Advisement on your classes and career
- Seminars on ways to succeed in college and work
- Cafeteria or bookstore vouchers for students who participate in the program
- Summer tuition so you can stay on track to graduation (if you qualify)
- Connection to internship and job resources
- Tutoring in various subjects

Additionally, CUNY EDGE has its own computer lab in T4-264 and houses the college's food pantry in T4-216 (Food for Thought).

CUNY EDGE creates a sense of community by holding on-campus events such as an annual toy drive to benefit the children of participants, a Thanksgiving celebration in November, and a holiday party in December, where Santa himself distributes the toys. Furthermore, CUNY EDGE extends its closet (CUNY EDGE Closet) to KBCC students and holds an ongoing community service project where new or gently worn business attire is accepted to help those in need of interview clothing.

CUNY EDGE focuses on personal and professional development by equipping students with the necessary skills to succeed in college and the workplace. In June CUNY EDGE recognizes participants who achieve academic success at the college's Award Night with special CUNY EDGE Awards for Academic Excellence and holds its own Graduation Celebration. For more information please contact the CUNY EDGE Office (T4-216 ext. 4660).

COUNSELING & HEALTH SERVICES

COUNSELING SERVICES

What assistance does Counseling Services provide?

Counseling Services provides emotional and psychological support to students as they pursue their academic and personal goals, and strive toward enhancing the quality of their experience at Kingsborough. Counseling sessions are confidential and free for all currently enrolled students. In addition to individual counseling, Counseling Services offers groups and ESL support services. ESL Support Services is a component of the Counseling Services office that was created with the goal of assisting ESL students with adjustment to the college. Services available include: personal counseling,

group support, workshops based on student needs and interests, referrals, resources, and the opportunity to assist other ESL students through ESL peer mentorship.

Counseling Services can also provide referrals for outside treatment for students with substance abuse concerns. Appointments are required for individual counseling sessions, though for students with immediate need, walk-in and emergency services are also available. To make an appointment, please visit Counseling Services in D-102 or call 718-368-5975.

Should I contact my counselor?

At specific times, your counselor will contact you. However, you should seek out your counselor whenever you feel the need to do so, ideally, before a problem arises or becomes serious.

For more information about Counseling Service, go to: <https://www.kbcc.cuny.edu/counselingservices/>

What if I have a disability?

Mandated accommodations, support services and counseling are available to students with disabilities. The Director of Access-Ability Services will always be available to discuss particular problems. For information, contact the Access-Ability Services offices in room D-205 at 718-368-5175.

HEALTH SERVICES

IMMUNIZATION REQUIREMENTS

As a result of New York State Public Health Laws 2165 and 2167, there are certain immunization requirements that students must meet prior to registration. All students must complete a Meningococcal Meningitis Response Form and all students born on or after January 1, 1957 must provide proof of immunity against measles, mumps and rubella (MMR).

At Kingsborough, the immunization documents are submitted to the Office of Health Services, in the Administrative (A) Building, Room A-108 for review and filing. Immunization documents should be submitted at least two (2) weeks prior to your assigned date of registration. If your records have not been received, reviewed and accepted, you will NOT be allowed to register!

What Health Services are available?

First aid, emergency treatment, educational, preventative and advisory services are available to the entire college community. A registered nurse is always in attendance when classes are in session.

What if I have an accident or become ill?

Any accident or illness incurred during school hours or en route to the college should be reported immediately to the Health Services Office (A-108, 718-368-5684) or to Public Safety (L202, x7777, or from your cellphone 718-368-4995).

What if there's an accident on campus?

If there is an accident or illness on campus, DO NOT move the person. Immediately call Public Safety, x7777, or from your cellphone 718-368-4995, or in the event of an extreme emergency, call 911.

Does the college provide an accident insurance plan?

Your student activities fee includes an accident insurance plan which covers you if you have an accident on campus during school hours, during any college-related activity, or en route to or from the college. Students have the option to purchase private health insurance on a voluntary basis. For further information contact the Health Services office, go to room A-108 or call 718-368-5684. Visit their website at: <https://www.kbcc.cuny.edu/healthservices/>

STUDENT HEALTH 101

KCC's Counseling & Health Services offers students a free subscription to Student Health 101. Student Health 101 is an interactive e-magazine covering the latest information on health and wellness for college students. When you subscribe, you are eligible to enter a raffle to win \$1000. Register your email and each monthly issue will be sent directly to your inbox.

Text KBCC to 40691 or go to <https://kbcc.readsh101.com/> to subscribe.

STUDENT WELLNESS CENTER

The Student Wellness Center is a unit within Counseling & Health Services. The Center provides health and mental health education, and supportive services in an integrated and holistic way. Its main objective is to provide a safe place on campus that takes into account the diverse needs and backgrounds of KBCC students and to promote self-care. During your visit a Wellness Counselor will:

- provide you with a level of support where your challenges will be respectfully addressed and kept confidential.
- help facilitate an environment where you will be able to address your concerns, create a plan, and /or problem solve.
- develop healthy solutions targeted toward positive changes and transformation.

The Student Wellness Center is located in room A-108. To make an appointment or learn more about the Student Wellness Center, call 718-368-5975 or visit: <https://www.kbcc.cuny.edu/counselingservices/whatisthestudentwellnesscenter.html>

The office is open Monday - Friday 9am-5pm.

WOMEN'S CENTER

The Center is a welcoming and supportive place for women to gather, to share, to network and to examine and address the changing roles of women and men in our society.

Its main mission is to provide opportunities for students to develop their full potential by offering a supportive environment where they can be encouraged to engage in dialogue, exchange viewpoints and find assistance.

The Center is the focal point of all college, university and community activities concerning women.

The Women's Center provides the following:

Services

- * Counseling and crisis intervention services.

- * Special programs, projects, seminars, and workshops for women.
- * Peer support groups
- * Brochures and information about health, education and workplace issues
- * Lending Library
- * Women's Mentor Program
- * Information about domestic violence, child care and other significant concerns.
- * Caring and knowledgeable staff available to answer questions, locate resources, and make referrals for personal, academic or work-related concerns.
- * Consultation with academic departments, organizations and individuals to expand awareness of gender dynamics and women's concerns.

Programs

The Women's Center in collaboration with campus and community resources, addresses the following topical areas through its programming:

- * Domestic Violence
- * Women's educational issues
- * Sexual harassment and personal safety
- * Women's health issues
- * Women in the workplace
- * Women and leadership
- * Stress management
- * Sexual assault

When is the center open?

The Center is open Monday-Wednesday, 9am to 5pm; Thursday, 9am to 6 pm and Friday, 9am to 4pm. For additional information contact Frances Robinson, Program Manager at 718-368-4700 or visit room M-382. You can also visit: https://www.kbcc.cuny.edu/studres/womens_resource_center.html

FRESHMAN SERVICES

Who are Freshman Services?

Freshman Services is aimed at assisting freshmen to make a comfortable and successful transition to Kingsborough Community College. Our office helps to lessen the anxieties of students who have never attended college before by offering accurate information, support services and a place where they can make a connection with an advisor who will address any concerns they might have.

Freshman Services is responsible for advising and registering all incoming freshmen, Pre-Enrollment Services, CampusFest, Academic Advisement, Socials/Open House events and Workshops. Freshman Services is located in room F123 and may be reached at 718-368-4806 or at freshman.services@kbcc.cuny.edu

Where can I find my advisor?

Comprehensive advising and guidance services are available to all currently enrolled and prospective students. These include personal issues; issues of adjustment; health-related issues; transfer guidance; general advisement matters, such as TAP eligibility, difficulties with learning; disability accommodations; selection of major; jobs placement; career guidance; language and culture; and many others.

Should I contact my advisor?

You should seek out your advisor whenever you feel the need to do so, ideally, before a problem arises or becomes significant.

Use the following guide to determine where to find your advisor:

DAY SESSION

Incoming Freshman	Freshman Services Ms. Karimah Ellis-Wilson Room F-123
Incoming & First Semester Transfer.....	Transfer Office Ms. Melissa Merced Room M-101
*Special Programs:	See your program director for the name of your assigned Counselor
*College Discovery.....	Ms. Brenda Vargas Room L-516
*ESL Support Services.....	Ms. Dasha Gorinshteyn Room D-102
*Access-Ability Services.....	Dr. Stella Woodroffe Room D-205
*Opening Doors Learning Communities..	Ms. Samantha Sierra Room E-102
*CUNY Edge.....	Mr. Gerald Maitre Room T4-216
*New Start.....	Ms. Melissa Merced Room M-101
Student Success Center.....	Ms. Mary O'Shea Room C-106

EVENING SESSION

Evening & Part-time Students.....	Evening Advisement Center Ms. Mary O'Shea- Room M-101 12 week session: Tues.-Thurs. 5-9 pm, 6 week session: Tues.-Thurs. 5-8pm
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What is SD-10?

Student Development 10 or SD 10 is our extended orientation class. This course assists incoming students in their college transition, helps to develop strong academic skills, imparts information to ensure future college success and satisfaction, and helps to create a meaningful connection between the student and his or her advisor. It is taught from an interactive learning perspective with an emphasis on self-exploration. There are four core topics:

academic policies, learning styles, career planning and diversity. During this course, two sessions are set aside for a learning experience outside of the classroom. In previous semesters, students learned about the library and have enjoyed interactive slam poetry workshops, career panels, stress-reducing yoga sessions and cultural diversity events. Students earn one academic credit for completion of this elective course.

Student Success Center

The Student Success Center serves as a resource for students, faculty, and the community regarding college wide retention initiatives at Kingsborough Community College. The Center's mission is to make sure that each student continues with their education until degree completion. We are a hub where students can get connected to their academic advisor as well as available college resources, which is helpful when you are encountering bumps along your degree path. Our office is located in Room C-106; 718-368-5243.

MEN'S RESOURCE CENTER

The Men's Resource Center at Kingsborough Community College gives academic and peer support to self-identified men of color. The program is designed to empower men and improve their college experience through one-on-one mentoring, goal-setting, and academic assistance.

What can I expect?

The Men's Resource Center program is geared for success. We help you achieve your goals through:

- Professional and peer mentors
- Intensive academic support
- Networking with other students
- Career exploration
- Culturally-focused activities

How do I get involved?

Here are the ways you can get involved.

- Ask to be matched with an academic mentor at any point during the semester.
- Attend one of our Institute Sessions held during the Winter or Summer Session.
- Stop by the Men's Resource Center located in U-218 (above the cafeteria) M-F, 9am - 5pm and speak to the Program Specialist, Michael Rodriguez or any staff member and have your questions answered.

You can also call 718-368- 5864 or visit our website:

https://www.kbcc.cuny.edu/mens_resrc/Homepage.html

THE INSTITUTE

If you have fewer than 24 credits, the Institute will give you a sound academic foundation to jump start your next semester. In addition, you will be introduced to many services that are available in the Men's Resource Center. We will also introduce you to other KCC resources: career planning, financial aid, services for students with disabilities, counseling, and more. Furthermore, you will meet professional mentors, who work alongside

students to help them achieve their educational and personal goals.

Interested in a mentoring program?

After an initial meeting with the program coordinator, you will have the opportunity to be matched up with a mentor. We ask you to consider the following:

Professional mentors: Our professional mentors are a diverse group of faculty and staff here at KCC. Some have earned bachelors degrees, others have masters or doctorate degrees. What draws them to this program is their commitment to helping you map out your own academic success. They will work with you, one-on-one, to manage academic challenges, financial aid issues, and the social aspects of the college experience.

Peer mentors: Our peer mentors are fellow men of Integrity, Responsibility, Opportunity, and Nobility (I.R.O.N.), students who have already achieved some success at KCC. They will listen to your concerns, share their experiences, and help you to create your own path.

“ROUND TABLE” MEETINGS

The Men’s Resource Center wants to hear from you. Each month, we hold two “Round Table” meetings to discuss our struggles, to explore our successes, and to hear from professionals from the community. We also schedule events/trips that will get you excited about the career and educational opportunities awaiting you after KCC. Throughout your participation in I.R.O.N. Men Mentoring Program, we will acknowledge your level of involvement and accomplishments.

- First Semester: You will be recognized as an Apprentice
- Second Semester: You will be recognized as a Mentor Apprentice
- Third Semester: You will be recognized as a Mentor Scholar
- Fourth Semester: You will be recognized as a Scholar Ambassador

NEW START PROGRAM

What is the New Start Program?

New Start is a program designed to assist students who have had academic difficulty at participating senior colleges.

Students eligible for New Start are admitted to Kingsborough in good standing. They may enroll in Kingsborough’s degree programs and may register for day, evening or weekend classes on a full-time or part-time basis. Up to 30 previous college credits can be applied toward an associate degree at Kingsborough with no prior grades carried over. New start students are offered specialized advisement..

Graduates of the program are guaranteed admission to a CUNY senior college they have not attended before. In addition, they may apply for admission to any non-CUNY college or to their previous college for readmission. For additional information visit the Transfer Success Center: Room M-101, 718-368- 4911: <http://www.kingsborough.edu/transfer/>

OPENING DOORS LEARNING COMMUNITIES

The Opening Doors Learning Communities are designed for first semester students only. In Opening Doors, cohorts of up to 25 students take a block

program of three linked courses: English, Student Development (SD 10) and a General Education course such as Art, Biology, or Psychology. Faculty and SD 10 instructors collaborate to link courses through common student learning objectives, themes, and assignments. SD 10 instructors are called Case Managers and provide academic and career advisement to all students in their SD 10 class. Our Office is located in room E102; 718-368-4903.

ORIENTATION

Is there an orientation for new students?

Yes, Freshman Services, College Advisement and the Student Success Center, in collaboration with the Office of Career Development & Experiential Learning, Transfer Success Center, and the Office of Student Life have developed a new student orientation program that assists students with their transition to college.

Entering a new college setting, no matter how large or small, can be a bit frightening at first. Students are in a new environment, with new people and have much more independence than ever before! New Student Orientation is aimed at alleviating some of the anxiety surrounding these issues as well as answering student questions about Kingsborough Community College. It is the first opportunity to meet other incoming students, receive information about college resources and experience our beautiful college campus.

New Student Orientation is an excellent opportunity to help you feel prepared to be in college and to give you the greatest opportunity to start strong. It takes place before the fall and spring semester for students who have never attended Kingsborough before. At New Student Orientation, you can:

- Meet other new students and make friends before the semester starts
- Meet your advisors, faculty and other support staff
- Learn about different courses offered at Kingsborough
- Find out about student clubs, sports activities, or performance opportunities offered by the college
- Ask questions about your financial aid award or payment plan options
- Learn about expectations regarding student behavior on campus and available resources

If you would like more information about the orientation, please check our website: <https://www.kbcc.cuny.edu/fye/orientation.html>, or call the Student Success Center at: 718-368-5243

ASSESSMENT AND CARE TEAM

What is the Assessment and Care Team?

Kingsborough Community College is concerned about the safety, health, and well-being of all of its students, faculty, and staff. The Assessment and Care Team (ACT) was created to identify, investigate, assess, refer, monitor and take action in response to behaviors exhibited by Kingsborough students that may pose a threat or concern to the campus community. Many times students do not ask for help when they need it the most. As a result it is imperative that college faculty, staff and students learn to identify and refer students in mental distress.

ACT is chaired by the Vice President of Student Affairs and has

representatives from Academic Affairs, Public Safety, Counseling Services, Student Affairs, Student Conduct and other individuals and offices are invited on request by the Vice President of Student Affairs.

This team of individuals monitors and assesses all situations that are referred to ACT and provides systematic responses, taking any necessary actions. The team will respond to situations where students are referred due to:

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.

Your role in this process will be to refer any situation that could result in harm to any member of our community. Referrals to ACT should not be confused with crisis management or Kingsborough Community College Public Safety issues. If there is an immediate risk to self or others, you should call x4800 from a college phone or 718-368-4995 from a cell phone and report the emergency directly to Public Safety.

You can refer concerns to ACT via phone at 718-368-5563 or via the ACT incident report which can be found at <https://www.kbcc.cuny.edu/act/incident.html> For more information, please visit the ACT website at <https://www.kbcc.cuny.edu/act/homepage.html>

STUDENT LIFE

CAMPUS ACTIVITIES BOARD

What is CAB?

The Campus Activities Board coordinates the major events of the Student Councils. The Board consists of three representatives from each Constituency Council.

What does CAB do?

In addition to planning large-scale social events, C.A.B. conducts a Club Fair to introduce club offerings to the student body, charters clubs, provides initial funding for all new student organizations, examines club fundraising requests, and reviews and approves student activity awards. In conjunction with Student Life, C.A.B. also co-sponsors the Graduation Ball.

CLUB PROGRAMS

What can I do with my free time on campus?

Join a club! There are over 90 different clubs at Kingsborough, catering to a wide variety of interests, from academic and social to ethnic and special concerns. Club membership is open to all students (day and evening) and adds an additional dimension to the academic life of the college. Investigate, join, and participate in the different clubs which are of interest to you.

What clubs does Kingsborough offer?

- * **Accounting Society** - Provides professional development in the fields of accounting, promoting personality traits of leadership, citizenship, and all other areas considered important for success in accounting careers.

- * **A.C.E.** - (Awareness, Courage, Empowerment) – The club’s mission is to educate students, faculty and staff about domestic violence.
- * **American Chemical Society** - The American Chemical Society is an organization for students interested in furthering their understanding of Chemistry and educating other members of the KCC community.
- * **American Sign Language** - Increases awareness of American Sign Language and the deaf culture.
- * **Animation** - Explores the art, style and history of animation giving club members the means to practice the craft and give other members of the KCC community awareness of this craft and art.
- * **Antheon** - The college’s award-winning literary and arts magazine is designed as a vehicle for students to share their creativity with the college community.
- * **Arab Culture** - Promotes an understanding of the Arab Culture.
- * **Art** - Fosters an interest in art for individual members and for the student body at-large.
- * **Art History** - Fosters an appreciation for the historical perspective of art.
- * **Asian Society** - Promotes greater understanding of the diversity of Asian culture.
- * **Astronomy** - Observes and studies the night sky using telescopes and other magnifying optics.
- * **Bilingual** - Affords members within the bilingual program an opportunity to socialize.
- * **Brothers United** - Dedicated to increasing the academic, social and personal experience of men of color of Kingsborough.
- * **Bull & Bear Finance** - Acts as a source of information for making informed investment decisions. Meetings are used as an open forum for current investment trends.
- * **Business Society** - Provides members with a better understanding of the world of business by using both traditional and non-traditional learning environments.
- * **Caribbean Students Association** - Brings Caribbean students together and assists them with problems of adapting to a new country and school environment.
- * **Cartoon & Anime** - Shows KCC students the wonders of cartoons from different cultures (American, Japanese, Russian, etc).
- * **Ceramics** - Fosters an interest in ceramics.
- * **Chess Club** - Provides students with the opportunity to learn more about the game of chess and to have fun.
- * **Chi Alpha Epsilon** - Chi Alpha Epsilon is an organization for Kingsborough Community College students interested in furthering their understanding of academic excellence and making other members of the community aware of community service.

- * **Chinese Student Association** - Provides support, networking and opportunities to find new friends.
- * **College Discovery** - Supports the College Discovery program, by producing educational programs and events for all students.
- * **Comic Book Club** - Provides a forum to discuss, create and appreciate comic books and related media.
- * **Community Health** - Promotes healthy living at KCC, and to provide students with a forum to socialize, network and explore job opportunities in the health field.
- * **Cosplay Costumers Club** - The purpose of the organization is to bring together KCC students interested in any and all aspects of costuming or Cosplay (i.e. clothing design, crafting, sculpting, woodworking, metal working, electrical work, etc...)
- * **Criminal Justice Club** - Brings together students interested in the criminal justice field.
- * **Crossroad Christian Club** - Deepens and strengthens the spiritual life of like-minded individuals by fellowship, study of the word of God, and prayer.
- * **Distributive Education Clubs of America (DECA) (Delta Epsilon Chi Chapter)** - Develops occupational skills and leadership qualities in students preparing for careers in management, sales, advertising, personnel, labor relations, retailing, fashion merchandising, promotion, wholesaling, finance entrepreneurship, and other marketing occupations.
- * **Dog Tags** - Assists veterans to adjust not only to school but to being back among civilians.
- * **Dominican Club** - Promotes cultural activities between Dominican students and students of other nationalities.
- * **Ecology** - Studies ecosystems, utilizing the environmental lab as a research center.
- * **Education Club** - Disseminates information concerning education and any new developments in the field, using any available media such as books, films, articles and guest speakers. Job opportunities are also discussed.
- * **Engineering** - Promotes and encourages interest in the fields of engineering.
- * **Fashion Design** - Brings together students who are interested in fashion design.
- * **Food Club** - Explores the food service industry through field trips, guest speakers and get-togethers and investigates career options and trends in the food service industry.
- * **Forlang Society** - Presents an opportunity to use a foreign language in an environment other than the classroom, and attempts to promote interest in other cultures and civilizations.
- * **Gamer Culture Club** - Educates the KBCC community about video game culture and unite the student population through video gaming events and activities.

- * **Haitian** - Encourages cultural and social activities for Haitian students.
- * **Hillel** - Fosters cultural and social activities for students of Jewish heritage.
- * **Hispanic Committee** - Fosters the rights of students to learn and to express their views free from external pressures or interference.
- * **Holistic Healthcare** - Provides opportunities for students to learn about new complementary approaches to healthcare and their application to various health conditions through guest speakers, experiential workshops, field trips and demonstrations. Allows those who share an interest in any area of holistic health/wellness to exchange information and socialize.
- * **Honors Club** - Fosters educational enlightenment for students interested in intellectual stimulation.
- * **International Society for Pharmaceutical Engineering** - Enables students interested in biotechnology and similar industries to network.
- * **International Student Union** - Addresses the needs of the international student population at Kingsborough, providing them with information regarding their visas and immigration status. Assists international students with the cultural and academic adjustment to American college life.
- * **Italian** - Promotes interest in Italian heritage, culture and social activities. Gives students an opportunity to practice the Italian language by meeting and speaking with native speakers.
- * **Italian-American** - Enables students of all cultures to be aware of Italian contributions to today's world.
- * **KCC Civic Action** - Seeks to create bold, effective leaders who exemplify positive change at KCC what works to support and sustain the communities where students live.
- * **KCC Boat and Sailing Club** - Provides the student with the skills required to restore and maintain the KCC fleet of Pearson Sailing Boats. The club will instruct students on the basics of operating a sail boat.
- * **KCC Dreamers** - Provides DACA certified students and their allies with opportunities for advocacy and community building.
- * **Kings Loop Magazine** - The goal of the club is to publish an online magazine that supplies important information to Kingsborough Students.
- * **Kingsborough Theatre Club** - Provide support to KCC's theater department, which produces at least one play per semester. The club also brings together students interested in pursuing theater and film.
- * **Law Society & Justice** - The LSJ seeks to add a civic engagement focus to interdisciplinary liberal arts education specifically regarding the unique forms of social control, institutionalized disputing, and justice commonly identified with law or legality.

- * **LGBT Alliance** - (Lesbian, Gay, Bisexual & Transgender) Promotes understanding of gay issues and concerns.
- * **Mental Health and Human Services** - Promotes the interest and welfare of the students by sharing newsletters, job opportunities, references for incoming students, better communications between student and faculty and opens new doors in the Mental Health field.
- * **Model United Nations** - The goal of the club is to help students to become more aware of the United Nations, and to help students develop research and conflict resolution skills.
- * **Muslim Students Association** - Fosters an understanding of the Muslim religion and culture and acts as a social organization.
- * **My Turn** - Fosters the educational and social interests of My Turn students.
- * **Newman** - Promotes religious Catholic education on the college campus.
- * **Nursing** - Seeks to keep nursing students informed of changes and advancements in the nursing field.
- * **Odyssey** - Engages students in the production of the college yearbook.
- * **Pakistani** - Fosters cultural and social activities for students of Pakistani heritage.
- * **Pan African Students Association** - Focuses on the special needs and concerns of Pan African students and provides an opportunity for socializing.
- * **Personal Training** - Provides students with the opportunity to discover and explore the wellness/fitness field outside the classroom through seminars, lectures, and organized outings. Enables students to network and share their experiences, knowledge and interests regarding exercise science. Provides a forum for professional speakers, films and tapes to be presented on wellness/fitness topics at club meetings.
- * **Phi Theta Kappa** - Recognizes and encourages scholarship, service and leadership in Kingsborough students. The club also provides an opportunity for the development of leadership and service, for an intellectual climate for exchange of ideas and for stimulating interest in continuing academic excellence.
- * **Photography** - Promotes the enjoyment of photography, photographing, and film developing.
- * **Poetry & Creative Writing** - Provides an informal setting in which members have an opportunity to share creative ideas and explore different forms of creative expression.
- * **Pre-Physician Assistant Association** - Provides education, support, mentoring and other benefits for students interested in a career as a Physician Assistant.
- * **Puerto Rican Student Union** - Promotes the identity of Puerto Ricans through the study of their culture and history, and, through special

involvement, promotes meaningful relationships with other ethnic groups.

- * **Radio Station - WKRB** - The college FM radio station.
- * **Recreation** - Involves sports, fitness and therapeutic recreation majors in community work and creates personal relationships with others interested in the field.
- * **Scepter** - Engages students in the production of the student newspaper.
- * **Sculpture** - Provides an opportunity for sculpting enthusiasts to continue their studies in a mutually supportive environment.
- * **Sisters United** - Encourages women to do the unthinkable through education and unity. Members conduct peer counseling, study groups and fundraising events.
- * **Society for the Advancement of Management (SAM)** - Assists in communicating the practice of professional management through the interaction of students, faculty, and practicing managers.
- * **Society for Collegiate Journalists** - Allows two-year journalism students to engage in interesting journalistic endeavors (including website development and civic engagement projects) and discuss opportunities in the field. Students can also review their resumes with professors who have worked or are working in the field, in the effort towards the continuation of their academic and professional careers via freelance work, internships and employment at local newspapers and blogs. Students also travel to publications and are involved in meet and greet sessions with working journalists.
- * **Spanish-American** - Promotes the cultural values of the Spanish-American world.
- * **Spanish Heritage** - Provides various social and cultural activities, assists in developing students' sensitivity to Spanish culture and heritage, as well as to individuals of diverse backgrounds.
- * **Speech Communication** - Brings together students interested in speech communication, and also provides a forum for students to come together to socialize.
- * **Students Unlimited** - Promotes the issues and concerns of students with disabilities.
- * **Students World Assembly** - Fosters an interest in global issues.
- * **Substance Abuse & Counseling** - Seeks further learning and transfer of knowledge about substance abuse to others in the college community and to the larger society.
- * **Surgical Technology** - Fosters an appreciation for the field as an occupation.
- * **Table Tennis** - Brings together students interested in ping pong.
- * **Tagar** - Dedicated to raising the level of Jewish education on campus, and intensifying Jewish student commitment to Israel and the Jewish people.
- * **The Movement** - Unites individuals interested in the art of self-

expression through step. The club will host showcases, performances and teach students how to step.

- * **Tourism and Hospitality** - Encourages a close relationship among travel and hospitality majors to discuss different ideas and methods in the industry.
- * **Urban Dance Club** - Provides dance lessons/classes in Latin, Hip Hop, in all areas of dance.
- * **Women's Studies** - Promotes an understanding of women's issues.
- * **Yavneh** - Promotes religious Jewish education, encourages a sincere and deeper understanding of the intellectual and spiritual bases of Judaism.

Must I be a club member to participate in activities?

No, whether you join a club or not, you may take part in all college-wide activities. All college events are available to every member of the Kingsborough College community. However, you may be asked to show your student I.D. card to attend meetings or events.

How do I form a new organization?

If you have a special interest not represented by any of the organizations already listed, you may form a new organization through the following procedures:

- Meet with a representative from the office of Student Life (C-123) who will assist you in forming the organization.
- Request a copy of Petition to Organize and Establish an Organization, and a sample Constitution from the Office of Student Life.
- Obtain signatures of twenty-five (25) currently enrolled Kingsborough students who are interested in seeing this organization on campus.
- Obtain the signature of a faculty member who is interested in serving as your organization's faculty advisor.

Submit the completed petition, plus three (3) copies of your constitution to the Student Specialist. If you have any additional questions prior to submitting your application, come back to the office of Student Life.

Your petition and constitution will be brought before the Club Chartering Committee of CAB. A meeting will be scheduled to consider chartering your organization. A representative, and if possible, the faculty advisor of your organization, must attend the meeting at which the constitution is discussed.

Your petition and constitution, along with the recommendation of the Club Chartering Committee, will be forwarded to a meeting of the CAB. Upon approval by CAB, a charter shall be granted.

New clubs are granted a budget for their first year and derive all the benefits of a chartered campus organization.

COLLEGE CENTER

What is the College Center?

The building known as the Kingsborough College Center is a hub of community and co-curricular activity. Space is provided for many of the activities in which students, faculty, alumni, and community involve

themselves. The College Center is more than a place, it is a concept—an outlook on college life.

What are College Center Programs?

Diverse programs for the enrichment and education of the community are presented in the Center. In the College Center you'll find such activities as movies, lectures, concerts, exhibitions, and much more. Drop in, take part—there's more to college life than you may think.

Where is the College Center?

It is directly adjacent to KCC's private beach, with views of the Atlantic Ocean and Jamaica Bay. The Center houses a spacious and beautifully decorated cafeteria and dining areas, as well as large and comfortably appointed lounges, television and recreation room, information booth, beach, lockers and first aid station, radio station studios, college offices and a spacious multi-purpose room. The beautiful "Hall of Flags," representing the nations of our students, is also located in the College Center.

KCC GOLD Program

(Growth Opportunities in Leadership Development)

The KCC GOLD Leadership Certification Program provides opportunities for Kingsborough students to expand their leadership skills and sense of civic responsibility. The Leadership Certification Program also engages participants through workshops, team building, conferences and consultations, and allows participants to discover their own leadership interests and styles while developing specific leadership skills.

KCC GOLD has three program components: Interactive Workshop Participation, Practical Experience and Community Service. The program provides students with the knowledge and development to assume leadership on campus, in society and in the global experience. The working idea behind the program is that everyone has the potential for leadership, which is a unique life-long journey.

STUDENT AMBASSADORS

What is a Student Ambassador?

Student Ambassadors are a select group of trained student volunteers dedicated to supporting, promoting and representing Kingsborough Community College (KCC). Ambassadors are responsible for giving

direction and assistance to new students and their families, speaking to new students at Orientation, and assisting the administration at Awards Night and Graduation.

Student Ambassadors also staff a booth, which provides information to KCC students and guests of the school located near the bookstore and college cafeteria. Through the six-week training program and the time they spend together volunteering, Student Ambassadors become an extremely close group and work together to create a dedicated, diverse and energetic group.

Who can become a Student Ambassador?

All currently enrolled full-time Kingsborough students are welcome to apply to become a Student Ambassador.

Prospective Student Ambassadors must:

- have a genuine desire to help their fellow students

- have at least a 2.0 GPA
- be in good standing
- be interviewed
- successfully complete a six-week training program

What are a Student Ambassador’s responsibilities?

Student Ambassador responsibilities include but are not limited to:

- Working with the Administration at orientation
- Maintaining coverage in the Student Ambassador booth
- Assisting visitors by providing tours of the campus
- Attending in-service training sessions

Where can I find more information about the Student Ambassador Program?

All interested students are welcome to visit the Office of Student Life in room C-123 for more details about the Student Ambassador Program.

SCEPTER

Scepter, which has been cited for journalistic excellence, is written, produced, managed, and distributed by KCC students. Student journalists report on college news and cover campus activities and sports, review films, music, and books, and write stories of interest to KCC students and faculty. Working with a faculty adviser, there are many areas in which interested students can participate, including editing, reporting, taking photographs, designing and laying out the issues, distributing the paper, and handling advertising.

All currently enrolled students are welcome to become involved. Scepter (M-230, 718-368-5603), which is published monthly, is supported by funds from the KCC Association.

STUDENT ACTIVITIES RESUME

The Student Activities Resume program provides students with official documentation of involvement in campus activities that would be of value when applying to a senior college or a professional position.

The Student Activities Resume is available in The Office of Student Life, Room C-123, upon request, or contact us at: (718) – 368-5597 or visit our website for more information: https://www.kbcc.cuny.edu/studentlife/office_student_life.html

STUDENT COUNCILS

Is there a Student Government?

Yes, Kingsborough is justifiably proud of its relevant and vital system of student government. Based upon current academic major or area of interest, each full-time student is assigned to one of five student constituencies.

Each student constituency is represented by a Student Council. They are:

- 1) Liberal Arts
- 2) Mathematics and Sciences
- 3) Business
- 4) Public and Health Services
- 5) Part-Time & Evening (for all Evening students—full and part-time)

What roles do Student Councils play?

Student councils are empowered to conduct student activities; represent student interests to appropriate officers and bodies of the college; authorize and regulate expenditure of funds entrusted to them; elect representatives to other college committees. Through this participatory system of government, more students are given an opportunity for involvement in both the curricular and co-curricular aspects of college life. To participate in college governance, officers and representatives of the Constituency Council are elected in May by members of their constituency. Students may also become a representative mid-year by completing a petition for the position.

How are constituencies assigned?

Students in either an A.S. or A.A.S. degree program are automatically assigned (by the Computer Center) to a student constituency based upon curricular affiliation.

Students in an A.A. degree program as well as Fine and Performing Arts, Broadcasting Technology and Management, Journalism and Print Media are assigned to the Liberal Arts Council. All Evening, non-matriculated, and part-time students are assigned to Evening Council.

Only a member of a student constituency may represent that constituency, either as an elected or appointed representative.

Students changing curriculum have their student constituency automatically changed based upon their curriculum affinity. Under these circumstances, there are no limitations to the number of changes of constituency.

WKR B

WKR B is KCC's student-run, FCC licensed radio station. Our state of the art studios are located in U227, right upstairs from the cafeteria. WKR B can be heard on 90.3FM or on the internet at www.wkrb.org and the KCC app. Our mission is to serve the campus and the Brooklyn community with programming that is creative, professional, and diverse, while training students seeking to make broadcasting their career. The station is open to KCC students as an extracurricular club and also functions as a lab for the Media Technology & Management major.

STUDENT CONDUCT OFFICE

The Office of Student Conduct is responsible for acting on behalf of Kingsborough Community College and the Office of the Vice President of Student Affairs in matters pertaining to student conduct and discipline.

The Office of Student Conduct deals with alleged instances of student misconduct and academic dishonesty on campus by determining the best resolution for a given situation while remaining consistent with the goals and mission of Kingsborough Community College as an institution of higher learning.

The mission of the Office of Student Conduct is to educate students and protect the rights, health, and safety of all members of the Kingsborough Community College community. Student Conduct will also encourage and support a civil and holistic learning environment that fosters personal growth and the development of life skills by holding students accountable for actions and behaviors inconsistent with the scope of the Kingsborough Community College community. The student conduct system also aims to

address inconsistent behavior in an approach that informs students and guides them toward a greater sense of personal responsibility, decision-making, and acceptable community standards.

The Office of Student Conduct abides by all policies of The City University of New York. For more information regarding these policies, please review the following documents:

CUNY Bylaws, Article XV: https://www.kbcc.cuny.edu/studentaffairs/student_conduct/Documents/ArticleXVJan2015.pdf

Henderson Rules to Maintain Public Order: https://www.kbcc.cuny.edu/studentaffairs/student_conduct/henderson_rules.html

Policy on Sexual Misconduct: <https://www2.cuny.edu/wp-content/uploads/sites/4/page-assets/about/administration/offices/ovsa/policies/Sexual-misconduct-8.30.18-PSM-2018-005.pdf>

The Office of Student Conduct is located in the office of the Vice President of Student Affairs in A-216 and can be reached at 718-368-5563.

TRANSFER SERVICES

How do I get information about transfer services?

Transfer Advisors are available in the Transfer Success Center, Room M-101, to answer some of your questions about opportunities and procedures for transfer within CUNY, as well as to SUNY and private institutions. Transfer Fairs and senior college visits throughout the semester, are also a way to connect with admission representatives and learn about academic programs, scholarship opportunities and transfer admission requirements. Students are encouraged to visit the Transfer Success Center for detailed information regarding all transfer events. The office is open Monday - Friday 9:00am - 5:00pm and may be reached at 718-368-4911 (please call for evening hours which vary throughout the semester).

Can I get credit for my KCC courses at another college?

In the CUNY Transfer Guarantee, KCC graduates are guaranteed transfer to at least one CUNY senior college (although it may not be the students' preferred college) and given transfer priority over non-graduates. Students who transfer with Kingsborough's A.A. or A.S. degrees are guaranteed a minimum of 60 credits toward the Bachelor degree, and are required to take less courses within the CUNY Pathways Common Core College Option, than students who transfer with the A.A.S degree.

How do I apply for transfer?

CUNY - The Application for Undergraduate Transfer Admission is available online at <http://www2.cuny.edu/admissions/undergraduate/apply/cuny-application/>The application filing date for Spring admission is September 15th; the application filing date for Fall admission is February 1st.

SUNY - The application for admission to SUNY is available online at <https://www.suny.edu/> Application deadlines may vary for each institution and program, therefore check the website for more information.

Private Colleges - Each private college and university has its own application requirements and deadlines. Check the Transfer Admissions

website of the college of your interest for detailed information.

What is an articulation agreement?

An Articulation Agreement is an officially approved agreement between two institutions which makes it possible for students, who complete and graduate from the specific two year program at KCC, to transfer seamlessly into the third year of the partnering senior college. KCC has articulation agreements with CUNY, SUNY and private colleges: <https://www.kbcc.cuny.edu/transartic/index.html>

Is scholarship information available?

Scholarships are an effective way to defray the rising cost of education. Unlike loans, scholarships do not have to be repaid. Various scholarship opportunities, along with eligibility and application criteria can be found here: https://www.kbcc.cuny.edu/honors/pages/scholarships_awards.html Transfer Advisors are available in Room M-101 to provide assistance to students interested in applying for school based scholarships, as well as scholarships offered by private organizations. If a KCC transcript is required for a scholarship application, it can be requested from the Transfer Success Center, free of charge to the student.

TRiO STUDENT SUPPORT SERVICES

What is the TRiO Student Support Services Program?

TRiO Student Support Services Program is a federally funded grant program of the U.S. Department of Education.

The overarching objective is twofold: increase retention and graduation rates and promote transfers to four year institutions.

Participants must meet at least one of the following eligibility criteria:

- first generation student.
- low income as determined by federal income guidelines.
- have a documented disability.

All program participants must be a US citizen or a permanent resident alien. TRiO offers advisement, counseling, academic coaching, tutorials, technology and college knowledge workshops, assistance with scholarships and with transfers to four year colleges, among other interventions. TRiO accepts new students throughout the calendar year. We are located in Room D-205, and may be reached at 718-368-5175, and on the web at: <https://www.kbcc.cuny.edu/trio/Homepage.html>

VETERANS

Are services available for Veterans, active military members, reservists and dependents?

Yes, the Military and Veteran Affairs office provides a welcoming and supportive bridge between military service and higher education. The office offers comprehensive one-stop service and support with financial aid, registration and certification for military education benefits and referral to various student support services. The office is open Monday through Friday from 9 am to 5 pm; on Wednesdays the office is open from 9 am to 7pm. If

interested, visit room C106 or contact Tara Yarczower at 718-368-6502. You can also find us on the web at: <https://www.kbcc.cuny.edu/veteranaffairs/Homepage.html>

SUPPORTIVE, DEVELOPMENTAL, AND TUTORIAL SERVICES

How can I get help with academic problems?

Every student is eligible for free assistance with their academic concerns. As soon as the need arises you should take advantage of the variety of developmental and supportive services the college provides.

THE READING AND WRITING CENTER (L-219)

All matriculated Kingsborough students are welcome at the Reading and Writing Center. Students write about the relevant issues of the day and grapple with ideas presented in others' writing. The Reading and Writing Center functions as a support mainly to students enrolled in ESL or ENG 90's sequence of developmental courses. However, students enrolled in ENG 12 and ENG 24 courses who feel comfortable in a collaborative, process-oriented setting are invited to request tutoring. In addition, Writing Fellows from the CUNY Graduate Center keep hours at the Center to assist students with other, content area based, writing assignments.

Tutoring is by appointment, and contracted on a semester-long basis, although some walk-in tutoring is available. Students must be prepared with their own writing assignments, along with any relevant course handouts. Tutors guide students to define and organize their ideas and promote critical thinking. Grammar is addressed by helping students recognize their own patterns of error. (Tutors do not "fix" or edit students' work.)

All services are free. The Center is open Monday to Thursday, 8am to 10pm, and on Friday from 8am to 3pm.

MATHEMATICS SKILLS LABORATORY AND MATHEMATICS WORKSHOP (F-206)

Highly qualified and well-trained tutors are available for students to tutor all levels of mathematics. Services are provided on a walk-in basis. Students are expected to have a list of topics and questions which they need the tutors to clarify. The tutors' availability is based on the volume of students during those particular hours. Therefore, it is best to go to the Workshop when you are free.

The Workshop is organized in four components:

a) Skills Tutor:

Internet accessible tutoring is available for Math M1, M2, R3, Math 9 and/or Math 14. Students are evaluated by a diagnostic exam and the assignment is made accordingly. Students' progress is monitored as well.

b) Independent Student:

Self-study materials, which are assigned according to the student's needs, are provided for qualified students; tutoring is available when needed.

c) Workshop:

Qualified tutors are available for any student needing help.

d) MCL (Math Computer Lab):

Computers are available for math/computer classes as well as for individual students.

There lab is open during day and evening hours which vary from semester to semester. It is best to contact our office at 1-718-368-5808 for our office hours. Please take advantage of the free tutoring.

TUTORIAL SERVICES (L-605)

Well-trained tutors are available to help with most subjects. Services are provided on a first-come-first-serve basis; therefore, it is necessary to apply early. Please take advantage of this free tutoring. Our office hours vary from semester to semester; it is best to check with the office. During the Fall and the Spring semesters, our office hours are Monday to Thursday, 9am to 8pm, and on Friday, 8am to 4pm. We can be reached at 718-368-5118.

What help is available from the Media Center Learning Laboratory?

The Media Center Learning Laboratory (located on the ground floor of the library), is divided into two separate areas:

- a) Learning Laboratory—A forty-carrel audio listening facility (L-102) is available to students as a class. Classes in foreign languages and other disciplines are conducted in this lab.
- b) Individual Learning Center—A full-service listening and viewing center for students who wish to use various audiovisual media. Individual assistance is given to students who wish to perfect their skills, review lessons, or gain greater competence and background information in various subject areas. Desktop computers are available along with numerous DVD's covering all the Academic departments.

You may use these resources alone or in small groups by presenting your KCC ID card at the Media Center circulation desk and asking for the materials you want. Headphones and catalogs listing the various resources will be provided. Assistants are on hand to aid you in the use of the equipment. Upon request, rooms are available for small group listening and viewing.

Access-Ability Services has an assistive technology lab available for student use. The lab offers a wide array of technology for students with disabilities, including but not limited to CCTV, scanner, Braille output, Victor Readers and software such as JAWS screen-reader, Zoom Text, Dragon Naturally Speaking, Read and Write Gold, Abby Fine Reader, Kurzweil 1000 and Kurzweil 3000.

The Assistive Tech lab is located in M-126 in the Marine and Academic Center (MAC) and is open Monday – Friday 9:00am – 5:00pm.

SPECIAL ACADEMIC PROGRAMS

AWARDS

Awards are given for outstanding achievement in the academic disciplines and participation in various student activities. Awards are presented at the Annual Awards Ceremony preceding June graduation.

Dean's List (Day Students and Evening Students)

The Dean's List at Kingsborough Community College is established every semester to honor matriculated students who have achieved academic excellence. To be eligible for inclusion on the Dean's List in a given semester (defined as sessions 1 and 2 combined) a Day or Evening student must:

- have earned 12 credits or more (beyond remedial courses);
- have achieved a grade point average (GPA) of 3.5 or more for the semester;
- have not received grades of D, F, FIN, (unresolved) INC, R, or WU; and be in good academic standing.

Students placed on the Dean's List will receive a certificate signed by the Vice President for Academic Affairs and Provost during a ceremony held in the Fall and Spring terms. The Dean's List notification will be entered on the transcript for each semester that the student is on the Dean's List, and published on the Kingsborough Honors Program's website. For inquiries regarding the Dean's List, please contact the Office of the Assistant Vice President for Academic Affairs in M-386, 718-368- 5029.

HONORS PROGRAM

The Honors Program at Kingsborough Community College is dedicated to academic enrichment and achievement. It offers students who have earned a 3.20 or higher cumulative grade point average based on at least 12 credits (beyond remedial reading and writing), the opportunity to challenge themselves with rigorous course-work, study with other motivated students, and benefit from increased contact with faculty. The program is characterized by smaller classes, individual research projects, off-campus study-travel opportunities, and campus service.

The program also provides a variety of co-curricular activities including an Honors Club, trips to cultural sites in New York City and visits to public and private four-year colleges that offer attractive transfer packages for high-achieving students. Students interested in becoming more deeply involved in the Honors Program can apply for membership in special activities that require competitive selection, such as Presidential Scholars, Honors Representatives and REEO (Resources for Educational and Employment Opportunities).

At Kingsborough, all Honors activities, both academic and co-curricular, are designed to enhance students' awareness and strengthen their ability to read deeply, write clearly, speak with confidence, and become independent and creative thinkers. Students who complete nine or more Honors courses receive an Honors designation on their transcripts and in the Commencement booklet. For applications and more information contact the Honors House staff at 718-368-5365, come to room M-377, or visit the Honors website at: <https://www.kbcc.cuny.edu/honors/Homepage.html>

Will an outstanding cumulative index be recognized upon graduation?

Yes, upon graduation with a cumulative index of 3.50 and better, "Graduated with Honors" will become part of a student's permanent record and will appear on all transcripts.

MU ALPHA THETA

Mu Alpha Theta is a Junior College Mathematics Honor Society sponsored by the Mathematical Association of America. Excellence in Mathematics and/or Computer Science is required of members who are selected on a competitive basis. Mu Alpha Theta promotes scholarship, enjoyment, and understanding of mathematics and computer science. For more information contact the Mathematics Department in room F-309 or call 718-368-5931.

PHI THETA KAPPA

Students who complete 12 credits or more, earn a cumulative GPA of 3.50 or higher, and have completed and passed reading and writing developmental courses are invited to join Phi Theta Kappa, the international community college honor society. A formal induction ceremony is held in the spring. Membership is part of a student's permanent record and appears on all transcripts. In addition, students receive the Society's Gold Key of Excellence and a certificate of membership. Members are eligible for scholarships to numerous senior colleges throughout the country and are entitled to purchase and wear the Society's gold silk stole and tassel at commencement. Students are encouraged to visit the Society's website: <https://www.ptk.org/Home.aspx>. For more information, visit room M-377 or call 718-368-5365.

SIGMA DELTA MU

A Junior College Spanish Honor Society for students who excel in the study of Spanish language and culture. Students with three A's in Spanish and a cumulative average of 3.25 are invited to join Sigma Delta Mu. A formal induction ceremony is held in the spring semester, and members are presented with the Society's pin and a certificate. Sigma Delta Mu promotes the scholarship, enjoyment and understanding of the cultures of the many peoples and nations whose primary method of discourse is the language of Spain. Contact Dr. Alfonso Garcia Osuna (E-309, ext. 5403).

POLICIES

ACADEMIC INTEGRITY POLICY

Academic dishonesty is prohibited in The City University of New York and any such incidents are subject to disciplinary action. All students are expected to be honest in their academic work. When a student places his or her name on any academic exercise (report, portfolio, paper, examination) that is regarded as assurance that the work is the result of the student's own thought and study.

What is academic dishonesty?

Academic dishonesty can be recognized when a student is found using or attempting to use any book, paper or other article, or assistance from any individual for the purpose of deceiving the official in charge of the quiz or examination that the work is the student's own. Examples of Academic Dishonesty include cheating, plagiarism, internet plagiarism, obtaining unfair advantage, and falsification of records.

Unless otherwise stated, no books, notes, papers or related articles should be used at any quiz or examination unless specifically authorized by the college official in charge. Conversations or other communications between individuals in examinations and quizzes are forbidden, except as authorized by the instructor.

A full definition of each form of Academic Dishonesty, as well as procedures for imposition of sanctions for violations of the CUNY Policy on Academic Integrity, may be accessed at: https://www.kbcc.cuny.edu/faculty_staff/documents/Academic_Integrity_Policy.pdf

Additional Offenses involving academic dishonesty:

1. **Plagiarism** - This is the unacknowledged appropriation of another's work, words, or ideas in any themes, outlines, papers, reports, or computer programs. Students must ascertain from the instructor in each course the appropriate means of documentation. Submitting the same paper for more than one course is considered a breach of academic integrity, unless prior approval is given by the instructor.
2. **Grade Falsification** - Any attempt to falsify an assigned grade in an examination, quiz, report, program, grade book, or any other college record or document.
3. **Collusion** - When students willingly give or receive unauthorized or unacknowledged assistance on any assignment (including the reproduction and/or dissemination of test materials), both parties to the incident are considered responsible.
4. No individual may substitute for another in any quiz or examination.

How does an allegation of cheating affect your grade for the class/test?

If a student is found guilty of cheating after a disciplinary hearing, a grade of "0" or "F" will be assigned to the examination or assignment on which the cheating, plagiarism or other academic dishonesty occurred. If the student is found guilty of talking during an exam, but not sharing answers, an appropriate grade penalty will be recommended.

If the student is not found guilty of cheating or any misconduct, no grade penalty will be imposed. While a disciplinary matter is pending, a grade of incomplete will be assigned until the matter is resolved.

If you have any questions you can contact the Student Conduct Officer in room A-216 or the office of the Vice President of Student Affairs at 718-368-5563

STUDENT RIGHT-TO-KNOW AND CAMPUS SECURITY ACT

In accordance with The Student Right-To-Know and Campus Security Act, the College provides all students and prospective students with statistics on graduation rates and campus safety upon request. In addition, all enrolled students are entitled to receive the College's FERPA (Family Educational Rights and Privacy Act) regulations upon request. Links to this information can be found online at: https://www.kbcc.cuny.edu/registrar/ferpa_policy.html

In accordance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act, all institutions of post-secondary education, both public and private that participate in federal student aid programs are required to publish and disseminate an annual security report, containing information about crime on and around their campuses.

The Annual Security Report can be accessed by visiting https://www.kbcc.cuny.edu/campus_security/clery.html or in person at the Public Safety Department on the 2nd floor of the Library Building in Room L-202. The Advisory Committee on Campus Safety will provide, upon request, all campus crime statistics as reported to the United States Department of Education (USDE). The USDE web site for campus crime statistics is <https://ope.ed.gov/campussafety/#/>.

The Kingsborough Community College official responsible for collecting and reporting campus crime statistics is the Director of Public Safety, 718-368-5069. Upon request, the University shall provide a hard copy

of Kingsborough Community College's campus crime statistics, mailed to the individual requesting the report, within 10 days of the request, and that information will include all of the statistics that the University is required to ascertain under federal law.

You may also request a printed copy of any of these policies in person at the Office of the Vice President of Student Affairs in room A-216.

AFFIRMATIVE ACTION/EQUAL EMPLOYMENT OPPORTUNITY

It is the policy of The City University of New York and the constituent colleges and units of The University to recruit, employ, retain, promote, and provide benefits to employees and to admit and provide services for students without regard to race, color, national or ethnic origin, religion, age, sex, sexual orientation, gender identity, marital status, disability, genetic predisposition or carrier status, alienage, citizenship, military or veteran status, status as victim of domestic violence or any other protected basis.

Ms. Roxanna Thomas is Kingsborough's Interim Affirmative Action/Equal Employment Opportunity Officer, and coordinates Section 504 for persons with disabilities and Title IX which prohibits gender discrimination in federally assisted programs. For more information, contact Ms. Thomas at (718) 368-6896 or in room E-115.

CUNY POLICY ON 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. The unlawful manufacture, distribution, dispensation, possession or use of drugs or alcohol by anyone, on CUNY property, in CUNY buses or vans or at CUNY-sponsored activities, is prohibited.

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 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, CUNY may choose, when appropriate, to contact parents or legal guardians of students who have violated the CUNY policy on drugs or alcohol.

For more information regarding CUNY's policy on Drugs and Alcohol please visit: https://www.kbcc.cuny.edu/stud_cons_info/Documents/PolicyAlcoholDrugsJan2015.pdf and https://www.kbcc.cuny.edu/stud_cons_info/documents/medicalAmnestyGoodSamaritanPolicyJan2015.pdf

CUNY Tobacco Free Policy

Effective September 4, 2012, the use of tobacco was prohibited on all grounds and facilities under CUNY jurisdiction, including indoor locations and outdoor locations such as playing fields; entrances and exits to buildings; and parking lots. This includes outdoor locations such as playing fields; entrances and exits to the buildings, and parking lots; tobacco industry promotions, on campus advertising, marketing, and distribution of marketing materials on campus properties, and tobacco industry sponsorship of athletic events and athletes. This policy covers the entire campus at Kingsborough Community College. Tobacco use includes, but is not limited to, any cigarette, e-cigarette, cigar, pipe, bidi, clove cigarette, or any other smoking product:

and smokeless or spit tobacco, also known as dip and chew, in any form.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- * School officials with legitimate educational interest;
- * Other schools to which a student is transferring;
- * Specified officials for audit or evaluation purposes;
- * Appropriate parties in connection with financial aid to a student;
- * Organizations conducting certain studies for or on behalf of the school;
- * Accrediting organizations;
- * To comply with a judicial order or lawfully issued subpoena;
- * Appropriate officials in cases of health and safety emergencies; and
- * State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information, you may call 1-800-USA-LEARN (1-800-

872-5327) (voice). Individuals who use TDD may call 1-800-437-0833.

Or you may contact us at the following address: Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue, SW Washington, D.C. 20202-8520

https://www.kbcc.cuny.edu/policies_reports/documents/FamilyEducationalRightsPrivacyAct.pdf

FILE SHARING AND COPYRIGHT INFRINGEMENT

Notice to the CUNY Community Regarding File Sharing and Copyright Infringement June 2010

File Sharing – What You Should Know

Peer-to-peer (P2P) file-sharing programs have become a popular way to exchange music, movies, games and software over the Internet. Academic applications of these programs are also expanding. P2P software, if installed and enabled on your computer, allows digital media to be downloaded or uploaded between your computer and any other computer that also has these programs installed and enabled, and is also connected to the Internet.

If you use P2P programs, we want you to be aware of certain personal risks, including the potential for both criminal and civil liability if you copy and distribute materials without permission of the copyright owner.

P2P File Sharing can Infringe Copyright

P2P file-sharing programs are not illegal. If you own the copyright in the music, movie, software or other file you want to share, if you have the permission of the copyright holder, or if the material is not covered by copyright, you can share the file. However, P2P programs are often used to distribute files without permission of the copyright holder and this is a violation of U.S. copyright law.

Under the copyright law, you could be fined between \$750 and \$150,000 for each work you infringe. In addition, an infringer of a work may also be liable for the attorney's fees incurred by the copyright owner to enforce his or her rights. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, see the U.S. Copyright Office website, especially their FAQs.

How can I tell if I need permission? Most music, software, movies, television shows and other media are covered by copyright. A good rule of thumb is to never download a media file without paying for it or getting permission unless it is offered as a free download on reputable site (such as iTunes weekly free song files), it is clearly labeled as a free download by the copyright holder (such as free downloads on a band's official site), or you know the work is in the public domain. For more information about permission, take a look at the Office of General Counsel copyright permission page.

What about fair use? Some file sharing for academic purposes may be fair use. Downloading copyrighted files without permission to expand your personal media library is never fair use.

CUNY Policy Regarding P2P file Sharing

CUNY's Computer Use Policy requires users of CUNY computer resources to comply with copyright law. If you use a P2P program on a CUNY computer, network or other resource to upload or download copyrighted material without permission, you may be in breach of the Policy. According to the Policy, "Users of CUNY computer resources 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."

The Policy also requires users of CUNY computer resources to engage in safe computing practices. P2P and file-sharing programs can introduce a serious security risk to your computer and other computers connected to the same network (e.g., CUNY) since they may result in files infected with computer viruses and spy-ware being downloaded to your computer and the network.

Violation of the Computer Use Policy may result in suspension or termination of your right of access to CUNY computer resources, disciplinary action by appropriate CUNY authorities, referral to law enforcement authorities for criminal prosecution, or other legal action, including action to recover civil damages and penalties. Violations will normally be handled through the university disciplinary procedures applicable to the relevant user. For example, alleged violations by students will normally be investigated, and any penalties or other discipline will normally be imposed, by the Office of Student Affairs.

DMCA Notices and CUNY Procedures

CUNY receives "DMCA" notices every week on behalf of copyright owners alleging that people have used CUNY servers to illegally download music, software, movies, TV shows and other media. The Digital Millennium Copyright Act (DMCA) is an amendment to the Copyright Act that provides internet service providers (ISPs) such as CUNY with safe harbors from liability for copyright infringement by users of the service, if the ISP complies with certain conditions.

The DMCA requires CUNY to designate an agent to receive notice of claimed infringement by providing contact information to the Copyright Office and by posting such information on CUNY's public website. The designated agent at CUNY is:

Jane E. Davis
Associate General Counsel
The City University of New York
535 E. 80th Street
New York, NY 10075
E-mail address: dmca@mail.cuny.edu

In order to receive the safe harbor protection, the DMCA requires CUNY to, among other things, respond when notified of infringing material located on CUNY networks. Upon receipt of a proper notice, the Office of General Counsel, the Information Security Office, and appropriate college offices collaborate to investigate the claim, remove or disable access to material found to be infringing, and take appropriate disciplinary action against infringers.

Legal Alternatives for Downloading

EDUCAUSE's Legal Downloading page lists resources and legal alternatives for downloading.

Disabling File Sharing Programs

Many P2P and file-sharing programs will continue running in the background on your computer - uploading files to other people's computers - even when the program's window is closed and you think you've turned it off. To stop this you need to disable the uploading function in the program, completely remove the program from your computer, or disconnect your computer from the network. If you have questions about removing or disabling these types of programs from your computer, the following web sites may be helpful:

- Disabling File Sharing Programs - University of California, Riverside
- Disabling Peer-to-Peer File Sharing - University of Chicago
- Removing P2P Software - University of Delaware

CUNY's Efforts to Combat Illegal Downloading

CUNY is using this website and other programs to help educate the university community regarding copyright and file sharing. In addition, as mentioned above CUNY has a formal incident reporting program of accepting and responding to a DMCA notice. Also, CUNY campuses use bandwidth shaping and traffic monitoring to identify the largest bandwidth users.

https://www.kbcc.cuny.edu/policies_reports/it_policies.html

HENDERSON RULES

RESOLVED, that The City University, in compliance with Chapter 191 of the Laws of 1969 hereby adopt the following rules and regulations for the maintenance of public order on college campuses and other college property used for educational purposes.

RULES AND REGULATIONS FOR THE MAINTENANCE OF PUBLIC ORDER PURSUANT TO ARTICLE 129A 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 freedoms; the rights of professors to teach, of scholars to engage in the advancement of knowledge, of students to learn and to express their views, free from external pressures or interference. These freedoms can flourish only in an atmosphere of mutual respect, civility and trust among teachers and students, only when members of the university community are willing to accept self-restraint and reciprocity as the condition upon which they share in its intellectual autonomy.

Academic freedom and the sanctuary of the university campus extend to all who share these aims and responsibilities. They cannot be invoked by those who would subordinate intellectual freedom to political ends, or who violate the norms of conduct established to protect that freedom. Against such offenders the university has the right, and indeed the obligation, to defend itself. We accordingly announce the following rules and regulations to be in effect at each of our colleges which are to be administered in accordance

with the requirements of due process as provided in the bylaws of The City University of New York.

With respect to enforcement of these rules and regulations we note that the bylaws of the CUNY Board provide that:

The president, with respect to his or her educational unit shall:

- a. have the affirmative responsibility of conserving and enhancing the educational standards of the college and schools under his or her jurisdiction;
- b. be the advisor and executive agent to 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 any of its committees and the policies, programs and lawful resolutions of the several faculties;
- c. exercise general superintendence over the concerns, officers, employees, and students of his or her educational unit.

RULES

1. A member of the academic community shall not intentionally obstruct and/or forcibly prevent others from the exercise of their rights. Nor shall he 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.
11. The unlawful possession, use, or distribution of alcohol by students or employees on University/college premises or as part of any University/college activities is prohibited.

PENALTIES

1. Any student engaging in any manner in conduct prohibited under substantive Rules 1-10 shall be subject to the following range of sanctions as hereafter defined in the attached appendix; admonition; warning; censure; disciplinary probation; restitution; suspension; expulsion; ejection; and/or arrest by the civil authorities.
2. Any tenured or non-tenured faculty member, or tenured or non-tenured member of the administrative or custodial staff engaging in any manner in conduct prohibited under substantive Rules 1-10 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 CUNY Board of Trustees, or suspension with/without pay pending a hearing before an appropriate college authority, dismissal after a hearing. In the case of a tenured faculty member, or tenured member of the administrative or custodial staff engaging in any manner in conduct prohibited under substantive Rules 1-10 shall be entitled to be treated in accordance with applicable provisions of the Education Law or Civil Service Law.
3. Any visitor, licensee, or invitee, engaging in any manner in conduct prohibited under substantive Rules 1-10 shall be subject to ejection, and/or arrest by the civil authorities.

APPENDIX: SANCTIONS DEFINED

- A. **ADMONITION:** An oral statement to the offender that he/she has violated university rules.
- B. **WARNING:** Notice to the offender, orally or in writing, that continuation or repetition of the wrongful conduct, within a period of time stated in the warning, may be cause for more severe disciplinary action.
- C. **CENSURE:** Written reprimand for violation of specified regulations, including the possibility of more severe disciplinary sanction in the event of conviction for the violation of any university regulation within a period stated in the letter of reprimand.
- D. **DISCIPLINARY PROBATION:** Exclusion from participation in privileges or extracurricular university activities as set forth in the notice of disciplinary probation for a specified period of time.
- E. **RESTITUTION:** Reimbursement for damage to or misappropriation of property. Restitution 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:**

RESOLVED, That a copy of these rules and regulations be filed with the Regents of the State of New York and with the Commissioner of Education.

RESOLVED, That these rules and regulations be incorporated in each college bulletin.

Adopted by The Board of The City University of New York June 23, 1969, Calendar No. 3(b)

NOTICE TO ALL STUDENTS AND FORMER STUDENTS

The Federal Education Rights and Privacy Act of 1974 and regulations pursuant thereto, grant you the following rights:

1. To be advised of the types of student records and the information contained therein which are maintained by the college.
2. To be advised that the Registrar is the official responsible for the maintenance of each type of record, the persons who have access to those records, and the purposes for which they have access.
3. To be advised of the policies of the college for reviewing and expunging those records.
4. To be advised of the procedures for granting you access rights to your student records.
5. To be advised of the procedures for challenging the content of your student records.

6. To be advised of the cost, if any, which you will be charged for reproducing copies of your student records.
7. To be advised of all your other rights and requirements for the Federal Education Rights and Privacy Act of 1974 and the regulations promulgated thereunder.

All of the above information may be obtained in the Registrar's Office, during regular Registrar's office hours. The following categories of information concerning individual students and former students will, except as indicated below, be made available to the general public: Name, attendance dates, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees and awards received, and the most recent previous educational agency or institution attended by the student.

Any student or former student may require that any or all of the above information not be released without his/her prior written consent, by completion of a form available in the Registrar's office. The form may be completed, withdrawn, or modified during regular Registrar's office hours.

GRIEVANCE

In accordance with the requirement to provide a grievance procedure for students who believe they have been aggrieved under Title IX, sex discrimination, which includes sexual harassment, and Section 504, discrimination based on a disability, the college has adopted a policy which affords students an opportunity to pursue, through grieving, any alleged violation of the regulations. For information, contact the Title IX Coordinator at ext. 6889 or room V-231.

For questions or concerns, please contact the Office of Equal Opportunity & Diversity Management at ext. 6896, room V-231 or via email AskOEO@kbcc.cuny.edu."

POLICY OF NONDISCRIMINATION

Kingsborough Community College, as a college of the City University of New York, adheres to the policy established by the CUNY Board of Trustees to recruit, employ, retain and promote employees and to admit and provide services for students without regard to race, color, national or ethnic origin, religion, age, sex, sexual orientation, disability, genetic predisposition or carrier status, alienage or citizenship, military or veteran status, marital status or status as a victim of domestic violence. Prompt investigation of allegations of discrimination will be made on a confidential basis to ascertain the veracity of complaints and appropriate corrective action will be taken. For questions or concerns, please contact the Office of Equal Opportunity & Diversity Management at ext. 6896, room E-115 or via email AskOEO@kbcc.cuny.edu."

SEXUAL MISCONDUCT

Title IX of the Education Amendments of 1972 prohibits sex discrimination in educational programs and activities. Specifically, it states "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any

education program or activity receiving Federal financial assistance”.

Kingsborough Community College has a duty to promptly respond to complaints of sexual harassment and sexual violence in a way that limits its effects and prevents its recurrence. Sex discrimination includes all forms of sexual harassment, including verbal sexual harassment and sexual violence by employees, students, or third parties against employees, students, or third parties.

Some examples of sexual harassment are requests for sexual favors, unwelcomed advances and sexist comments. Sexual harassment may occur in a single episode or be persistent behavior. One of the defining characteristics of sexual harassment is that it is unwanted behavior. If you have questions regarding what is considered sexual harassment or believe that you may have experienced sexual harassment, please utilize the resources available to you. The Office of the Vice President of Student Affairs is always available to you to discuss your concerns and inform you of your options as members of the Kingsborough community.

For questions or concerns related to Title IX, please contact the Title IX Coordinator. The Title IX Coordinator is responsible for coordinating and leading the investigation of an allegation that a student, faculty, staff member or third party, has been the victim of sexual harassment or sexual assault, regardless of where the incident(s) took place or whether a formal complaint was filed, consistent with Title IX requirements and CUNY Policies.

Students, faculty and staff with a complaint of harassment are encouraged to report such harassment to a member of the Sexual Harassment Awareness and Intake Committee, or contact the Title IX Coordinator at ext. 6889 or room V-231.

The City University of New York Student Sexual Misconduct Complainants’ Bill of Rights

CUNY students who experience campus-related sexual harassment or sexual violence, including sexual assault, stalking, domestic violence, intimate partner violence or dating violence, are entitled to the following rights:

- To be provided with confidential on-campus counseling, and to be notified of other available services on- and off-campus.
- To obtain, where appropriate, changes with respect to campus academic and living arrangements, no-contact orders, and other interim remedial measures to enable them to continue their education without undue stress or trauma.
- To have their complaints handled respectfully by the campus, to be informed about how the campus will protect their privacy and confidentiality, and to have any allegations of retaliation addressed by the campus.
- To file a criminal complaint and to seek an Order of Protection, with the assistance of the college, if they so choose.
- To make a formal complaint at the campus as the first step in the disciplinary process against the respondent(s).
- To have their complaint investigated in a prompt, impartial and

thorough manner by individuals who have received appropriate training in conducting investigations and issues related to sexual harassment and sexual violence.

- To report incidents of sexual harassment or sexual violence that they experience while under the influence of alcohol or drugs without receiving discipline for their alcohol or drug use, if they agree to complete appropriate education or treatment as the circumstances warrant.
- To have the same opportunity as the respondent(s) to participate in a student disciplinary hearing before a faculty-student disciplinary committee, including the right to present, to be represented by a person of their choice, including an attorney, to present evidence, call witnesses, cross-examine witnesses, receive notice of the outcome of the hearing, and to appeal from the decision.

Questions about sexual misconduct policy and procedures may be directed to ext. 6896 or room V-231.

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

The college reserves the right to deny admission to any student if, in its judgment, the presence of that student on campus poses an undue risk to the safety or security of the college or the college community. That judgment will be based on an individualized determination taking into account any information the college has about the crime committed by the student and the particular circumstances of the college, including the presence of a child care center, summer camp, public school or public school students on the campus. 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.

SECURITY POLICY AND PROCEDURES

Although it is not likely that you will be a victim of crime on campus, crime takes place in our society at large. Kingsborough Community College has taken steps to make the campus as safe as possible. Safety at Kingsborough is everybody's business. Students, faculty and staff are partners in creating a safe atmosphere that encourages education, and the Office of Public Safety provides around-the-clock services.

It is the policy of the City University of New York and this college that the possession, use, or distribution of alcohol by students or employees on college premises or as part of any college activity is prohibited. The legal drinking age for drinking alcohol in New York State is 21, and state laws deal harshly with underage drinking. It is also against the law in New York State to sell or give alcohol to anyone under the age of 21. The possession or use of

illegal drugs is a crime in the state of New York. Anyone found in possession of or using such drugs on college property will be subject to sanctions, and may be suspended from the college. Criminal charges may also be lodged against offenders involving drugs.

Employees of the University must also notify the college personnel director of any criminal drug statute conviction for a violation occurring in the work place, not later than (5) days after such conviction.

WEAPONS

All firearms are prohibited within the University community except peace officers, pursuant to authorization by the college president. In addition, any dangerous instrument or material that can be used to inflict bodily harm on an individual or damage to a building or grounds of the campus are prohibited, and will be confiscated by Public Safety.

STUDENT RETENTION POLICY

What is the student retention policy?

Kingsborough has established standards that must be met for you to be allowed to remain in college. You are required to maintain satisfactory academic progress.

What if I fail to meet the requirements?

If you fall below the required index, you are placed on probation for one semester. If you do not improve your grade point average or progress by the end of that semester, you are dismissed from the college and the university.

Students who are placed on academic probation are strongly encouraged to contact their advisor or the Student Success Center. The advisors specialize in advising and assisting students in danger of academic dismissal. Advisors counsel students who have been dismissed and who wish to prepare written appeals to either the Committee for Academic Review or the Committee on Admissions and Academic Standing, or both.

Students are given assistance in identifying the causes of their unsatisfactory academic performance and in planning strategies for improving their performance if they are readmitted. Advisors also assist students in exploring any options available to them if their appeals for readmission are not granted, including readmission after five years of absence from the college. However, such readmission is subject to the decision of the Committee on Admissions and Academic Standing.

NOTE: Your Financial Aid may be affected by probationary status.

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 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:

1. The courses were taken at a post-secondary institution in the United States or outside the United States
2. The applicant received a degree at the post-secondary institution
3. The application is seeking credit for such courses, or
4. The applicant is changing majors/careers

For more information regarding the Submission of Fraudulent documents and the Omission of Information in Support of an Application for Admission please review CUNY Policy: https://www.kbcc.cuny.edu/studentaffairs/student_conduct/Documents/AdmissionFraudPolicyJan2015.pdf

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 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 and Enrollment Management.

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 and Enrollment Management 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

<http://www.kingsborough.edu/sub-administration/sco/Documents/fraudulentDocs.pdf>

THE CITY UNIVERSITY OF NEW YORK POLICIES AND PROCEDURES CONCERNING SEXUAL ASSAULT, STALKING AND DOMESTIC AND INTIMATE PARTNER VIOLENCE AGAINST STUDENTS

I. POLICY STATEMENT

The City University of New York seeks to create and maintain a safe environment in which all members of the University community—students, faculty and staff—can learn and work free from the fear of sexual assault and other forms of violence. The University’s policies on Workplace Violence and Domestic Violence and the Workplace apply to all acts of violence that occur in the workplace or that may spill over into the workplace. The University’s Sexual Harassment Policy prohibits many forms of unwelcome conduct, including but not limited to, physical conduct of a sexual nature. This policy is specifically directed towards sexual assault, domestic and intimate partner violence and stalking committed against students on and off-campus.

CUNY wants all victims of sexual assault, stalking and domestic and intimate partner violence to know that the University has professionals and law enforcement officers who are trained in the field to assist student victims in obtaining help, including immediate medical care, counseling and other essential services. If the alleged perpetrator is also a member of the CUNY community, the college will take prompt action to investigate, and, where appropriate, to discipline and sanction the alleged perpetrator. CUNY urges all victims to seek immediate help in accordance with the guidelines set forth in this policy with the assurance that all information received from a complaint will be handled as confidentially as possible.

In order to eliminate sexual assaults and other forms of violence perpetrated against students, and to create a safe college community, it is critical to provide an appropriate prevention education program and have trained professionals to provide vital supportive services.

Accordingly, CUNY is committed to the following goals:

- Providing clear and concise guidelines for students to follow in the event that they or someone they know have been the victim of a sexual assault, domestic/intimate partner violence, or stalking.
- Assisting victims of sexual assault or abuse in obtaining necessary medical care and counseling, whether on or off-campus.
- Providing the most informed and up-to-date education and information to its students about how to identify situations that involve sexual assault, domestic and intimate partner violence, or stalking, and ways to prevent these forms of violence.
- Educating and training all staff members, including counselors, public safety officers and student affairs staff and faculty, to assist victims of sexual assault, domestic/intimate partner violence, or stalking.
- Ensuring that disciplinary procedures are followed in the event that the alleged perpetrator is a CUNY student or employee

II. PROCEDURES FOR REPORTING INCIDENTS OF SEXUAL ASSAULT AND OTHER FORMS OF VIOLENCE

Obtaining assistance after a student is sexually assaulted, stalked or is in an abusive relationship is extremely important and can involve different points of on-campus contact for students, faculty and staff. The Public Safety Department, Women's/Men's Centers and Counseling Departments, and/or the Office of the Vice President of Student Affairs each provide different forms of assistance, which together address many of the needs of survivors.

• CONTACT LAW ENFORCEMENT PERSONNEL IMMEDIATELY

CUNY urges any student who has been the victim of a sexual assault or other act of violence or abuse, or any student or employee who has witnessed a sexual assault or other act of violence against a student, to immediately report the incident to the college Public Safety Department if the attack occurred on-campus, or to call 911 or go to the local NYPD precinct if the incident took place off-campus. Each college is provided with a list of emergency contact numbers as part of its orientation and training programs.

• **SEEK IMMEDIATE MEDICAL ATTENTION**

It is critical that victims of a physical assault receive comprehensive medical attention as soon as possible. For a sexual assault in particular, immediate treatment and the preservation of evidence of the attack (i.e. retain the clothing worn during the attack and do not shower) is crucial to a criminal investigation. If a student believes that she/he may be the victim of date rape by being drugged, she/he should go directly to a hospital to receive a toxicology examination since such drugs only remain in a person's system for a short period of time. In all other circumstances, public safety and police personnel can assist the victim in obtaining medical care. Each college is provided with a list of local hospitals, some of which are designated as SAFE (Sexual Assault Forensic Examiner) hospitals that are specially equipped to handle sexual assaults and are trained to gather minute evidence from such assaults. Rape crisis advocates at emergency rooms are also trained to handle domestic violence. EMS will be directed to bring victims to a SAFE hospital at their request. Medical attention is critical not only to treat internal and external injuries and to combat the possibilities of sexually transmitted infections and/or pregnancy, but also to collect evidence that can be used against the alleged perpetrator. It is also vital to ongoing safety and recovery that victims receive emotional support and professional counseling as soon as possible after the attack.

• **SEEK ON-CAMPUS ASSISTANCE**

CUNY encourages student victims to contact the Vice President of Student Affairs to obtain assistance in accessing medical and counseling services, or to make any necessary changes to the student's academic program or residential housing situation. Public Safety can assist victims getting to and from campus safely, filing a police report and obtaining an order of protection against the alleged perpetrator. Victims can also file a complaint with the College against an alleged perpetrator who is a student or employee of the University with the Vice President of Student Affairs and the Public Safety Office and/or the Chief Diversity Officer. If you have an active order of protection you are encouraged to bring a copy to the Office of Public Safety, L-202.

• **OBTAINING AN ON-CAMPUS ADVOCATE**

Student victims of a sexual assault, stalking or domestic or intimate partner violence shall be provided with on-campus support in the form of an advocate from the Women's/Men's Center (if there is one on campus) or an appropriately trained counselor to assist them in handling the various aspects of their ordeal, such as: 1) explaining to victims their options of whether or not to report the incident to campus or law enforcement authorities; 2) providing guidance if they require medical attention; 3) providing guidance in obtaining crisis intervention and/or ongoing counseling services (or a referral to obtain the necessary services if such services are not available on campus); and 4) assisting victims throughout the College's disciplinary process if they choose to file a complaint against another student in connection with the incident.

• **HANDLING SEXUAL ASSAULT, STALKING AND DOMESTIC AND INTIMATE PARTNER VIOLENCE COMPLAINTS ON-CAMPUS**

The Colleges shall act promptly in response to information that a student

has been sexually assaulted, or has been the victim of domestic or intimate partner violence or stalking by another member of the CUNY community. Upon receipt of a complaint, the College shall undertake an appropriate investigation. If it appears that there is sufficient evidence to warrant disciplinary charges against a student or staff member, such charges shall be brought pursuant to the appropriate University procedures or collective bargaining agreement. If the alleged perpetrator is a student and the matter is brought before a hearing, the victim and alleged perpetrator are entitled to the same opportunities to have others present and to be informed of the outcome of the proceedings. The victim is entitled to a report of the results of the proceeding at her/his request. If a student is found guilty of committing a sexual assault or other act of violence against another CUNY student or employee after a disciplinary hearing, the penalties may include suspension, expulsion from residence halls, or permanent dismissal from CUNY.

In addition, if during the course of the investigation and/or disciplinary process the alleged perpetrator, or anyone on his/her behalf, seeks to contact the victim so as to harass, intimidate, threaten or coerce the victim in any way, the College reserves the right to bring additional disciplinary action against the actor. Such conduct by any member of the CUNY community will not be tolerated.

• **CONFIDENTIALITY**

The University recognizes that confidentiality is particularly important to victims of sex crimes, domestic and intimate partner violence and stalking. If the victim seeks counseling with a licensed professional and/or works with an advocate from the campus, those communications will be confidential. CUNY encourages victims in all circumstances to seek counseling in order to speak about her/his options and to begin the recovery period.

While complete confidentiality cannot be guaranteed, every effort will be made to maintain confidentiality on a “need to know” basis. Generally, the wishes of a victim not to report a sexual assault or incident of domestic/intimate partner violence or stalking to the police will prevail, though the College reserves the right to notify the police when it believes that such reporting is necessary for the protection of the College community.

Such notification, however, will generally be done without divulging the victim’s identity and for the purpose of providing a campus-wide safety alert. In addition, the College must adhere to legal mandates such as Title IX, medical reporting laws, and the Campus Security Act. For example, CUNY is required to make an annual report documenting the occurrences of violent crimes on campus, including sexual assault. However, this report does not include any information identifying the individuals (including the victims) linked to these crimes. For more information and resources regarding Title IX, please visit: <http://www1.cuny.edu/sites/title-ix/campus/kingsborough-community-college/>

CUNY BOARD OF TRUSTEES BYLAWS

ARTICLE XV STUDENTS

SECTION 15.0. PREAMBLE

Academic institutions exist for the transmission of knowledge, the pursuit

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

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

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

SECTION 15.1. CONDUCT STANDARDS DEFINED

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

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

SECTION 15.2. STUDENT ORGANIZATIONS

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

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

Each student leader and officer of student organizations recognized by or registered with the institution, as well as those seeking recognition by the institution, must complete training on domestic violence, dating violence, stalking, and sexual assault prevention and on CUNY's Policy on Sexual Misconduct prior to the organization receiving recognition or registration.

b. Extra-curricular activities at each college or school shall be regulated by the duly elected student government organization to insure the effective conduct of such college or school as an institution of higher learning and for the prevention of activities which are hereafter proscribed or which violate the standards of conduct of the character set forth in bylaw 15.1. Such powers shall include:

1. The power to charter or otherwise authorize teams (excluding intercollegiate athletics), publications, organizations, associations, clubs or chapters, and, when appropriate in the exercise of such regulatory power, the power to refuse, suspend or revoke any charter or other authorization for cause after hearing on notice.

2. The power to delegate responsibility for the effective implementation of its regulatory functions hereunder to any officer or committee which it may appoint.

c.

1. Any person or organization affiliated with the college may file a complaint with the chief student affairs officer if there is reason to believe that a student organization has violated any of the standards of conduct set forth in section 15.1 above. The chief student affairs officer shall promptly notify the affected organization, investigate any complaint and report the results of that investigation along with a recommendation for appropriate action to the complainant and the student government which shall take action as it deems appropriate, except that in the case of a complaint against the student government itself, the chief student affairs officer shall report the results of the investigation and the recommendation for appropriate action directly to the president.

2. The complainant or any student organization adversely affected pursuant to paragraph C (1) above may appeal to the president. The president may take such action as he or she deems appropriate and such action shall be final.

d. Each college shall establish a student elections review committee in cond. Each college shall establish a student elections review committee in consultation with the various student governments. The student elections review committee shall approve the election procedures and certify the results of elections for student governments, and student body referenda. Decisions of the student elections review committee may be appealed to the college president, whose decision shall be final. An appeal from the decision of the student elections review committee must be made in writing to the President within ten (10) calendar days of the decision. The President shall consult with the student elections review committee and render a decision as expeditiously as possible which may affirm, reverse, or modify the decision of the student elections review committee.

e. Student government elections shall be scheduled and conducted, and newly elected student governments shall take office, in accordance with policies of the board, and implementing regulations.

SECTION 15.3. THE UNIVERSITY STUDENT SENATE

There shall be a university student senate responsible, subject to the board of trustees, for the formulation of university-wide student policy relating to the academic status, role, rights and freedoms of the student. The authority and duties of the university student senate shall not extend to areas of interest which fall exclusively within the domain of the student governments of the constituent units of the university. Consistent with the authority of the board of trustees in accordance with the education law and the bylaws of the board of trustees, the university student senate shall make its own bylaws providing for the election of its own officers, the establishment of its own rules and procedures,

for its internal administration and for such other matters as is necessary for its existence. The university student senate shall have the full rights and responsibilities accorded student organizations as provided in these bylaws. The delegates and alternate delegates to the university student senate shall be elected by their respective constituencies or by their student governments from the elected members of the respective student governments.

SECTION 15.4. STUDENT DISCIPLINARY PROCEDURES

Complaint Procedures:

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

b. The chief student affairs officer of the college or her or his designee shall conduct a preliminary investigation in order to determine whether disciplinary charges should be preferred. The chief student affairs officer or her or his designee shall advise the respondent of the allegation against her or him, explain to the respondent and the complainant their rights, consult with other parties who may be involved or who have information regarding the incident, and review other relevant evidence. The preliminary investigation shall be concluded within thirty (30) calendar days of the filing of the complaint, unless: (i) said complaint involves two or more complainants or respondents; or (ii) said complaint involves a matter that is also under investigation by law enforcement authorities. In those cases, the preliminary investigation shall be completed within sixty (60) calendar days. Further, if the matter has been previously investigated pursuant to the CUNY Policy on Sexual Misconduct, the chief student affairs officer shall dispense with a preliminary investigation and rely on the report completed by the Title IX Coordinator. Following the completion of the preliminary investigation, the chief student affairs officer or designee shall take one of the following actions:

1. Dismiss the matter if there is no basis for the allegation(s) or the allegation(s) does not warrant disciplinary action. The individuals involved shall be notified that the complaint has been dismissed;

2. Refer the matter to mediation (except in cases involving allegations of sexual assault, stalking or other forms of sexual violence); or

3. Prefer formal disciplinary charges.

c. In cases involving the CUNY Policy on Sexual Misconduct, both the Complainant and Respondent may be accompanied by an advisor of their choice (including an attorney) who may assist and advise throughout the entire process, including all meetings and hearings. Advisors may represent a party and fully participate at a hearing, but may not give testimony as a witness.

d. In the event that a respondent withdraws from the college after a charge, accusation or allegation against a respondent has been made, and the college prefers formal disciplinary charges, the respondent is required to participate in the disciplinary hearing or otherwise to resolve the pending charges and shall be barred from attending any other unit of the university until a decision

on the charges is made or the charges are otherwise resolved. Immediately following the respondent's withdrawal, the college must place a notation on her/his transcript that she/he "withdrew with conduct charges pending." If the respondent fails to appear, the college may proceed with the disciplinary hearing in absentia, and any decision and sanction shall be binding, and the transcript notation, if any, resulting from that decision and penalty shall replace the notation referred to above.

Mediation Conference:

e. The college may offer the respondent and the complainant the opportunity to participate in a mediation conference prior to the time the disciplinary hearing takes place in an effort to resolve the matter by mutual agreement (except in cases involving sexual assault, stalking and other forms of sexual violence). The conference shall be conducted by a qualified staff or faculty member designated by the chief student affairs officer. The following procedures shall be in effect at this conference:

1. An effort shall be made to resolve the matter by mutual agreement through such process as the mediator deems most appropriate; provided, however, that the complainant must be notified of her/his right to end the mediation at any time

2. If an agreement is reached, the faculty or staff member conducting the conference shall report her/his recommendation to the chief student affairs officer for approval and, if approved, the complainant and the respondent shall be notified, and a written memorandum shall be created memorializing the resolution and any consequences for non-compliance.

3. If no agreement is reached within a reasonable time, or if the respondent fails to appear, the faculty or staff member conducting the conference shall refer the matter back to the chief student affairs officer who may prefer disciplinary charges, or, if charges have been preferred, proceed to a disciplinary hearing.

4. The faculty or staff member conducting the mediation conference is precluded from testifying at a college hearing regarding information received during the mediation conference, or presenting the case on behalf of the college.

Notice of Charges and Hearing:

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

request an extension, the college may proceed in absentia, and any decision and sanction shall be binding.

g. The notice shall contain the following:

1. A complete and itemized statement of the charge(s) being brought against the respondent including the rule, bylaw or regulation she/he is charged with violating, and the possible penalties for such violation.

2. A statement that the respondent and the complainant have the right to attend and participate fully in the hearing including the right:

(i) to present their side of the story;

(ii) to present witnesses and evidence on their behalf; (iii) to cross-examine witnesses presenting evidence; (iv) to remain silent without assumption of guilt; and

(v) to be assisted or represented by an advisor or legal counsel at their expense; if the respondent or the complainant requests it, the college shall assist in finding a legal counsel or advisor.

3. A warning that anything the respondent says may be used against her/him at a non-college hearing.

Pre-Hearing Document Inspection:

h. At least five (5) calendar days prior to the commencement of a student disciplinary hearing, the college shall provide the respondent and the complainant and/or their designated representative, with similar and timely access to review any documents or other tangible evidence that the college intends to use at the disciplinary hearing, consistent with the restrictions imposed by Family Education Rights and Privacy Act ("FERPA"). Should the college seek to introduce additional documents or other tangible evidence during, or some time prior to, the disciplinary hearing, the respondent and the complainant shall be afforded the opportunity to review the additional documents or tangible evidence. If during the hearing the complainant or the respondent submits documentary evidence, the chairperson may, at the request of any other party grant an adjournment of the hearing as may be necessary in the interest of fairness to permit the requesting party time to review the newly produced evidence.

Admission and Acceptance of Penalty Without Hearing:

i. At any time after receiving the notice of charges and hearing but prior to the commencement of a disciplinary hearing, the respondent may admit to the charges and accept the penalty that the chief student affairs officer or designee determines to be appropriate to address the misconduct. This agreed upon penalty shall be placed on the respondent's transcript consistent with sections u and v herein. Before resolving a complaint in this manner, the chief student affairs officer must first consult with the complainant and provide the complainant an opportunity to object to the proposed resolution, orally and/or in writing. If a resolution is reached over the complainant's objection, the chief student affairs officer or designee shall provide the complainant with a written statement of the reasons supporting such resolution, and the complainant may appeal the decision to enter into the resolution to the president.

Emergency Suspension:

j. The president or her/his designee may in emergency or extraordinary circumstances, temporarily suspend a student pending an early hearing

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

Faculty-Student Disciplinary Committee Structure:

k. Each faculty-student disciplinary committee shall consist of two (2) faculty members or one (1) faculty member and one (1) member of the Higher Education Officer series (HEO), and two (2) student members and a chairperson, who shall be a faculty member. A quorum shall consist of the chairperson and any two (2) members, one of whom must be a student. Hearings shall be scheduled promptly (including during the summers) at a convenient time and efforts shall be made to insure full student and faculty representation.

l. The president shall select in consultation with the head of the appropriate campus governance body or where the president is the head of the governance body, its executive committee, three (3) members of the faculty of that college to receive training upon appointment and to serve in rotation as chairperson of the disciplinary committee. The following schools shall be required to select two (2) chairpersons: CUNY School of Law, Guttman Community College, CUNY School of Professional Studies, and the CUNY School of Journalism. If none of the chairpersons appointed from the campus can serve, the president, at her/his discretion, may request that a chairperson be selected by lottery from the entire group of chairpersons appointed by other colleges. The chairperson shall preside at all meetings of the faculty-student disciplinary committee and decide and make all rulings for the committee. She/he shall not be a voting member of the committee but shall vote in the event of a tie.

m. The faculty members shall be selected by lot from a panel of six (6) elected biennially by the appropriate faculty body from among the persons having faculty rank or faculty status. CUNY School of Law, Guttman Community College, CUNY School of Professional Studies, and the CUNY School of Journalism shall be required to select four (4) faculty members. The HEO members shall be selected by lot from a panel of six (6) HEO appointed biennially by the president. CUNY School of Law, Guttman Community College, CUNY School of Professional Studies, and the CUNY School of Journalism shall be required to select four (4) HEO's. The student members

shall be selected by lot from a panel of six (6) elected annually in an election in which all students registered at the college shall be eligible to vote. CUNY School of Law, Guttman Community College, CUNY School of Professional Studies, and the CUNY School of Journalism shall be required to select four (4) students. In the event that the student or faculty panel or both are not elected, or if more panel members are needed, the president shall have the duty to select the panel or panels which have not been elected. No individuals on the panel shall serve on the panel for more than four (4) consecutive years. Notwithstanding the above, in cases of sexual assault, stalking and other forms of sexual violence, the president shall designate from the panels one (1) chairperson, two (2) faculty/HEO members, and two (2) students, who shall be specially trained on an annual basis, and who shall constitute the faculty-student disciplinary committee in all such cases.

n. In the event that the chairperson cannot continue, the president shall appoint another chairperson. In the event that a seat becomes vacant and it is necessary to fill the seat to continue the hearing, the seat shall be filled from the respective faculty, HEO, or student panel by lottery.

o. Each academic year, the chief student affairs officer, and her or his designee, shall appoint/identify one or more college employees to serve as presenters for the hearings. This list shall be forwarded to the Office of the Vice Chancellor for Student Affairs, and the Office of the General Counsel and Sr. Vice Chancellor for Legal Affairs prior to the first day of the academic year.

p. Persons who are to be participants in the hearings as witnesses or have been involved in preferring the charges or who may participate in the appeals procedures or any other person having a direct interest in the outcome of the hearing shall be disqualified from serving on the committee.

Faculty-Student Disciplinary Committee Procedures:

q. The following procedures shall apply to faculty-student disciplinary proceedings: Hearing:

1. The chairperson shall preside at the hearing. The chairperson shall inform the respondent of the charges, the hearing procedures and her or his rights.

2. All faculty student disciplinary committee hearings are closed hearings unless the respondent requests an open public hearing. Notwithstanding such requests, the chairperson shall not permit an open hearing in cases involving allegations of sexual assault, stalking, or other forms of sexual violence. Furthermore, the chairperson has the right to deny the request and hold a closed hearing when an open public hearing would adversely affect and be disruptive to the committee's normal operations. In the event of an open hearing, the respondent must sign a written waiver acknowledging that those present will hear the evidence introduced at the hearing.

3. After informing the respondent of the charges, the hearing procedures, and her or his rights, the chairperson shall ask the respondent to respond. If the respondent admits the conduct charged, the respondent shall be given an opportunity to explain her/his actions before the committee and the college shall be given an opportunity to respond and present evidence regarding the appropriate penalty. If the respondent denies the conduct charged, the college shall present its case. At the conclusion of the college's case, the respondent may move to dismiss the charges. If the motion is denied by the committee, the

respondent shall be given an opportunity to present her or his defense.

4. Prior to accepting testimony at the hearing, the chairperson shall rule on any motions questioning the impartiality of any committee member or the adequacy of the notice of the charge(s). Subsequent thereto, the chairperson may rule on the admissibility of the evidence and may exclude irrelevant, unreliable or unduly repetitive evidence. In addition, if any party wishes to question the impartiality of a committee member on the basis of evidence which was not previously available at the inception of the hearing, the chairperson may rule on such a motion. The chairperson shall exclude from the hearing room all persons who are to appear as witnesses, except the respondent and the complainant.

5. The college shall make a record of each fact-finding hearing by some means such as a stenographic transcript, an audio recording or the equivalent. The college must assign a staff member for each hearing, with the sole responsibility of ensuring that the hearing is recorded in its entirety. No other recording of the proceedings may be permitted. A respondent who has been found to have committed the conduct charged after a hearing is entitled upon request to a copy of such a record without cost upon the condition that it is not to be disseminated except to the respondent's representative or attorney. In the event of an appeal, both the respondent and the complainant are entitled upon request to a copy of such a record without cost, upon the condition that it is not to be disseminated except to their representatives or attorneys.

6. The college bears the burden of proving the charge(s) by a preponderance of the evidence.

7. The role of the faculty-student disciplinary committee is to listen to the testimony, ask questions of the witnesses, review the testimony and evidence presented at the hearing and the papers filed by the parties and render a determination. In the event the respondent is found to have committed the conduct charged, the committee shall then determine the penalty to be imposed.

8. The college, the respondent and the complainant are permitted to have lawyers or other representatives or advisors act on their behalf during the pendency of a disciplinary action, which shall include the calling and examining of witnesses, and presenting other evidence. Any party intending to appear with an attorney shall give the other party 5 (five) calendar days' notice of such representation.

9. The chairperson of the faculty-student disciplinary committee retains discretion to limit the number of witnesses and the time of testimony for the presentations by any party and/or their representative.

10. In the event that the respondent is charged with a sexual assault, stalking or other forms of sexual misconduct, neither the respondent nor the complainant shall be permitted to cross-examine the other directly. Rather, if they wish to, the respondent and the complainant may cross-examine each other only through a representative. If either or both of them do not have a representative, the college shall work with them to find a representative to conduct such cross-examination. In the alternative, the complainant and respondent may provide written questions to the chairperson to be posed to the witness.

11. In a case involving the CUNY Policy on Sexual Misconduct:

a) Evidence of the mental health diagnosis and/or treatment of a party

may not be introduced.

b) Evidence of either party's prior sexual history may not be introduced except that (i) evidence of prior sexual history between complainant and respondent is admissible at any stage of the hearing, and (ii) past findings of domestic violence, dating violence, stalking, or sexual assault may be admissible in the stage of that hearing related to penalty.

Penalty phase:

12. If the respondent has been found responsible, then all parties may introduce evidence related to the respondent's character including any past findings of a respondents' responsibility for domestic violence, stalking, or sexual assault or any other sexual violence. The College may introduce a copy of the respondent's previous disciplinary record; including records from any CUNY institution the respondent has attended, where applicable, provided the respondent was shown a copy of the record prior to the commencement of the hearing. The previous disciplinary record shall be submitted to the committee in a sealed envelope, bearing the respondent's signature across the seal, and shall only be opened if the respondent has been found to have committed the conduct charged. The previous disciplinary records, as well as documents and character evidence introduced by the respondent, the complainant, and the college shall be opened and used by the committee for dispositional purposes, i.e., to determine an appropriate penalty if the charges are sustained. The complainant and respondent may also provide or make an impact statement. Such evidence and impact statements shall be used by the committee only for the purpose of determining an appropriate penalty if the charges are sustained.

Decision:

13. The committee shall deliberate in closed session. The committee shall issue a written decision, which shall be based solely on the testimony and evidence presented at the hearing and the papers filed by the parties.

14. The respondent shall be sent a copy of the faculty-student disciplinary committee's decision within seven (7) calendar days of the conclusion of the hearing, by regular mail and e-mail to the address appearing on the records of the college. In cases involving two or more complainants or respondents, the respondent shall be sent a copy of faculty- student disciplinary committee's decision within fourteen (14) calendar days of the conclusion of the hearing. The chief student affairs officer is also encouraged to send the decision to any other e-mail address that he or she may have for the respondent. The decision shall be final subject to any appeal. In cases involving a crime of violence or a non-forcible sex offense, as set forth in FERPA, the complainant shall simultaneously receive notice of the outcome of the faculty-student disciplinary committee's decision as it relates to the offense(s) committed against the complainant, in the same manner as notice is given to the respondent.

15. When a disciplinary hearing results in a penalty of dismissal or suspension for one term or more, the decision is a university-wide penalty and the respondent shall be barred from admission to, or attendance at, any other unit of the university while the penalty is being served.

Appeals

16. A respondent or a complainant may appeal a decision of the faculty-student disciplinary committee to the president on the following grounds: (i) procedural error, (ii) newly discovered evidence that was not reasonably available at the time of the hearing, or (iii) the disproportionate nature of

the penalty. The president may remand for a new hearing or may modify the penalty either by decreasing it (on an appeal by the respondent) or increasing it (on an appeal by the complainant). If the president is a party to the dispute, her/his functions with respect to an appeal shall be discharged by an official of the university to be appointed by the chancellor or her or his designee. If the penalty after appeal to the president is one of dismissal or suspension for one term or more, a respondent or a complainant may appeal to the board committee on student affairs and special programs. The board may dispose of the appeal in the same manner as the president.

17. An appeal under this section shall be made in writing within fifteen (15) calendar days after the delivery of the decision appealed from. This requirement may be waived in a particular case for good cause by the president or the board committee as the case may be. Within three (3) calendar days of the receipt of any appeal, either to the president or the board committee on student affairs and special programs, the non-appealing party shall be sent a written notice of the other party's appeal. In addition, the respondent and/or the complainant shall have the opportunity to submit a written opposition to the other party's appeal within fifteen (15) calendar days of the delivery of the notice of receipt of such appeal.

18. The president shall decide and issue a decision within fifteen (15) calendar days of receiving the appeal or within fifteen (15) calendar days of receiving papers in opposition to the appeal, whichever is longer. The board committee shall decide and issue a decision within five (5) calendar days of the meeting at which it hears the appeal.

Notations on Transcripts:

19. In cases in which a respondent has been found responsible for a Clery Act reportable crime of violence, the college must place a notation on her/his transcript stating that she/he was suspended or expelled after a finding of responsibility for a code of conduct violation. In all other cases, the college must place a notation of the findings and penalty on a respondent's transcript unless a mediation agreement, the committee's decision, or the decision on any appeal under section 15.4(p), expressly indicate otherwise.

20. A notation of expulsion after a respondent has been found responsible for a Clery Act reportable crime of violence shall not be removed. In all other cases, a notation of expulsion, suspension or any lesser disciplinary penalty shall be removed, as a matter of right, upon the request of the respondent to the Chief Student Affairs Officer made, four years after the conclusion of the disciplinary proceeding or one year after the conclusion of any suspension, whichever is longer. If a finding of responsibility for any violation is vacated for any reason, any such notation shall be removed.

SECTION 15.5. ACTION BY THE BOARD OF TRUSTEES

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

SECTION 15.6. COLLEGE GOVERNANCE PLANS

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

Communications & Government Relations

The Office of Communications & Government Relations is the official voice of Kingsborough Community College, and is responsible for communicating with the College's constituencies effectively and regularly through such vehicles as print, broadcast, video, electronic, social media, and the web. Audiences include, but are not limited to: prospective and current students, parents, faculty, staff, alumni, donors, the business and local communities, elected and government officials, the general public, K-12 and high school guidance counselors and admissions officers, as well as the higher education community. Working with various departments on campus, the Office has responsibility for developing integrated communications plans for the College, generating and maintaining positive coverage for programs, projects, faculty, staff, and students; producing print and electronic collateral; managing the College's web and social media presence; and providing communications counsel as needed.

Government Relations & Civic Engagement works to strengthen the College's relationships at all levels of government and with the community, and is the College's official liaison to elected and appointed government officials. In collaboration with the City University of New York, the Office coordinates advocacy efforts for the University's legislative agenda, promotes civic engagement among the college community, and organizes events that directly engage government officials in the life of the College.

CAMPUS SECURITY FEATURES

A sophisticated computer-based security system and closed circuit television surveillance cameras are located in corridors, hallways, and exteriors of buildings. Most parking lots are monitored by closed circuit television, and the Manhattan Beach parking lot is enclosed by a chainlink fence. Emergency pull boxes are located in restrooms, corridors, stairwells, hallways and outdoors. These devices can be activated in the event of an emergency by pulling a lever. Any intentional false alarm will be severely dealt with since it endangers the safety of the community.

Other security features include:

- The security emergency telephone, which is staffed 24 hours, can be accessed by dialing "7777" from any college telephone or 718-368-4995 from any non-college phone;
- Emergency elevator pushbutton alarms are accessible in all elevators. These devices also contain voice communication with Security;
- Security controlled electronic doors are locked and secured each evening;
- Manned security booths provide surveillance, control access, and offer assistance. The Main Gate security booth is manned 24 hours a day, 365 days a year;
- Two-way radio equipped Security officers maintain building patrols

24 hours a day;

- Exterior lighting exists in motor vehicle parking lots. Pedestrian walk-ways and building exteriors are well-lighted (with new high intensity lighting). Formal surveys of exterior lighting are conducted by the Office of Public Safety and coordinated with the Department of Buildings and Grounds.

ACCESS TO FACILITIES

Students are allowed access to the college facilities during class hours only. Every student must carry his/her valid college I.D. card and present it to the officers of the college upon request. Guests have access for special events which are monitored by Security Access Control. Students, staff, and faculty may report security problems to the Public Safety Office or to Security personnel on patrol or at stationary posts.

Information on safety and security on campus is available at the Office of Public Safety, Room L-202 (2nd floor of library); or at (718) 368-5069.

PUBLIC SAFETY SERVICES

The Office of Public Safety is located on the second floor of the library (L-202). The Security Unit consists of a director, and two deputy directors. There are three supervised shifts daily, seven days a week.

Kingsborough maintains an excellent working relationship with the 61st precinct of the New York City Police Department. The NYC Police Department Brooklyn Sector Harbor Patrol utilizes and works out of the college's marina, providing an additional police presence.

The Office of Public Safety is also responsible for the campus parking program which includes the registration of all faculty, staff, and student vehicles, and the enforcement of parking and traffic regulations.

The Lost and Found is handled by the Office of Public Safety. Recovery of lost and found articles will be permitted after proper identification of article and claimant.

Students, faculty, and staff must be in possession of a valid identification card while on campus. When you first register as a student or commence employment at Kingsborough, the Office of Public Safety will issue a photo identification card to you. Faculty and staff identification cards can be obtained in the Office of Public Safety after proper documentation is presented to verify employment at KCC.

CAMPUS SECURITY AWARENESS/CRIME PREVENTION PROGRAMS

An annual, updated report of crime-related information is compiled, published, and widely distributed. Reports are available to any member of the campus community upon request. The annual security report is also available online at: https://www.kbcc.cuny.edu/campus_security/clery.html. If circumstances warrant, special printed crime alerts are prepared, and distributed selectively or throughout the campus.

Crime prevention pamphlets, brochures, videos and instructions for the protection of vehicles and bicycles are available in the Office of Public Safety, L-202. Information about sexual harassment, rape awareness education and domestic violence prevention is available. Crime prevention presentations are made each year to members of the college community.

Incoming first-year students receive copies of the New York State Penal

Law on Sexual Assault, and corresponding penalties and referring agencies for victims are also provided. Every semester, the Student Development Freshman Orientation classes (SD10) discuss the topic of sexual assault in relation to education and counseling availability.

THE CITY UNIVERSITY OF NEW YORK STUDENT COMPLAINT PROCEDURE:

RESOLVED, That the procedures for handling student complaints about faculty conduct in formal academic settings be adopted, effective February 1, 2007.

EXPLANATION: Although the University and its Colleges have a variety of procedures for dealing with student-related issues, those procedures generally have not covered student complaints about faculty conduct in the classroom or other formal academic settings. The University respects the academic freedom of the faculty and will not interfere with it as it relates to the content or style of teaching activities. At the same time, however, the University recognizes its responsibility to establish procedures for addressing student complaints about faculty conduct that is not protected by academic freedom and not addressed in other procedures. The proposed procedures will accomplish this goal.

PROCEDURES FOR HANDLING STUDENT COMPLAINTS ABOUT FACULTY CONDUCT IN ACADEMIC SETTINGS

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

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

III. Informal Resolution - Students are encouraged to attempt to resolve complaints informally with the faculty member or to seek the assistance of the department chairperson or campus ombudsman to facilitate informal resolution.

IV. Formal Complaint - If the student does not pursue informal resolution, or if informal resolution is unsuccessful, the student may file a 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.”)

A. The complaint shall be filed within 30 calendar days of the alleged conduct unless there is good cause shown for delay, including but not limited to delay caused by an attempt at informal resolution. The complaint shall be as specific as possible in describing the conduct complained of.

B. The Fact Finder shall promptly send a copy to the faculty member about whom the complaint is made, along with a letter stating that the filing of the complaint does not imply that any wrongdoing has occurred and that a faculty member must not retaliate in any way against a student for having made a complaint. If either the student or the faculty member has reason to believe that the department chairperson may be biased or otherwise unable to deal with the complaint in a fair and objective manner, he or she may submit to the academic dean or the senior faculty member designated by the college president, a written request stating the reasons for that belief; if the request appears to have merit, that person may, in his or her sole discretion, replace the department chairperson as the Fact Finder.

C. The Fact Finder shall meet with the complaining student and faculty member, either separately or together, to discuss the complaint and to try to resolve it. The Fact Finder may seek the assistance of the campus ombudsman or other appropriate person to facilitate informal resolution.

D. If resolution is not possible, and the Fact Finder concludes that the facts alleged by the student, taken as true and viewed in the light most favorable to the student, establish that the conduct complained of is clearly protected by academic freedom, he or she shall issue a written report dismissing the complaint and setting forth the reasons for dismissal and send a copy to the complaining student, the faculty member, the chief academic officer and the chief student affairs officer. Otherwise, the Fact Finder shall conduct an investigation. The Fact Finder shall separately interview the complaining student, the faculty member and other persons with relevant knowledge and information and shall also consult with the chief student affairs officer and, if appropriate, the college ombudsman. The Fact Finder shall not reveal the identity of the complaining student and the faculty member to others except to the extent necessary to conduct the investigation. If the Fact Finder believes it would be helpful, he or she may meet again with the student and faculty member after completing the investigation in an effort to resolve the matter. The complaining student and the faculty member shall have the right to have a representative (including a union representative, student government representative or attorney) present during the initial meeting, the interview and any post-investigation meeting.

E. At the end of the investigation, the Fact Finder shall issue a written report setting forth his or her findings and recommendations,

with particular focus on whether the conduct in question is protected by academic freedom, and send a copy to the complaining student, the faculty member, the chief academic officer and the chief student affairs officer. In ordinary cases, it is expected that the investigation and written report should be completed within 30 calendar days of the date the complaint was filed.

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

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

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

IX. Board Review - During the spring 2009 semester, the Chancellery shall conduct a review of the experience of the colleges with these procedures, including consultation with administrators, faculty and students, and shall report the results of that review to the Board of Trustees, along with any recommended changes.

COLLEGE GOVERNANCE

Is there a college-wide governing body?

Yes, the College Council is the representative body of the college, with college-wide duties and responsibilities. The Council is made up of representatives from the faculty, instructional staff, student body, alumni, and support staff. Although the conferral of degrees is the exclusive right of faculty, the College Council is responsible for the formulation of most

policies relating to students, including: admission and retention; health and scholarship standards; attendance; entrance requirements; leaves-of-absence; curriculum and awarding of college credit.

The Council may also make recommendations on policy with respect to budget, facilities and personnel matters within the framework of the bylaws of the CUNY Board of Trustees.

Who is on the college council?

The College Council is comprised of the President of the College, the Provost, the Registrar, the Chief Administrative Officer of the College, the Chairperson of each instructional department, one faculty representative from each instructional department, full-time faculty delegates-at-large equal to the number of departments, two part-time faculty delegates, one retiree faculty delegate, one alumni delegate, and two delegates elected by the full-time regularly appointed non-probationary supporting staff, and twenty student delegates. All College Council delegates have an equal vote and voice in governance.

SPACE AND EQUIPMENT RESERVATIONS

Can I reserve space for meetings or events?

Yes, subject to availability, on-campus facilities may be reserved for a meeting or event (including classrooms, lecture halls, outside patios, meeting rooms, theatre, etc.). Only registered student clubs or organizations may reserve space on campus through the Office of Student Life (C-123).

How do I reserve space?

All registered student clubs, groups, or organizations may reserve space through the Lounge Supervisor in the College Center Student Lounge and through the Office of Student Life (C-123). The Student Life Specialist will review the planned event with you, assist in arrangements, budgeting (for college and programming expenses), and provide advice on conducting a successful event. Any other persons or groups wishing to reserve space may do so through the Office of the Vice President for Finance and Administration (A-209).

- Student Groups: meet a Student Life representative to fill out a 'Meeting Arrangements Form.'
- Groups or individuals not registered with Student Life: go to A-209.

After a confirmation is received, obtain all appropriate signatures, including that of your faculty advisor and return a completed "Meeting Arrangements Form" to the office of origination at least eight working days before the event. The college requires ample time to notify the necessary support departments.

What other activities require the "meeting arrangements" form?

The "Meeting Arrangements" form is also required if:

- food is ordered from the campus food vendor
- the event occurs between 5 pm on Friday and 7 am on Monday, or on a holiday
- furniture set-up and breakdown are necessary
- the event involves extra labor costs
- the event is planned by a student club or group

Can my club reserve rooms on a weekly basis?

There are only a limited number of large non-academic spaces (auditoriums and cafeterias) and lecture halls. These areas can be reserved for specific events, but they cannot be offered for extended periods of time. No one space can be reserved for continuous use in successive club hours, or on successive weekends. Classrooms have been set aside for club use during club hours on a weekly basis. Reservations for classrooms are made in the Office of Student Life (C-123).

Are there other regulations?

Reservations for the use of non-academic areas may be made up to six months in advance. Because the schedule of academic spaces cannot be accurately predicted in advance, reservations for the use of classrooms may be made only during the current semester or module.

Courses are opened, closed, and shifted during the first two weeks of any semester; therefore, no reservations can be accepted for scheduling any event in a classroom or lecture hall during this period. If necessary, such requests must be directed to the Office of Academic Scheduling (A- 113) where the latest status of space distribution is known.

In order for the reservation process to function smoothly, all regulations will be enforced. Failure to follow them delays preparation and may result in loss of any space or equipment for the planned event.

Is technological equipment available for special events?

A club or campus organization requiring special equipment (laptops, overhead projectors, audio amplifiers, etc.) for events located in the College Center should contact the Office of Student Life (C-123).

REGULATIONS FOR USE OF COLLEGE SPACE FOR PARTIES AND DANCES

Are there special regulations and procedures for parties?

Yes, responding to the needs of the campus community and to ensure the success, enjoyment, and safety of all concerned, a special task force was organized by the Campus Activities Board to establish procedures for dances, parties and social events. The task force consists of students, faculty and representatives from the Administration and Security offices.

What are the regulations?

Prior to having a social event on campus a student organization must:

- 1) meet with a Student Life representative and receive approval from the Office of Student Life;
- 2) secure a space reservation at least three (3) weeks in advance;
- 3) if the event is a fund-raiser, file the appropriate application with the Fund-Raiser Committee at least four (4) weeks prior to the event (Fund-raiser forms may be obtained from the Office of Student Life, room C-123);
- 4) be sure that the event will not last longer than four (4) hours: Parties

on Mondays through Thursdays must end by 10pm, and parties held on Fridays must end by 7pm.

Can anyone come to these events?

A valid KCC I.D. card is required to enter all events. Each KCC student can bring one (1) guest. The Office of Student Life reserves the right to determine a guest policy for each event and program.

Can food be served at an event?

Yes, food may be served in assigned meeting rooms, but not in hallways or classrooms. To plan refreshments with the college food service, the first step is to determine your budget (how much money you have set aside for this expense). Next, contact Panda House (718-368-5959) to obtain pricing for your menu. After pricing has been established, please complete a Food Order Form, which can be obtained in the Office of Student Life. Be sure to include all pertinent information on the food order form including your menu, the cost and the source of funds for your expenditure. The form must be signed by the president or treasurer of your student club, your Faculty Advisor, and then by the Director of Student Life. Once those signatures have been obtained, please deliver the food order form to the KCC Association Office (room U-228) for processing. The KCC Association Office will check your account to make sure money is available before approving it. The food order form will then be forwarded to the Office of Events Management and finally to Panda House. This is a rather lengthy process requiring that you order food and beverages at least 15 days prior to your event.

You may elect to purchase food from an outside food vendor, in which case you remain responsible for all arrangements including the establishment of costs, details of service and payment. In addition, a Food Protection Certificate and a copy of the Caterer's Permit from the NYC Department of Health must be filed with the Vice President for Finance and Administration (A-209) at least 8 business days before your event.

Please note, when using an off-campus caterer, a Certificate of Liability Insurance may also be required. Please check with the Office of Student Life before finalizing your arrangements.

In addition, a Meeting Arrangements Form must be prepared and approved prior to the purchase of any food or beverage. The Office of Student Life's College Center Liaison will gladly provide guidance to any student group whether you elect to purchase refreshments from the college food service or from an outside vendor.

NOTE: Alcoholic beverages, home-cooked food and/or baked goods are never allowed at student events. The College Food service is not permitted to store food or beverage items of any kind.

Must a faculty advisor attend?

Yes, a faculty advisor or designee will be required to be present for the entire event.

What other special measures are taken to ensure a successful event?

Public Safety officers will ask students and their guests to voluntarily open any bags that they bring to the party to ensure that no alcohol or other contraband materials are brought to the party. All individuals who enter may be required to pass through a metal detector.

How can I keep the KCC campus attractive?

Follow all rules and regulations concerning maintenance of indoor and outdoor facilities. Don't litter. Don't abuse the outdoor landscape. Don't bring food into classrooms. Smoking is not allowed in any college building or facility.

This attractive campus is an aid to education and helps make your attendance at the college a pleasurable experience. You can help keep it that way!

PUBLICIZING AN EVENT

A. Scepter

The student newspaper can publish announcements related to student activities. Contact Scepter well in advance of the event to determine deadlines for entering material. Scepter is located in room M- 230. Phone: 718-368-5603.

B. WKR B

The student radio station is on the air from 9:00 A.M. to midnight each school day and will announce any Kingsborough organization event. Copy must be submitted along with the name of the sponsoring organization. WKRB is located in room U-228, 718-368-5604 or visit www.wkrb.org.

C. Graphics

Neatly printed signs are available to student groups with an advance notice of about two weeks. Appointments for computer graphic services may be made in the Office of Student Life, room C-123, 718-368-5597.

D. Posters

Bulletins announcing the date, time, location and details of an event may not be placed on walls, doors or any other areas other than bulletin boards. Posters should be attractively arranged to draw maximum attention, and the name of the sponsoring organization must be included. All posters must be brought to the Office of Student Life, room C-123, to be stamped with a "Remove by" date. The Office of Student Life reserves the right to remove all unstamped posted material. (See "Posting Regulations" on page 115.)

E. Photocopies

Photocopies can be made in the Office of Student Life. Twenty (20) copies are allowed per original.

F. Official KCC News Release

If your event is of great significance, discuss the event with the Office of Student Life who will work with the college's Office of Public Relations on the possibility of issuing an official news release about the event. Please keep in mind this only pertains to events of major public interest.

POSTING REGULATIONS

It is important for students, faculty, and staff to have adequate opportunities to publicize their programs and events. It is also important to maintain an attractive campus free of unnecessary litter. The purpose of these guidelines is to ensure an atmosphere conducive to learning, as well as the reasonable conduct of public business and unobstructed access to the College for its students, faculty, staff, occupants and the community. These guidelines are

designed to achieve these objectives, while avoiding limitations to freedom of speech.

Student organizations may post information and notices concerning their organizations and activities in areas provided by the College,

including designated kiosks, bulletin boards, and walls. Guidelines for posting by student groups include the following:

POSTING GUIDELINES

1. All posters, flyers, and table tents must be approved for posting by the Office of Student Life. Organizations can bring flyers and table tents to C-123 during normal business hours to be stamped. The Office of Student Life reserves the right to remove any posters that are not stamped.
2. Flyers must include the name of the club/organization.
3. Date, time and location must be confirmed prior to approval of posting materials.
4. Information printed in any language other than English must also include an English translation.
5. Flyer size cannot exceed 11" x 17".
6. Advertisements of solicitation of alcohol will not be approved.
7. Credit card advertisements will not be approved.
8. Flyers must only be posted to bulletin boards with staples and on walls with 'dots' provided by C-123. Flyers are not to be attached in any way to glass surfaces, doors, floors, traffic signs, light poles, sidewalks, or trees.
9. Only one notice per event may be posted per kiosk, wall, and pole or board surface.
10. Posted materials should not cover or obstruct other notices.
11. Table tents must be in text format only. No picture graphics will be approved for table tents.
12. Be mindful and respectful of other groups/organizations when determining the number of copies you will post.

EXPRESSIVE ACTIVITY

The College supports the right of individual students, faculty, staff and student organizations to engage in expressive activities, including the carrying or displaying of signs or placards, leafleting, marches, rallies, demonstrations, protests, speeches, and circulation of petitions. The College will take whatever steps it deems necessary to protect the right of any member of the College community to publicly proclaim any view, however unpopular, and protect the freedom of speech and assembly of any individual or group.

However, all expressive activities must comply with the College's rules regarding the time, place and manner for such expressive activities, to ensure that the College's educational activities are not disrupted when members of the College community wish to exercise their First Amendment rights.

PROCEDURES:

1. Leafletting: Individuals who wish to distribute materials to students on campus can do so in the following areas: (1) Breezeway outside of the Library, Breezeway outside of the bookstore and Breezeway in between the cafeteria and the West Academic Clusters. Please note that this area does not include the inside of the cafeteria, or in front of its entrance, due to high traffic and congestion. (2) Outdoors on sidewalks and grassy areas that are open to students, so long as it does not obstruct entry doors to effect/create unsafe traffic conditions (for example, in the parking lot).

2. Banners: A banner is considered any advertisement larger than 16"x24". Banners may be placed around campus with prior approval from the Office of Student Life as well as the Office of Buildings and Grounds (with the limited space around campus it is important to have the banners meet size requirements, thus they must be approved first). Banners should be utilized to publicize student clubs and organizations' campus events (i.e. meetings, parties, workshops, celebratory weeks, etc.).

3. Tabling: Requests should be submitted to the Office of Student Life, Room C-123, during the posted office hours. Such requests will be granted on a first come, first serve basis based on the availability of space. Tabling permissions, once granted, must be presented to College personnel if requested.

4. Postings on Bulletin Boards: The College has provided bulletin boards for student use. University personnel will remove notices from all approved student posting areas every Monday. These areas will also be checked regularly to remove outdated notices.

5. Group Expressive Activities, such as Rallies, Demonstrations and Protests: Any request to schedule an expressive activity should be made in writing at least 24 hours before the requested date to the Office of Student Life (C-123). The office will review and approve applications on a first come, first serve basis. Each request must contain the following information:

- A. Name, e-mail address, contact number of the individual/ group making the request.
- B. Date and hours requested for the activity and the duration.
- C. Area requested for use.
- D. Number of expected attendants.

Group expressive activity on the College grounds may occur only between the hours of 8:00 a.m. and 8:00 p.m. and shall at no time block any entrance or exit of the buildings, or impede free access to the buildings or parking lots by its students, faculty, staff, occupants or the public.

Expressive activity shall not impede or interfere with College business, the educational process, or public access to and use of the College grounds. The College reserves the right to stop any expressive activity when it interferes with or disrupts the normal activities of the College, interferes with the educational process, or violates any of the conditions covering expressive activity under this policy.

The carrying or displaying of signs or placards must be done without the use of sticks or posts. All signs and placards must be made of paper, cloth or poster board.

DIRECTORY

ADMINISTRATION

	ROOM	EXT.
President	A-226	5109
VP for Academic Affairs and Provost	A-218	5661
VP for Finance & Administration	A-209	5028
Assistant VP for Academic Affairs & Associate Provost	M-386	5029
Vice President of Student Affairs	A-216	5563
Dean of Student Affairs	A-216	5563
Associate Dean for College Advancement	M-243	4539
Executive Director for Budget and Financial Planning	A-228	5125
Dean for Continuing Education	A-214	5051
VP for Academic Administration and Program Development	A-217	5650
Director of Student Life	C-123	5597
VP for Enrollment Management	A-217	5650

DEPARTMENTS

	ROOM	EXT.
Art	S-155	5718
Behavioral Sciences & Human Services	D-309	5630
Biological Sciences	S-244	5502
Business	M-355	5555
Communications & Performing Arts	E-309	5591
English	C-309	5849
Foreign Languages	E-309	5403
Health, Physical Education & Recreation	G-201	5696
History, Philosophy & Political Sciences	D-309	5417
Library / Media Center	L-805	5144
Math & Computer Science	F-309	5931
Nursing	M-401	5522
Physical Sciences	S-243	5746
Student Affairs	A-216	5563
Tourism and Hospitality	V-226	5143

OFFICES

	ROOM	EXT.
Access-Ability Services	D-205	5175
Admissions Information Center	V-103	4600
Admissions Service	V-102	5676
Advisement:		
Career Development & Experiential Learning	C-102	5115
College Discovery	L-516	5520
CUNY Edge	T-4216	4660
ESL Advisement	E-102	5932
Evening Advisement (after 5 p.m.)	M-101	4911
Early Childhood Program	V-116	5964
Affirmative Action	E-116	6896
Alumni Affairs	M-241	6540
Bookstore	U-101	5500

Box Office	P-100	5596
Bursar	A-205	5416
Business Manager	A-207	5902
Cafeteria	U-100	5959
Campus Facilities	P-203	5099
Center for Academic Writing Success (CAWS)	L-219	5405
Child Development Center	V-105	5157
College Discovery	L-516	5520
College Now	F-102	5170
Continuing Education	A-214	5052
Computer Lab (Instr.)	L-116	5859
Education Associate Program	V-116	5964
English Skills Center	L-219	5405
Evening Studies	A-113	5686
Events Services	V-114	5040
Financial Aid	U-201	5681
Fiscal Control and Payroll	A-207	5125
Health Services	A-108	5684
Historical Society	L-208	5122
Honors Program	M-201	5365
Human Resources & Labor Relations	A-201	5436
Information Technology Services	L-117	4900
Institutional Research, Assessment & Planning	U-212	6666
Instructional Computing	M-224	5154
International Students Advisement	V-101	6800
KCC Association	A-209	5068
Liberty Partnerships	D-124	5767
Library—Circulation	L-201	5442
Library—Ref. & Info.	L-200	5632
Lost and Found	L-202	5069
U-Lounge Supervisor	C-123	5597
Mail Room	P-102	5098
Maintenance	P-220	5124
Maritime Technology Program	T-301	5525
Math Skills Center	F-206	5808
Mature Adult Resource Center	V-106	5157
Media Center	L-118	5044
Mental Health & Human Services	D-316	5253
Military and Veterans Affairs	M-101	5472
My Turn Program	F-219	5079
New Start Program	M-101	4911
Office Services	P-101	5096
Property Office	P-105	5121
Public Safety	L-202	5069
Radio Station--WKRK	U-228	5604
Registrar	A-101	5136
Scepter—Student Newspaper	M-230	5603
Speech, Language & Hearing Center	E-206	5829
Special Events	V-114	5040

Sports, Fitness & Rec. Program	G-300	5831
Student Government:		
Business Council	M-381	4563
Liberal Arts Council	E-201	5414
Math & Science Council	C-201	5104
Public & Health Serv. Council	D-201	5513
Evening & Part-time Student Council	F-201	5608
Student Conduct	A-216	5563
Student Life	C-123	5597
Student Wellness Center	A-108	5975
TAP	U-201	5014
Tutorial Services & Academic Support Center	L-605	5118
Veterans Affairs	D-206	5159
Women's Center	M-382	4700

EMERGENCY

MEDICAL	A-108	5684
PUBLIC SAFETY	L-202	4995

DOES THE COLLEGE CLOSE IN EMERGENCY SITUATIONS?

For up-to-the-minute information and instructions in the event of emergency college closing, due to inclement weather (snowstorms) or other factors over which the college has no control, listen to any of the following radio stations:

Stations	AM	FM
WKRB (KCC)		90.3 FM
WINS	1010 AM	
WCBS	880 AM	101.1 FM
WBLS		107.5 FM
WLIB	1190 AM	
WADO	1280 AM	

EMERGENCY NOTIFICATION SYSTEM

The City University of New York has a notification system (CUNY Alert) in place to reach all students, staff and faculty quickly via text message and through your college e-mail.

Public Safety strongly encourages staff, faculty and students to register with CUNY Alert. CUNY Alert is an emergency notification system that enables the University's campuses to advise students, faculty and staff of an emergency (a severe hurricane or snowstorm, for example) and provide timely information to protect lives and minimize campus disruption.

Please visit the CUNY Alert website to register or for more information:

<https://www2.cuny.edu/cuny-alert/>

General College Information

IF YOU NEED...

Information About

Call or See

Academic Problems	Speak With Your Academic Advisor https://www.kbcc.cuny.edu/aac/
Academic Standing Appeals	Office of the Registrar (A-101/x5138) https://www.kbcc.cuny.edu/registrar/Registrar.html
Advisement	Speak With Your Academic Advisor https://www.kbcc.cuny.edu/aac/
Application Dates & Deadlines	Academic Calendar https://www.kbcc.cuny.edu/registrar/academic_calendar.html
Books	Bookstore (U-101/x5500) https://www.bkstr.com/kingsboroughcstore/home
Child Care Center	Child Care Center (V-105/x5868) https://www.kbcc.cuny.edu/childcenter/Homepage.html
Clothing Donations	Single Stop (E-115/x5411) https://www.kbcc.cuny.edu/singlestop/Homepage.html
College Catalog	http://catalog.kingsborough.edu/index.php (under Academics)
Counseling Services	Your personal counselor (D-102, x5975) https://www.kbcc.cuny.edu/counselingservices/counselinghealthservices.html
CUNY B.A. Program	Coordinator (M-386/x5029)
Curriculum Change	Speak With Your Academic Advisor https://www.kbcc.cuny.edu/aac/
Disabilities Services	Access-Ability Services (D-205/x5175) https://www.kbcc.cuny.edu/access-ability/homepage.html

IF YOU NEED...

Information About

Call or See

Discrimination or Sexual Harrassment

Chief Diversity Officer/Title IX Coordinator
(V-231/x6896)

Educational or Vocational Training

Career Development &
Experiential Learning
(C-102/x5115)

<https://www.kbcc.cuny.edu/career/mission.html>

Evening Studies

Academic Scheduling
(A-113/x5686)

Family Planning & Health Referral

Student Wellness Center (A-108/x5975)
Health Services (A-108/x5684)

<https://www.kbcc.cuny.edu/counselingservices/counselinghealthservices.html>

Financial Aid

Financial Aid (U-201/x4644)

<https://www.kbcc.cuny.edu/financialaid/homepage.html>

First Aid

Health Services (A-108/x5684)

<https://www.kbcc.cuny.edu/healthservices/about.html>

Food

Cafeteria (x5959)

<https://www.kbcc.cuny.edu/administration/financeandadministration/eventsmanagement/foodservices.html>

Food Assistance Services/Food Pantry

Single Stop

(E-115/x5411)

<https://www.kbcc.cuny.edu/singlestop/Homepage.html>

Freshman Services

Freshman Services

(F-123/x4806)

<https://www.kbcc.cuny.edu/fye/Homepage.html>

Intramurals & Athletic Clubs

Athletics

(G-110/x5737)

Job/Internship Information

Career Development
& Experiential Learning
(C-102/x5115)

<https://www.kbcc.cuny.edu/career/mission.html>

Joining a Club

Student Life
(C-123/x5597)

https://www.kbcc.cuny.edu/studentlife/office_student_life.html

IF YOU NEED...

Information About

Call or See

Library Library (x5632, x5442)
<https://www.kbcc.cuny.edu/kcclibrary/Homepage.html>

Lost & Found Public Safety (L-202/x5069)
https://www.kbcc.cuny.edu/campus_security/lost_found.html

Military and Veteran Affairs Office (MAVA) MAVA (C-106/x5472)
<https://www.kbcc.cuny.edu/financialaid/VeteransAffairs.html>

Personal Financial Counseling/Legal Advisement/Tax Prep Single Stop
(E-115/x5411)
<https://www.kbcc.cuny.edu/singlestop/Homepage.html>

Relaxation Student Lounges

Required Texts Bookstore (U101/x5500)
<https://www.bkstr.com/kingsboroughccstore/home>

Sexual Misconduct Ms. Roxanna Thomas (E-115/x6896)

Substance Abuse Counseling Services (D-102/x5975)

Transfer, New Start & Scholarship Information Transfer Success Center
(M-101/x4911)
<https://www.kbcc.cuny.edu/transfer/Homepage.html>

Tuition & Fees Bursar (A-205/x5416)
https://www.kbcc.cuny.edu/administration/business_manager/bursar/homepage.html

Tutoring Tutorial Services (L-605/x5118)
<https://www.kbcc.cuny.edu/tutorialservices/homepage.html>

BY SUBWAY

F Line:

Take the F Line to the Ave. X Station, then transfer to the eastbound B1 to KCC.

N Line (Sea Beach):

Take the N Line to the Bay Parkway/86th St. Station, then transfer to the eastbound B1 to KCC.

Q or B Lines:

Take the Q or the B Line to the Brighton Beach Station, then transfer to the eastbound B1 to KCC or take the Q Line or the B Line to the Sheepshead Bay Station, then transfer to the B49 to KCC.

W Line (West End):

Take the W Line to the 25th Ave. Station, then transfer to the eastbound B1 to KCC

2, 3, 4, or 5 Lines:

Take the 2, 3, 4, or 5 to the Franklin Ave. Station/Eastern Pkwy, then transfer to the S Line to the Prospect Park Station, then transfer to the Q or the B Line; take the Q or the B Line to the Brighton Beach Station, then transfer to the eastbound B1 to KCC.

BY CAR**From Manhattan and Staten Island:**

Belt Pkwy eastbound to Exit 8 (Coney Island Ave.) Cross Coney Island Ave. and continue along Guider Ave. to the traffic light. Turn right onto E. 12th St. for one block. Turn left onto Neptune Ave. at the traffic light. Turn right at traffic light onto Cass Pl. and proceed to the next traffic light. Turn right onto West End Ave. Turn left at second traffic light onto Oriental Blvd. which leads directly to the college.

From Queens and Nassau:

Belt Parkway westbound to Exit 8 (Coney Island Ave.). Turn right onto Voorhies Ave. Turn right at second traffic light to Sheepshead Bay Road. At third traffic light turn right onto Emmons Ave. At second traffic light turn left onto West End Ave. Turn left at the third traffic light onto Oriental Blvd.

TRAVEL DIRECTIONS TO KINGSBOROUGH BY BUS

Direct to the College: Take B1 or B49 to the last stop, Oriental Blvd. and Mackenzie St., then walk east on Oriental Blvd., which leads directly to the entrance of KCC.

From:	X-fer to:	From:	X-fer to:
B2	B49	B25	B49
B3	B49	B31	B49
B4	B49	B35	B49
B6	B1/B49	B36	B1
B7	B49	B43	B49
B8	B1/B49	B45	B49
B9	B49	B48	B49
B11	B49	B68	B1
B12	B49	B82	B1/B49
B16	B1		

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