



# New Student Guide

2015–2016



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# Queens College Today

Founded in 1937, Queens College is dedicated to the idea that a first-rate education should be accessible to talented people of all backgrounds and financial means. The college's strong liberal arts curriculum—with over 100 undergraduate and graduate programs—assures students an education for a fulfilling life and career. The mission of Queens College is to prepare students to become leading citizens of an increasingly global society. The college accomplishes this by offering a rigorous education in the liberal arts and sciences under the guidance of a faculty dedicated to teaching and expanding the frontiers of knowledge. Students graduate with the ability to think critically, address complex problems, explore various cultures, and use modern technologies and information resources.

Home of two airports that have been the starting point for millions of new Americans, the borough of Queens is the most ethnically diverse county in the United States. The students of Queens College reflect this vibrant mix of cultures; they hail from 140 different countries and speak more than 66 native languages, providing an extraordinary educational environment. Indeed, in a recent edition of the Princeton Review's *America's Best Value Colleges*, Queens is rated one of the "Top Ten Best Value Colleges," and is singled out for its "extremely diverse" student body.

The college consistently receives high ratings from such other leading college guides as U.S. News and World Report's *America's Best Colleges*, Barron's *Profiles of American Colleges*, and Barron's *Best Buys*.

It would be easy to think of Queens College as an 80-acre city with a population of over 20,000 students, faculty, and staff. The college offers all the benefits of a city—excellent cultural attractions, including the only comprehensive art museum in the borough of Queens, readings by renowned writers, performing arts events, scholarly conferences, and numerous places to eat—on a surprisingly peaceful and attractive campus with a magnificent view of the Manhattan skyline. Students find the campus a comfortable place to be, with new cybercafés and over 100 clubs and sports in which they can participate. Funded by the State of New York, Queens College serves all the people of the state. Most students live in New York City's five boroughs or in Nassau, Suffolk, and Westchester counties. Although it is primarily a commuter school, a new residence hall, the Summit Apartments, opened in August 2009. The campus is located off Exit 24 of the Long Island Expressway (I-495) on Kissena Boulevard in Flushing, close to the Long Island Railroad and New York City public transportation.

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# From the Provost

Dear New Student:

Welcome to Queens College. As you no doubt have already discovered, college is a journey in which you face many academic and personal challenges. This is especially true as you enter a new school.

To be successful in your college career, you need to answer a number of important questions: Which major should I choose? What courses must I take to fulfill my degree requirements? What job opportunities will I have in my chosen field? How can I juggle the demands of coursework and a job?

Our Academic Advising Center is uniquely positioned to help you find the answers to these and any other questions you may have. Our advisors also can refer you to the many other offices on campus that are here to help you make the most of your college years.

I hope during your time with us you will take advantage of the wealth of concerts, plays, lectures, sports, and clubs available on campus, and that you will also get to know many of your fellow students and the members of our exceptional faculty.

I look forward to seeing you on campus.



Elizabeth Field Hendrey  
Acting Provost &  
Vice President for Academic Affairs

# Queens College's Mission Statement

Our Statement of Purpose, updated as part of the 1995 Middle States Self-Study.

The mission of Queens College is to prepare students to become leading citizens of an increasingly global society. The college seeks to do this by offering its exceptionally diverse student body a rigorous education in the liberal arts and sciences under the guidance of a faculty that is dedicated to the pursuit of excellence and the expansion of the frontiers of knowledge. Its goal is that students learn to think critically, address complex problems, explore various cultures, and use effectively the full array of available technologies and information resources.

Within a structured curriculum and in an atmosphere of collegiality and mutual respect, the college fosters an environment in which students learn the underlying principles of the humanities, the arts, and the mathematical, natural, and social sciences. The college also prepares students in a variety of professional and pre-professional programs that build upon and complement the liberal arts and sciences foundation.

Recognizing the special needs of a commuting student population, the college strives to create a broad range of intellectual and social communities. The college offers a spectrum of curricular and co-curricular programs that serve individuals and distinctive student constituencies.

In support of the need for advanced study in the liberal arts and professions, the college offers a variety of master's degree and certificate programs. In particular, the college recognizes and accepts its historic responsibility for providing high-quality programs for

the pre-service and in-service education of teachers.

As a partner with CUNY's graduate school, the college provides faculty and resources in support of the university's mission in doctoral education and research. The college employs university graduate students and prepares them for careers in higher education and research, and it supports faculty who serve as mentors for doctoral students and engage in related scholarly activities.

For its faculty, the college seeks productive scholars, scientists, and artists deeply committed to teaching. It endeavors to enhance the teaching effectiveness of faculty and to encourage their research and creative work. The college recognizes the importance of a diverse faculty responsive to the needs and aspirations of students of all ages and backgrounds.

As a public institution, Queens College provides affordable access to higher education and embraces its special obligation to serve the larger community. It is a source of information in the public interest; it is a venue for cultural and educational activities serving the general public. Through its graduates' contributions to an educated workforce and through the leading roles they assume in their local communities, the college is vested in the economic future and vitality of New York.

As one of the most culturally diverse campuses in the country, Queens College faces special challenges and opportunities. By balancing tradition and innovation in the service of this diversity, it represents the future of the nation.

# Academic Affairs

## Undergraduate Academic Advising

Kiely Hall 217 | 718-997-5599  
<http://advising.qc.cuny.edu>

### The Academic Advising Center

#### Goals & Targets

The Academic Advising Center (AAC) provides centralized advising services to all undergraduate students of Queens College who are not already affiliated with special programs that provide such services. The AAC serves as a conduit between the institution and the student body by ensuring clarity, uniformity, and informational accessibility of college-wide academic requirements as well as policy and procedural information upon students' entry through to their graduation. To this end, the AAC provides centralized and integrated academic advising services to incoming and current undergraduate students through the articulation, clarification, and navigation of degree requirements in order to foster timely and successful receipt of the baccalaureate degree. Our goal is to provide students with a clear understanding of their academic environment and its subsequent impact on their selection of programs and classes. To achieve this, we:

- Assist students in developing an educational plan that includes a selection of courses based on general education requirements, major/minor, academic status, educational opportunities, and levels of preparedness.
- Aid students in navigating Queens College's numerous offices/departments/services/opportunities, so that they can utilize all of the resources and take advantage of all the campus has to offer.

■ Acquaint new students—freshmen and transfers—with Queens College's degree requirements, registration procedures, payment deadlines, grading system, and other facets of college life that impact student success.

*See the Academic Advising Center's website for the full Mission Statement.*

#### Advising Hours

*(when classes are in session during the regular academic term)*

##### Walk-in Advising

Monday	9:30 am–4:00 pm
Wednesday	9:30 am–6:00 pm
Saturday	9:30 am–2:30 pm

##### Advising by Appointment\*

Tuesday	9:30 am–6:00 pm
Thursday	9:30 am–4:00 pm
Friday	9:30 am–1:00 pm

\*Appointments may be made in person or via phone.

Note: Students should consult the AAC website for the most up-to-date information on advising hours.

*Walk-in Advising:* For quick clarification on academic policies and procedures as well as referral to other offices and resources.

*Advising by Appointment:* In-depth clarification and discussions on general education and degree requirements, educational planning, and course selection—topics that pertain to your academic and professional development.

#### You Should Consult Academic Advising

- When you have concerns regarding academic policies and procedures

- When you need clarification on baccalaureate and general education requirements
- When you need assistance in defining and refining your educational and professional goals
- When you need referrals to resources and offices for further assistance and exploration
- When you prepare for upcoming registration and before registering for your final semester

#### Roles & Responsibilities of Advisors

- Promote the understanding and appreciation of higher education and a broad liberal arts education
- Guide, support, and engage students in setting realistic and achievable educational goals
- Assist students in discovering educational and co-curricular opportunities that complement academic and professional goals
- Articulate and clarify the college's baccalaureate degree and general education requirements
- Facilitate navigation of the academic process to ensure timely graduation
- Help students refine their educational plans through course selection based on academic preparedness, interests, and personal/professional goals
- Explain and interpret institutional and academic policies and procedures
- Encourage students to research and utilize various resources in making academic decisions
- Emphasize the importance of students' assuming responsibility for their own education
- Provide students with referrals to appropriate on- and off-campus resources and personnel

## **Roles & Responsibilities of Students**

- Recognize and appreciate the links between a liberal arts education and professions
- Take responsibility for their own education
- Understand the college's academic requirements, policies, and procedures
- Check QC email account and websites for updates, news, and college communications
- Understand academic and financial-aid compliance policies
- Take a proactive approach in the advising process by reviewing relevant materials (e.g., student transcript(s), DegreeWorks, Undergraduate Bulletin, QC website)
- Prepare a list of thoughtful questions and concerns that you wish to address
- Consult with department faculty advisors for information and advisement on major/minor requirements, in conjunction with AAC's advisors for information and advisement on general education and baccalaureate degree requirements
- Ensure that the Admissions Office has all final official transcripts from high school and colleges as well as score reports from CLEP, Advanced Placement (AP), and International Baccalaureate (IB)

## **Before, During & After the Advising Session**

### **Before the Meeting**

- Review student transcript(s) and DegreeWorks degree audit
- Identify unfulfilled academic requirements and prepare a list of potential courses you are considering
- Create a list of questions and concerns pertinent to your academic and professional goals
- Bring your folder containing all advising documents from previous advising sessions
- Turn off your mobile phone and electronic devices prior to entering an advising session

### **During the Meeting**

- Behave professionally and respectfully
- Listen carefully and take detailed notes
- Ask thoughtful questions and freely articulate academic concerns
- Seek recommendations for on- and off-campus resources

### **After the Meeting**

- Review all advising documents given to you during the advising session
- Consult with a faculty advisor in the appropriate academic department regarding your major and/or minor requirements
- Follow up on your advisor's recommendations and seek on- and off-campus resources

## **Specialty Advising Services**

### **The following services are available through the Academic Advising Center:**

To better assist students, we encourage that an appointment be scheduled for specialty advising with designated specialty advisors, as appropriate.

### **Adult Collegiate Education (ACE) Program**

ACE provides highly motivated adults (25 years and older) with an opportunity to earn a bachelor's degree through coursework in the arts, sciences, and social sciences. These courses satisfy a significant portion of the college's general education requirements.

### **Project ExCEL**

Project EXCEL provides African-American/black males and other underrepresented populations, as well as all other interested students, with mentoring and advising services that will contribute to their academic and professional success on campus.

## **CUNY Baccalaureate (CUNY BA/BS)**

This program is directed toward highly motivated students whose personal, academic, and career interests require an interdisciplinary approach to their education, as well as use of the resources of the University system. CUNY BA/BS degree students work with faculty mentors and academic advisors to design their individualized course of study.

## **Advising Services for Students with Disabilities**

In conjunction with the Office of Special Services, the Academic Advising Center provides supportive and effective academic advising services to ensure that students with disabilities are academically and personally successful on campus.

## **Reentries (five+ years) and Long-Distance Learners**

Reentry advising is for returning students who have been out of school for an extended period of time and/or under prior curricula. Long-Distance Learners are relocated students living outside of the state/country who are eligible to complete their remaining coursework at other colleges, universities, and online.

## **Sophomore Program**

This program supports students in their sophomore year, a period that requires them to make critical decisions for future success, such as selecting a major and exploring career options. Participation in this program allows sophomores to explore opportunities available to them, as well as learn of the connections between their liberal arts coursework, skills development, and career possibilities.

## **Veterans Support Services (VSS)**

VSS is dedicated to supporting veteran and reservist students academically while fostering a sense of community and communication among them and with the college's faculty, administration, and staff. This collaborative program involves a holistic and student-centered approach to the academic and personal success of this population.

# General Education Requirements

General Education at Queens College is an education in the liberal arts and sciences. This means that you'll take a set of courses that are meant to teach a range of perspectives and knowledge in many disciplines. These General Education courses form the foundation of your college studies, ensuring that you'll always be able to draw on a well-rounded educational background.

The General Education requirements listed here are part of the degree requirements at Queens College. All students must complete a minimum of 120 credits that include both general education requirements and a major area of study. General education courses give you the opportunity to study a variety of subjects, while your major offers you the chance to explore a particular discipline in depth.

The Academic Advising Center provides information about all degree requirements.

## CUNY Pathways Initiative at Queens College

Students follow a liberal arts curriculum that fits the framework of the CUNY Pathways Initiative, which guarantees that general education requirements fulfilled at one CUNY college will carry over seamlessly if you choose to transfer to another CUNY college.

The Pathways framework has three parts: the Required Core, the Flexible Core, and the College Option. While the Required Core and Flexible Core are common to all CUNY colleges, College Option requirements vary from campus to campus. At Queens College, we call the College Option the College Core.

You may satisfy Pathways requirements by choosing courses from approved lists. You also must complete two Writing Intensive (*W*) courses, which may overlap with general education courses or courses for a major.

Pathways courses may be found in the college's *Bulletin*, on the General Education website at [www.gened.qc.cuny.edu](http://www.gened.qc.cuny.edu), and on the University's CUNYfirst website.

### I. Required Core (4 courses)

- College Writing 1: English 110 (EC1)
- College Writing 2 (EC2)
- Mathematical and Quantitative Reasoning (MQR)
- Life and Physical Sciences (LPS)

### II. Flexible Core (6 courses)

No more than two courses in any discipline (department) or interdisciplinary field

- World Cultures and Global Issues (WCGI)
- U.S. Experience in Its Diversity (USED)
- Creative Expression (CE)
- Individual and Society (IS)
- Scientific World (SW)
- An additional Flexible Core course

### III. College Core (4 courses)

- Literature (LIT)
- Language (LANG)
- Science (SCI)
- One additional course selected from the following:
  - Flexible Core,
  - College Core,
  - Life and Physical Sciences (LPS), or
  - A Synthesis course (SYN)

## College Option Requirements for Transfer Students

The number of courses and credits required for the College Option at Queens College depends on how many institution(s) were previously attended, the number of College Option credits completed (if any) before transfer, and the type of degree earned (if any).

### Transfer Students from a CUNY or non-CUNY Associate Program

- Students with 30 or fewer transfer credits take 4 courses (12 credits):
  - One Literature Course (LIT)
  - One Language Course (LANG)
  - One Science Course (SCI)

- One additional course selected from the following: Literature (LIT), Language (LANG), Science (SCI), Flexible Core, Life and Physical Sciences (LPS), or a Synthesis course (SYN)

- Students with 31 or more transfer credits take 3 courses (9 credits):

- One Literature Course (LIT)
- One Language Course (LANG)
- One Science Course (SCI)

- Students with an Associate's Degree (AA, AS, AAS) take 2 courses (6 credits):

- One Literature Course (LIT)
- One Language Course (LANG)

### Transfer Students from a CUNY or non-CUNY Baccalaureate Program

- Students from a non-CUNY baccalaureate program or students with no College Option credits from a senior CUNY college take 4 courses (12 credits):

- One Literature Course (LIT)
- One Language Course (LANG)
- One Science Course (SCI)
- One additional course selected from the following: Literature (LIT), Language (LANG), Science (SCI), Flexible Core, Life and Physical Sciences (LPS), or a Synthesis course (SYN)

- Students with 3 credits of the College Option from another senior CUNY college take 3 courses (9 credits):

- One Literature Course (LIT)
- One Language Course (LANG)
- One Science Course (SCI)

- Students with 6 credits of the College Option from another senior CUNY college take 2 courses (6 credits):

- One Literature Course (LIT)
- One Language Course (LANG)

- Students with 9 credits of the College Option from another senior CUNY college take 1 course (3 credits):

- One Literature Course (LIT)

Students who have fully completed the College Option at another senior CUNY college do not need to take any additional College Option credits.

## **Multiple Transfer Students**

Students who began a four-year baccalaureate program are required to complete 12 College Core credits. Any College Option courses taken in a baccalaureate program will count toward the College Core requirement at Queens College.

Students who began at a two-year associate program may have to complete 6, 9, or 12 College Core credits, depending on their status when they first transferred from the associate program.

All multiple transfer students should speak with an advisor at the Academic Advising Center in Kiely Hall, Room 217.

## **Residency Requirement**

Once a student matriculates at Queens College, all remaining College Option courses and at least one of the two required writing-intensive (*W*) courses must be satisfied using courses taken at Queens College.

## **Writing at Queens**

**Razran Hall 316 | 718-997-4695**

The ability to write with confidence, purpose, and precision is essential to the success of graduates of Queens College. The professional success and personal satisfaction of 21st-century citizens require fluency with a broad range of modes of communication. With this in mind, a Queens College education aims to enable students to take ownership of language and to develop a capacity for both critical analysis and considered reflection.

To meet these ambitious goals, the college has made a broad commitment to writing across the curriculum and in the various academic disciplines. This reflects the reality of student learning. No student learns to write in a single course, and the development of successful writing practices takes time. The college provides students with ample opportunities to develop writing practices, strategies, and skills throughout their academic work. This begins with ENGL 110 (College Writing) and continues with a disciplinary College Writing 2 class and the

requirement to take two writing-intensive (*W*) courses. In addition to *W* courses—which must meet college guidelines in terms of the amount of writing assigned and attention to writing in class—courses throughout the curriculum, both in the General Education requirements and in the majors, have significant expectations for student writing.

## **SPECIFIC GOALS FOR STUDENT WRITING**

### **Elements of Academic Writing**

- Articulate a focused argument (or line of thinking)
- Identify a genuine intellectual question or problem
- Discuss relevant evidence (including written texts, visual images, graphs and charts, and electronic media) and analyze it effectively
- Employ logical structures (paragraphs with identities, transitional language, and the progressive development of ideas)
- Engage sources critically and develop information literacy

### **Processes and Methods**

- Make use of pre-writing techniques: critical reading, note-taking, brainstorming, summarizing, outlining, etc.
- Develop ideas and language through a process of drafting and revision
- Conduct research and evaluate and synthesize results
- Gain an awareness of audience
- Engage in peer critique

### **Style, Conventions, and Mechanics**

- Write in clear, controlled prose
- Employ standard usage of English grammar and mechanics (including sentence construction, verb consistency, pronoun consistency, and appropriate syntax)
- Write in a voice appropriate to college-level inquiry in general and individual assignments in particular
- Identify the audience and orient readers accordingly
- Cite sources appropriately

## **Discipline- and Profession-Specific Techniques**

- Articulate ideas within disciplinary conversations or debates
- Use language appropriate to the discipline and audience
- Continue to develop information literacy and gain experience with discipline-specific research methods, including facility with appropriate research databases
- Integrate appropriate visual, graphic, or numerical information
- Use appropriate citation conventions and styles (APA, MLA, Chicago, etc.)

*These goals were endorsed by the Academic Senate in May 2007.*

## **WHAT IS A WRITING-INTENSIVE (*W*) COURSE?**

Beginning in Fall 2013, all new students at Queens College must take College Writing 1 (ENGL 110), a College Writing 2 course, and two additional writing-intensive courses—known as *W* courses.

A writing-intensive course typically uses writing to help students develop their understanding of course materials and concepts. *W* courses tend to be smaller than non-*W* courses, so that instructors can devote time and attention to the writing and writing process of individual students. *W* courses also give students a chance to practice writing in ways that are particular to specific disciplines.

There are as many types of *W* courses as there are fields of academic study—for example, English 165W (Introduction to Poetry), Mathematics 213W (Discovering Mathematics with Mathematica), Media Studies 330W (The Music Industry), Psychology 213W (Experimental Psychology), or Sociology 381W (Senior Seminar). You can expect some of the following from any *W* course you take:

- at least 10–15 pages of writing
- at least three writing assignments over the course of the semester
- attention to writing in class
- opportunity to revise your work
- attention to the writing process

- attention to the writing methods specific to the course or discipline

## **WHICH WRITING-INTENSIVE COURSES SHOULD YOU TAKE?**

You should consider carefully which writing-intensive courses to take. Every student—and every writer—is different! As you make choices about the *W* courses you'll take, think about what you want or need to learn, what kinds of feedback you've received from teachers in the past, and what kinds of writing will help you most in your future profession and your life.

While there is no one-size-fits-all program of *W* courses, you should consider the following:

- It will be helpful if you take at least one *W* course in your major or minor (if offered), because this will introduce you to discipline-specific writing techniques that will serve you well in many of your courses.
- It's a good idea to take at least one upper-level (300-level) *W* course. This will give you the opportunity to explore the relationship between writing and advanced thinking in a particular field.
- Choose *W* courses whose topics interest you. *W* courses involve a great deal of concentrated writing and thinking. You're likely to learn more if you're invested in the course materials and topics.

## **WHO CAN HELP WITH YOUR WRITING?**

### **Your Instructors**

If you have questions about your writing, talk to your instructors. They can help you determine which areas you should work on and offer strategies to help you improve. They may also direct you to other resources on campus—for example, the Writing Center or the Writing at Queens website.

### **The Writing Center**

The Writing Center offers one-on-one tutoring in three forms: regular appointments over the course of the semester, drop-in appointments, and online tutoring. For more information, visit Kiely Hall 229 (718-997-5676).

## **Writing at Queens Website**

The WaQ website contains a host of resources to help students with their writing, including handouts on various elements of writing and the process of writing and links to online guides for writing: <http://writingatqueens.org>.

### **Useful Links**

Writing at Queens (WaQ)

<http://writingatqueens.org>

Academic Advising Center

<http://advising.qc.cuny.edu>

Writing Center

<http://www.qc.cuny.edu/qcsws>

CUNY WriteSite

<http://writesite.cuny.edu>

and/or community that may equate with courses offered at the college. The portfolios, which are evaluated by academic departments, can yield up to 36 credits that can significantly shorten the time it takes to earn the degree.

## **Freshman Year Initiative (FYI)**

**Honors Hall 5 | 718-997-5567**

The Freshman Year Initiative is a unique program that brings entering students together in two thematically linked courses during their first semester at Queens College. Most students begin their freshman year with FYI.

Taking two courses together, students in the community share common experiences beginning in the first week of classes. It's natural to share notes, breaks, and lunch, so friendships form early. Study groups are easy to find at exam time.

## **Education Abroad**

**Kiely Hall 183 | 718-997-5050**

Queens College offers programs in almost every country and programs for every budget! Visit the Education Abroad office at [www.qc.cuny.edu/studyabroad](http://www.qc.cuny.edu/studyabroad) for information on the wide variety of exciting opportunities for credit-bearing classes during summer and winter breaks.

### **Overseas Study Programs**

**The CUNY/Paris Exchange Program** offers students of all disciplines the opportunity to study for either a semester or year at one of the Universities of Paris. Requirements include either three semesters of college-level French or an equivalent linguistic proficiency.

**Education Abroad** allows students to receive instruction at various sites outside of the United States. Students also may participate in programs offered by Queens College or by other CUNY colleges.

## **Special Programs**

### **Adult Collegiate Education (ACE)**

**Queens Hall 225 | 718-997-5713**

<http://www.qc.cuny.edu/Academics/SpecialPrograms/ACE>

ACE provides motivated individuals (25 years and older) an opportunity to earn a bachelor's degree through a number of special courses in the arts, sciences, and social sciences. These courses satisfy a significant portion of the college's general education requirements, and are designed to help returning and new college students refresh their skills and prepare for the next stage of choosing a major. Moreover, ACE students have the option to move through the program with other adult students, and courses are conveniently offered during the evenings. The remaining credits required for graduation will be distributed among the student's chosen field of concentration, the balance of general education courses, and elective offerings.

Upon completion of eight of the 14 core curriculum requirements, ACE students may apply for life achievement credits. Students prepare portfolios reflecting prior liberal arts learning in the workplace



## Murphy Institute for Worker Education

Kissena Hall 217 | 718-997-3060

The Murphy Institute for Worker Education at Queens College provides a wide range of services and programs to union members enrolled at the college. Students in our program develop a strong sense of community, supported through student events, workshops, and acknowledgment of academic achievement. Frequent communication will keep you informed about important dates, free workshops, special events, and new academic developments. Our services include:

### Advisement and Counseling

- Personalized advisement from time of entry through graduation
- Career counseling and help choosing a major
- Short-term personal counseling
- Consultations and referrals as needed

### Specialized Support

- Free computer support and “how-to” workshops
- Free teacher certification preparation for the LAST, ATS-W, and CST

- Free writing and math support
- Stress management
- Study skills
- Test anxiety

### Union Collaborations

- Specialized programs in urban leadership, teacher education, public administration, and labor studies that articulate with Queens College majors and course offerings
- Queens College courses offered at our mid-Manhattan location at 43rd Street
- Third-party tuition payment processing for various union members
- Networking opportunities and special events for students interested in labor studies, urban studies, union activities, and social justice issues

### Other Services

- Comprehensive full-day New Student Orientation
- Computer lab for Murphy Institute students (Kissena Hall, Room 220)
- Student lounge (Kissena Hall, Room 224)

## Weekend College @ Queens College

Queens Hall 215 | 718-997-4848  
[www.qc.cuny.edu/weekend](http://www.qc.cuny.edu/weekend)

### Where Goals Become Achievements

- Earn a nationally recognized Queens College degree.
- Enter as a freshman or transfer student.
- Attend classes solely or in part on Friday evenings, Saturdays, and Sundays.
- Enroll full- or part-time.
- Both classroom and online courses.

### Weekend College Offers:

- Courses required for your BA/BS degree, including:
  - Undergraduate General Education requirements.
  - All requirements for undergraduate majors in: Accounting, Economics, Graphic Design, Psychology, Sociology, Spanish, Interdisciplinary Liberal Arts
  - Most requirements for majors in English and the BBA in Finance
- The opportunity to easily mix weekend classes with some evening and weekday courses to earn one of many QC undergraduate degrees.
- Faculty who are experienced, engaged, committed, and available to you.

### A welcoming college environment and student-centered support services:

- General academic and major advising by the Academic Advising Center and faculty in your major.
- State-of-the-art computer labs and smart classrooms.
- The Writing Center and the Writing Fellows Program.
- Subject tutoring in key academic areas.
- Training and support for students in the use of technology.

### Special Advantages:

- An engaged, diverse student body.

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# Tutoring & Academic Services

## Academic Support Center

**Kiely Hall 127–131 | 718-997-5677**

The Academic Support Center offers a number of vital services available free of charge to Queens College students, including tutoring in selected academic subjects, a reading lab, workshops in study skills, and a computer facility. All students are invited to stop by, explore services, and pick up a tutoring schedule or visit the website at [www.qc.cuny.edu/asc](http://www.qc.cuny.edu/asc).

### Content Tutoring

The Tutoring Center in Kiely 127 offers walk-in tutoring for courses in a variety of subjects, including accounting, comparative literature, computer science, economics, English, psychology, and sociology.

### The Science Tutoring Center

Walk-in tutoring is available in the Science Tutoring Center in Remsen 214 for introductory biology, chemistry, and physics courses.

### Reading Lab

The Reading Lab in Kiely 131–132 provides weekly one-hour individual tutoring appointments for ESL and other students who wish to improve their reading or pronunciation skills or who need to prepare for the CUNY Reading Test. Workshops are also offered periodically on various study skill topics such as making oral presentations and writing personal statements.

### Computer Facilities

The computer lab in Kiely 131 contains 20 PCs with internet access that are networked to a laser printer. Students may use the computers to write, print their work, and watch video materials related to their courses.

## Queens College Library

### Services & Resources

Welcome to Queens College's Benjamin S. Rosenthal Library! Allow us to help you plan a real or virtual visit.

### Library Website

The QC Library website may be accessed at [qcpages.qc.cuny.edu/Library](http://qcpages.qc.cuny.edu/Library). Please bookmark the site on your home computer, and refer to it often. The website is a gateway to our electronic resources, including our online catalog and research databases. It also describes important services, including Course Reserves, Research Services, Instructional Services, and Interlibrary Loan.

### Student ID (QCard)

A QC photo ID is used as your ID to enter the Benjamin S. Rosenthal Library. Please carry your ID with you at all times, as QC Security personnel strictly enforce the checking of picture IDs at all entrances. Activate your ID with the Circulation Desk, and use it to check out books, videos, laptop computers, and other materials, to book group-study rooms, and to access library resources from home.

### Electronic Resources

Access to a wide range of electronic resources is available at every workstation in the Library, across campus, and from your home; these include indexes and databases (full text, when available), electronic journals, archival collections, and dictionaries, encyclopedias, e-books, and other resources. There is a list of databases on the Library's website.

### Computer Stations

A QC Active Directory account will be needed to log on to most computer workstations. A few workstations, called kiosks, are available for non-QC users. Library workstations offer the full range of Microsoft Office Suite applications. You can save work onto a USB drive.

### Laptops

Laptop PCs with wireless adaptors are available for loan from the Media Commons to currently enrolled QC students. Wireless access is available throughout the building. If you are using your own laptop, however, you still need a QC username to access licensed Library resources. Power for laptops is located on carrels and tables on Levels 1, 4, 5, and 6.

### CUNY+/CLICS/Interlibrary Loan

CUNY+, the Library's online catalog, contains records for materials held by libraries in the CUNY system and allows you to search either one library's holdings (e.g., Queens College) or all of the CUNY libraries at once. The catalog can be accessed on or off campus. Detailed instructions are available through CUNY+ "Help Contents." The "My Account" feature of CUNY+ utilizes your library barcode (the 14-digit number on your QC ID card) and allows you to view information about book due dates and/or outstanding fines, renew online, and place holds on books that are already checked out.

CLICS, an intercampus book delivery service, allows you to request a book from any CUNY library and have it delivered to your local (or another) CUNY library. In addition, if books or articles are not available in CUNY, then InterLibrary Loan (ILLiad) provides a way to obtain them.



## **Open Access**

Your valid QCard also gives you access and borrowing privileges at many other CUNY libraries. Through CUNY's "open-access" arrangement, you may travel to other CUNY libraries to use their collections and borrow their materials. Note that there are a few exceptions to this rule, so you may want to call the other library to ask about its policies before you go. Borrowed materials from other CUNY libraries may be returned to the QC Library.

## **E-Reserve**

E-reserve (accessed through the Library's website) requires a course password, which is set by your instructor and which your instructor must give you. Library staff members do not know and cannot provide course passwords. E-reserves may be searched by course number or by instructor.

## **Getting Help**

You can receive research assistance in person, by phone, or through email. Visit the Library website and look in the "Research" section of the site to learn more. Floor maps may be found on the website.

This is just a brief outline of our services. More information can be found on our website or by asking at the Information Desk.

## **Improve Your Library Research Skills!**

The Library offers an elective one-credit course called **LIB 100: Information Literacy**. Students learn the basics of library research, information organization and retrieval, and the use of print and electronic resources. There are no prerequisites, and students may take the course at any time in their college career. The Library also offers an elective 2-credit research skills course, called **LIB 150: Fundamentals of Library Research**.

**(variable topics).** The course covers discipline-specific resources and strategies. The prerequisites include completion of ENGL 110, and either sophomore standing or permission of the instructor.

## **Writing Center**

### **Kiely Hall 229 | 718-997-5676**

To assist QC students with their writing, the Writing Center offers a number of different services:

#### **A. In-Person Appointments**

Students who need help with their writing can be assigned weekly one-hour appointments during the following hours:

Monday–Thursday	10 am–2 pm & 3–8 pm
Friday	10 am–1 pm
Saturday	10 am–2 pm

The aspects of writing to be covered will be decided upon by the student and the tutor or by instructor recommendation.

This personalized work aims to correct specific writing problems and reinforce writing strengths.

## **B. Dropping-In**

A student who needs help with writing can get a "drop-in" appointment by calling to reserve one of the drop-in hours we now have scheduled each day or by coming to the Writing Center at the *beginning* of each hour during our hours of operation.

## **C. Online Tutoring**

A student can get feedback on essays via the Internet. For more information, click on "E-Tutoring" at our website.

To learn more about the Writing Center's goals, methods, and resources, we urge you to take a look at its website. You can find it by clicking on the "Quick Links" button at the top of the college's website, then clicking on "Writing at Queens" on the menu that drops down.

# Student Affairs & Campus Resources

## Division of Student Affairs

**Frese Hall 102 | 718-997-5500**

Behavioral Intervention Team,  
718-997-5500

Bookstore, 718-997-3573

Career Development & Internships,  
718-997-4465

Child Development Center, 718-997-5885

Counseling Services, 718-997-5420

Dining & Catering, 718-997-3997

Health Service Center, 718-997-2760

Housing & Residential Life, 718-997-4881

Intercollegiate Athletics, 718-997-2795

International Students & Scholars,  
718-997-4440

Judicial Affairs & Service Learning,  
718-997-3970

Minority Affairs, 718-997-5420

Peer Support Services, 718-997-5419

Recreation & Intramural Sports,  
718-997-2740

Special Services for Students  
with Disabilities, 718-997-5870

Student Life, 718-997-3970

Student Union, 718-997-3950

Veteran Support Services, 718-997-5539

## Bookstore

**Student Union, Lower Level |**

**718-997-3573**

**Queens.bkstr.com**

Besides textbooks for classes, the Queens College Bookstore sells school supplies, Queens College apparel, dorm room essentials, and graduation necessities.

## Career Development & Internships

**Frese Hall 213 | 718-997-4465**

**www.qc.cuny.edu/career**

The Office of Career Development & Internships (CDI) offers career counseling, potential internship opportunities, and placement services to QC students and career resources to recent alumni. Services offered to students include using a step-by-step approach to choosing an academic major and to investigating opportunities, exploring career options, acquiring work experience, and developing the tools and strategies necessary to make a successful transition from college to work. The CDI offers career exploration, resume, interview, and job-search workshops, job-search tools, on-campus recruitment, full-and part-time career opportunities, and career and graduate school information. It also uses an online database through credential services to maintain credential files for students, and QC Careerlink where students can access online internship and job listings and sign up electronically for campus interviews. Alumni can access career opportunities while employers may list internship and job information and access student resumes.

## Child Development Center

**Kiely Hall 245 | 718-997-5885**

**www.qc.cuny.edu/childdev**

The Child Development Center is a licensed early care and education program located on the Queens College campus, serving children who are toilet-trained and between the ages of 30 months and 10 years old.

The CDC provides quality child care and early childhood education programs to meet the needs of both the student-parent and child. Student-parents register their children according to their class schedule. Children are registered by appointment on a space-available basis through a lottery following student-parent registration. Tuition fees are based on the number of hours a child is registered in the center each day. A child must be registered for a minimum of four hours per day; however, no child will be registered for more than 9 hours per day. Every child is scheduled on a consistent basis for the entire semester; the center does not provide drop-in or babysitting services.

### Fall and Spring office hours:

Monday–Thursday	8 am–8 pm
Friday	8 am–4 pm

### Summer office hours:

Monday–Thursday	8 am–4 pm
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## Counseling Services

**Frese Hall, 1st Floor | 718-997-5420**

Students attend counseling sessions for many reasons. Perhaps they find it more difficult adjusting to college than they thought it would be, or they may not be doing well in their chosen major, or a personal relationship may have ended, or their values and those of their families may be at odds. They may procrastinate, feel

very shy, or have questions about their sexuality. Although these circumstances are common, they can have far-reaching effects on students' lives, and can cause depression, anxiety, and conflict. At such a time, many students have found it helpful to talk with a professional counselor.

Counselors also assist with financial aid and academic appeals, leave of absence, selection of major, academic probation, and re-entry to college. Limited psychiatric services are also available to students. The Counseling staff is composed of licensed professionals and supervised interns. Students may stop in or call to make an appointment.

**All services are free and confidential.**

### **Minority Student Affairs** **Frese Hall, 1st Floor | 718-997-5420**

Minority students are supported in their pursuit of academic success and personal development through varied, high-quality services, programs, and opportunities, such as:

- pre-professional advising
- coaching and mentoring
- counseling and referral for personal issues
- support groups (men's/women's)
- professional and graduate school planning and assistance with applications
- peer support
- counseling for course & major selection

Hours: Monday–Friday, 11 am–5 pm; evening hours available; please make an appointment. Phone: 718-997-5420 or 5423.

### **Peer Services** **Student Union LL37 | 718-997-5419**

Peer Program students are available to discuss a variety of issues and can help you navigate Queens College programs and services. They can make referrals to the professional counselors in the center and to other offices and services available on campus. Peers are students who are enrolled in classes in the Peer Program where they learn communication and

counseling skills and information about the college. Peer counselors can help with:

- college adjustment
- college rules & regulations
- selecting a major or minor
- transfer student concerns
- information about student services
- personal issues

Hours: Mon., & Thurs., 9 am–5 pm; Tues. & Wed., 9 am–7 pm. Available during Fall & Spring semesters only. No appointment needed. First come, first served. Walk in to the Peer desk.

DMV vision tests, and nicotine replacement therapy referral.

- Workshops are offered on many health issues, including alcohol and drug use, birth control, pregnancy, safer sex, HIV/AIDS, nutrition, and cardiovascular health.

All students are required to comply with New York State Department of Health immunization health laws. Students born on or after January 1, 1957 must present proof of vaccination or immunity against measles, mumps, and rubella, as well as a meningitis response form indicating whether they have received a meningitis vaccination.

Health insurance advice is available at our office, as well as access to Affordable Care Act Navigators.

All health records and consultations are strictly confidential.

### **Housing & Residential Life**

**718-997-4881**  
**[queenscollegehousing.com](http://queenscollegehousing.com)**

Since August 2009, Queens College has provided on-campus housing. Students in good standing are eligible to live in the Summit Apartments, whose amenities include study lounges on each floor, laundry facilities, vending machines, a fitness center, and music practice rooms. Each student apartment includes a dining table with chairs, full-size oven, full-size refrigerator, microwave, couch, chair, entertainment stand, high-speed wireless Internet, and extended basic cable television. Included in the bedroom are an extra-long twin bed and mattress, desk and chair, dresser, and closet. Applications for the Summit Apartments are available online.

### **Health Service Center**

**Frese Hall, 3rd Floor**  
**718-997-2760 | Fax: 718-997-2765**  
**Email: [healthquestions@qc.cuny.edu](mailto:healthquestions@qc.cuny.edu)**  
**Monday–Friday, 9 am–5 pm**

A healthier lifestyle fosters better performance in academics and in your personal life, not only while you are a student, but long after graduation. Our mission in the Health Service Center is to provide free or low-cost resources, consultations, referrals, and educational programs to help you achieve your optimum well-being. The center offers health education and counseling to students, staff and faculty, on an individual basis and in groups:

- Our free walk-in services include first aid, medical assessment and referrals, immunizations, blood pressure checks,

## Intercollegiate Athletics

**FitzGerald Gym 204 | 718-997-2795**  
**QueensKnights.com**

The Queens College Intercollegiate Athletics program is a member of the National College Athletic Association (NCAA) Division II and East Coast Conference (ECC). Our program offers 19 varsity sports: baseball (M); basketball (M/W); cross-country (M/W); dance and fencing (W); lacrosse (W); soccer (M/W); softball (W); swimming and diving (M/W); tennis (M/W); indoor and outdoor track and field (M/W); and volleyball (W). Students who have an interest in joining a varsity program should contact the specific head coach directly; the entire staff directory for the Athletics program can be found on our website, under the "Athletics" tab. Teams are open to all students who have matriculated and satisfied the academic requirements specified by the college and the NCAA.

## International Students & Scholars

**Student Union 327 | 718-997-4440**

The International Students & Scholars Office assists students and faculty in obtaining and maintaining the appropriate F-1 or J-1 visa for the purpose of studying, teaching, or conducting research at the college on a short-term basis. Services include documents, procedures, and advice for obtaining or maintaining F-1 or J-1 visa status; U.S employment advice and authorization; extension of an educational stay at the college; travel advice and authorization for entering or reentering the United States; a college and city orientation program for new students and scholars (including admission, course registration, transportation, banking, and U.S. social security card and NY driver's license information and procedures); and information and advice regarding health services and insurance and legal, housing, financial, U.S. taxation, cross-cultural, academic, and student affairs issues.

## Judicial Affairs & Service Learning

**Student Union 320 | 718-997-3970**

The Office of Judicial Affairs & Service Learning strives to afford the Queens College student the opportunity to grow and become a well-rounded citizen, in order to meet the demands of our community at large and provide education, service, social responsibility, and opportunities for success in today's society. The office is responsible for adjudicating violations of the Henderson Rules (CUNY) and Academic Integrity policies.

- Interpreting services for the deaf
- Extended time on tests
- Digital recorders for class

The service hours are 8 am–4 pm for intake and 7:30 am–5 pm for counseling. On Wednesdays, OSS is open until 7 pm. If you have any questions, please call the number above.

## Recreation & Intramural Sports

**FitzGerald Gym 206 | 718-997-2740**  
**QueensKnights.com/StudentRec/overview**

The Intramural Sports program at Queens College is designed for the participation, recreation, and enjoyment of the entire campus community. Regardless of ability, we strive to realize the benefits of social recreation and competitive involvement. This includes faculty, staff, and undergraduate and graduate students. It is our goal to maintain a safe and fun environment, free from arguments and fighting, both of which are punishable by the intramural supervisors and directors. Captain's meetings at the beginning of each intramural season are mandatory for all teams. Further information can be found at [QueensKnights.com/StudentRec/Intramurals](http://QueensKnights.com/StudentRec/Intramurals).

## Office of Special Services for Students with Disabilities/TRIO

**Frese Hall 111 | 718-997-5870**

The Office of Special Services (OSS) ensures accessibility to all social and academic activities on campus. Students requiring accommodations must provide documentation identifying their disability. Once students register with OSS, they will receive accommodations and supportive services according to their disability needs in compliance with the American Disability Act of 1973. The intake process will include an academic plan to help students understand and set up their projected coursework. They are assigned an academic counselor and are monitored for their progress and success.

OSS also provides an Assistive Technology (AT) Lab which includes training on all software and equipment for students with disabilities requiring specialized technology. The services at the AT Lab include a laptop- and equipment-lending project. Students come at the beginning of the semester and sign up for a laptop or such equipment as an audio-enhancer for classes. The laptops will be set up according to the software needed by the particular student to meet their disability needs. Some of the services according to disabilities are:

- Scrubs
- Readers
- Note takers

Our facilities are open to all students during open recreation hours. Your valid (current) QC ID or membership card must be shown to the recreation staff anytime you use the facilities, which include the Fitness and Aquatics Centers. The Fitness Center, located in Room 206 of FitzGerald Gymnasium, features cardiovascular machines (elliptical cross-trainers, stair-steppers, cycles, treadmills, and the new ARC trainer), a free-weight area, and a Cybex selectorized-weight circuit. Trained recreation staff members are available to offer assistance with all the equipment. Personal training or group training sessions can be scheduled for those who want more personal attention. The Aquatics Center is located on the first floor of FitzGerald Gymnasium.

## Student Life

**Student Union 320 | 718-997-3970**  
[http://www.qc.cuny.edu/studentlife/  
Pages/default.aspx](http://www.qc.cuny.edu/studentlife/Pages/default.aspx)

Come to the Student Life Office and learn how to get involved with over 100 active clubs and organizations at Queens College! Among these are the Student Association, *Silhouette* Yearbook, *Knight News* (the college newspaper), and WQMC, the student radio station. There are also many ethnic, special-interest, and religious clubs along with honors societies and Greek-lettered organizations.

The Student Life Office also sponsors the Leadership Is For Everyone (LIFE) series and related new student retention and welcome programs.

### QTips Information Center

Located next to the Corner Pocket Game Room in the Dining Hall, head to QTips to purchase discount theatre and movie tickets or to ask about the "Small World Series" created for students with children. Call the QTips Information Center at 718-997-5045.

To find out how you can get involved on campus and make the most of your college experience, go to [sl.qc.cuny.edu/StudentLife](http://sl.qc.cuny.edu/StudentLife) or call us at 718-997-3970.

## Student Union

**718-997-3957**

### Sub-Level

Parking Garage

### Lower Level

WQMC Radio Station, *Knight News*  
Student Newspaper, Club Offices, Follett  
Book Store, Peer Support Services

### First Floor

Conference Services Office, Hop Spot,  
Recreation Area, Queens County Savings  
Bank, and SA Diner

### Second Floor

Religious Organizations: Lutheran Center (Room 203), Hillel (Room 206), Newman Center (Room 208), Muslim Students Association (Room 218), Ikaros Hellenic Orthodox Club (Room 219), Veterans Lounge (Room 209)

### Third Floor

Computer Lab (Room 319), Student Association (Room 319), Student Life Office (Room 320), College Association, Service Learning Programs, Leadership Is for Everyone (LIFE), Student Employment Opportunities, International Students & Scholars (Room 327), Judicial Affairs (Room 320)

## Campus Resources

### Office of Financial Aid

**Jefferson Hall 202 | 718-997-5102**  
<http://www.qc.cuny.edu/fao>

**FAFSA Code 002690**

**TAP Code 1416**

**All financial aid inquiries are currently being handled as part of the services of the One Stop Service Center in the Dining Hall.**

Many of our students need some sort of financial aid to help pay the costs of attending college or graduate school.

Financial Aid at Queens College includes grants, work, and loans from NY State and the federal government, and can help pay expenses beyond tuition and fees. We have tried to present information on our website that will help you understand the programs, your eligibility for them, and the application process. Follow carefully the instructions on our website for applying for each type of aid. Ask us if you have any questions or need help. **Filing for aid is free!** We hope you use our website as a resource for related information beyond our federal and state aid programs, including how to find outside scholarships.

### Avoid Problems with Billing & Financial Aid

- File the FAFSA and the TAP applications on the Web using electronic signatures.
- File with complete and accurate information; don't guess!
- If you have a merit-based scholarship or other merit award that requires you to file aid applications each year, be sure to file them early!
- Contact the Financial Aid Office if there is anything you don't understand about your aid, or if aid you expect to be applied to your bill isn't there.
- If there are any drastic changes in your family's financial situation, file your FAFSA the regular way. When you receive your Student Aid Report (SAR), bring documentation and discuss the change with a financial aid counselor.

- Be sure you understand the college's procedures related to registration, bill due dates, residency documentation, and permits, and to financial aid awards, payments, and change of program. Every college does things differently.
- Be sure you understand application/eligibility requirements for each type of aid.
- Before taking any retroactive actions or adjusting your program, check with us to be sure of the effect of those actions on your financial aid, both for the semester of the action as well as for the future.
- If you repeat a course you are not required to repeat, make sure that you have sufficient additional courses for that semester to maintain eligibility for your aid.
- Keep your grades up and complete all courses. There are several aid-related academic standards that you must meet to keep your aid.

## You and Your Money

We also want to connect you to resources that can help you in other ways to keep your finances in order. Explore our website; we think it might be of use to you even if you aren't applying for our financial aid programs.

- See our webpages for financial aid programs (grants, work, loans) that you might be eligible for and tips to avoid problems.
- Watch aid eligibility requirements very carefully so that you don't lose any aid you've been awarded.
- Don't pay anyone to complete your aid applications—do as much as you can and ask us for help on specific questions if you're not sure. Filing is free.
- Talk with your financial aid counselor if there has been a major negative change in your family's financial situation.
- If you have any questions, ask us—not your friends!
- Apply for outside and QC scholarships; see our scholarships webpage and go to the Honors and Scholarships Office in Honors Hall.

## Jobs

- Apply early for aid, and request consideration for college work-study on your application.
- Find a non-work-study job through the Office of Career Development & Internships (Frese Hall 213).

## IMPORTANT INFORMATION FOR TRANSFER STUDENTS

Our financial aid, billing, and registration procedures are very likely to be different from those at your previous school. Ask us first—don't assume anything! Be sure to see our complete information about aid applications, eligibility, and related processes on our website. Add our FAFSA code 002690 to your FAFSA at <http://www.fafsa.ed.gov> if you already filed a FAFSA for the year you are transferring and didn't list any CUNY school.

## Here at QC

- Change your TAP college code to 1416 at <http://hesc.ny.gov> if you filed for TAP but used a code for a non-CUNY school. If you will be a part-time student, be sure to complete the CUNY Supplement Form as soon as you receive it.
- Come in to see a counselor in the Financial Aid Office as soon as possible to see what you need to do to assure that your aid will flow smoothly at QC. Most aid awarded at another CUNY college can be transferred to QC.
- If you are going to need loans, follow our loan application and related procedures.
- Students awarded Federal Work-Study at another CUNY college for the current year must follow instructions about placement through QC.
- If you were a CD or SEEK student at your prior CUNY college, be sure your prior school mailed the Special Programs Transfer Request Form to QC.
- When you reach 60 credits, officially declare your major immediately by going to the Registrar's website (under forms). NY State aid requires you to formally declare your major upon reaching your 60th credit.

- Take sufficient courses each semester that are needed for your degree. This is important for your NY State aid.
- Be careful not to repeat courses for which you have been given transfer credit.

## At Your Old School

- **Officially drop courses** you may have registered for but won't be taking at your old school in accordance with their instructions. Don't wind up with two tuition bills!
- Be sure to keep track of all of your loans from previous schools.
- **Cancel any Direct Loans** approved at the other school for the period you will be attending QC.

## One Stop Service Center

**Dining Hall I28 | 718-997-4141**

Once enrolled at Queens College, the One Stop Service Center is your first stop for any questions or problems you may have regarding financial aid, registration, student records, or billing issues. The One Stop Service Center is a customer-service area representing the offices of the Registrar, Bursar, and Financial Aid. It is staffed with experts from these various offices who can quickly assess your problem or situation and either help you on the spot or refer you to the appropriate resource for more information or processing.

### Office hours:

Monday–Friday	9 am–5 pm
Tuesday & Wednesday	9 am–7 pm (when classes are in session)

## SERVICES OFFERED AT THE ONE STOP SERVICE CENTER:

### Registrar

- General information, inquiries, and assistance with CUNYfirst
- Maintenance of Matriculation form
- Declaration of Major/Minor form
- Name/Address Change
- Social Security Number Change
- Enrollment Certification Letters
- Transcript Request

- Non-CUNY Permits
- Graduation Cancellation form
- Evaluated Withdrawal form for Graduate Students
- Grade Report for Visiting Students
- Verification of Status for Tuition Determination form
- Non-Disclosure of Directory Information (FERPA)
- Grading issues

#### **Financial Aid**

- General information about the Financial Aid process and procedures
- Intake and distribution of all Financial Aid forms including:
  - Dependent and Independent Verification Worksheet
  - Federal Direct Loan Requests
  - Direct Deposit Request
  - Direct Loan Increase/Decrease/ Cancellation Request

#### **Bursar**

- General information and inquiries
- Request for billing statements

- Intake and Distribution of:
  - Stop-Payment Request forms
  - Direct Deposit forms
  - Intake of 3rd-party vouchers
- Tuition payment plan
- Bill payment (only check or money orders)

## **QCards**

The QCard ID provides instant identification for members of the QC community and serves as a key card at buildings with secured doors. It is also the quickest, most convenient method for buying things on campus.

#### **The QCard allows you to:**

- Check out materials at the Rosenthal Library
- Access computer labs and student labs
- Purchase meal plans and pay for food at QC dining locations
- Attend QC sporting, arts, and entertainment events

When loaded with money in the form of QBucks, the QCard serves as a debit card. It can be used at any point-of-sale location on campus, including:

- Dining halls and cafes
- Corner Pocket Game Room
- Vending machines

And soon you will be able to purchase from off-campus vendors.

Every student must have a QCard. The latest QCard contains an additional smart chip, so your card can be swiped through or tapped against a card reader to complete a transaction.

To obtain a QCard, you must claim your computer accounts first. To claim your CUNYfirst account, visit <https://home.cunyfirst.cuny.edu>. To claim your QC Username and QC Email, visit CAMS (College Account Management System) at <https://cams.qc.cuny.edu>.

After activating your account in CAMS, you can get your QCard on the next business day that the QCard Office is open (Dining Hall 128, at the back of the One Stop Service Center). You must bring two photo IDs as proof of identification (e.g., your old college ID, a driver's license, a state-issued non-driver ID, or a passport).

If you lose your QCard, you must go to the Bursar's Office and pay a fee. Bring that receipt to the QCard Office to obtain your replacement card.

# College & University Policies

## Academic Policies & Procedures

Rules governing grades, credits, retention standards, attendance, leaves, and conduct are among the major topics covered in this section. Since no compendium can anticipate and answer all questions, students should consult with the offices of the Registrar, Vice President for Student Affairs, Counseling & Resource Center, Academic Advising Center, or Undergraduate Scholastic Standards Committee, as appropriate, for information on any topic not covered here.

The Undergraduate Scholastic Standards Committee (USSC) is the committee of the Academic Senate charged with reviewing and acting upon students' appeals for waivers of the college's academic policies and procedures. The USSC requires a completed appeal form and typed appeal statement, along with supporting documentation, for any appeal. *The review of appeals requires time, and not all appeals are granted.* Students who have filed an appeal are therefore advised *not* to assume the appeal will be granted. Decisions of the USSC cannot be overturned.

### STUDENT NUMBER

The college will set a CUNY Student ID number for each student through registering for a CUNYfirst account. The process for obtaining a Student ID number can be found at [www.qc.cuny.edu/cunyfirst](http://www.qc.cuny.edu/cunyfirst).

### PLACEMENT EXAMINATIONS

All newly accepted freshmen are evaluated using Regents Exams, SAT scores, or appropriate writing, reading, and math placement examinations (called CUNY Assessment Tests). The results of these evaluations determine the courses a student must take to fulfill the college's Primary College Competencies.

### ADVANCED PLACEMENT

Eligibility for advanced placement is determined by individual academic departments based on the student's performance on the Advanced Placement Tests given by the College Entrance Examination Board. Students who have taken an Advanced Placement Test may have the results forwarded to the Admissions Office.

### CREDIT BY EXTERNAL EXAMINATION

Students may receive college credit for examinations conducted by the New York State Department of Education and by the College Entrance Examination Board—College Level Examination Program (CLEP, subject-area exams only). Students should obtain approval to take such examinations from the appropriate department chair. They may receive either credit for specific courses or elective credit within the department. Information about these examination programs is available in the Admissions Office.

### TRANSCRIPTS

Transcripts of academic records are issued only upon the written authorization of the student. Such a request may be submitted online through the college's website at [www.qc.cuny.edu/registrar](http://www.qc.cuny.edu/registrar). Although we will accept requests by mail or in office, this will add additional processing time to the request.

Transcripts are normally processed in 3–5 business days after the request is received. The process may take longer during peak periods at the beginning and end of a semester. We are unable to either email or fax transcripts to other institutions.

More information can be found at [www.qc.cuny.edu/transcripts](http://www.qc.cuny.edu/transcripts).

### COURSES AT OTHER INSTITUTIONS (E-PERMIT)

The "e-Permit" allows Queens College students to file an online request to take a course at another CUNY college. To access the e-Permit, go to [www.cuny.edu](http://www.cuny.edu) and click the Portal Log-in/Blackboard/eSims Log-In. If you do not have a CUNY Portal account, click on "Register for a New Account." Once registered, a personalized [cuny.edu](http://cuny.edu) homepage will appear with an e-Permit link prominently displayed. Follow the instructions for filing a permit request.

A Queens College student wishing to take a course at a non-CUNY college and transfer those credits to Queens *must* obtain, complete, and return to the Registrar's Office a permit to do so *before* taking the course. This requirement includes courses taken during Summer or Winter Sessions. Permits are authorized by the appropriate department and administered by the Registrar. Permit forms are obtained at the Registrar's Office (Jefferson Hall, 1st floor) and at [www.qc.cuny.edu/epermit](http://www.qc.cuny.edu/epermit).

To qualify, you must meet the following conditions:

- be a degree (matriculated) student with a cumulative GPA of at least 2.00;
- be at least in your second semester of matriculation;
- be currently attending Queens College or have been on a permit the preceding semester; and
- have successfully completed at least six credits at Queens College.

A department may refuse to authorize a permit if, in its judgment, it is inappropriate to do so. It is the responsibility of students who study at other institutions on permit to have official transcripts of their work sent to the Registrar's Office. These should be sent to the attention of the Permit Officer, Registrar's Office (Jefferson Hall, 1st floor).

## **OVERSEAS STUDY PROGRAMS**

The CUNY/Paris Exchange Program offers students of all disciplines the opportunity to study for either a semester or year at one of the Universities of Paris. Requirements include either three semesters of college-level French or an equivalent linguistic proficiency. For information and applications for this program, contact Prof. Maxine Fisher (Klapper Hall 353; 718-997-4608; fax 718-997-4636; maxine.fisher@qc.cuny.edu). The Study Abroad Program allows students to receive instruction at various sites outside of the United States. Students may participate in programs offered by Queens College or by other CUNY colleges. For information and applications for this program, contact Prof. Helen Gaudette (Kiely Hall 183; 718-997-5521; helen.gaudette@qc.cuny.edu).

## **REGISTRATION**

Updated registration information can be obtained from the Registrar's Office and is also available on the Registrar's website: [www.qc.cuny.edu/registrar](http://www.qc.cuny.edu/registrar). Click on the Semester Guide tab.

## **COURSE AND FACULTY EVALUATION**

During the last four weeks of every Fall and Spring semester, students are asked to complete a course and faculty evaluation form for each class they are taking. This student feedback provides useful data for assessing some aspects of courses and instructors, and is an important way for the college to learn about teaching college-wide.

Responses to evaluation forms are summarized at the end of every semester and made available online via the Queens College Information System website, <http://courses.qc.cuny.edu>.

## **THE DEAN'S LIST**

The Dean's List is established each semester in accordance with standards set by the college. Criteria are as follows:

- *Undergraduate degree students registered for 12 or more credits a semester.* The Dean's List will be promulgated at the end of each Fall and Spring semes-

ter. (It is not promulgated for work taken during Summer Sessions.) To be named to the Dean's List, a student must have an average of 3.5 in 12 credits of quality grades (A+ through F, WF, and WU) in that semester. Grades of INC, P, NC, W, and Z will be ignored if the basic requirement of 12 credits of quality grades is met. All quality grades will be included in the computation. The credits considered will be those on the student's record of registration at the end of the third week of the semester. The determination of eligibility will be made only at the time semester grades are posted. It will not be redetermined and awarded retroactively because of grade changes.

- *Undergraduate degree students registered for fewer than 12 credits in the Fall and Spring semesters of the same academic year.* The Dean's List will be promulgated in June on work completed in both semesters, September through June. In order to be named to the Dean's List, a student must have an average of 3.5 in a minimum of 12 credits of quality grades (A+ through F, WF, and WU) during the academic year. Grades of INC, P, NC, W, and Z will be ignored if the basic requirement of 12 credits of quality grades is met. All quality grades will be included in the computation. The credits considered will be those on the student's record of registration at the end of the third week of the semester. The determination of eligibility will be made at the time Spring grades are posted. It will not be redetermined and awarded retroactively because of grade changes. A notation will be made on the grade report sent to the student at the time of determination of eligibility and on the grade label posted on the student's permanent record. This notation will indicate whether the determination was made on the basis of full- or part-time attendance.

## **GENERAL COLLEGE HONORS**

General college honors—*summa cum laude*, *magna cum laude*, and *cum laude*—are conferred on graduating seniors who meet standards approved by the Academic Senate. The academic averages required for honors degrees are 3.9 for *summa cum laude*, 3.75 for *magna cum laude*, and 3.5

for *cum laude*. To be eligible for honors, a student must have completed at least 60 credits with letter grades (A, B, C, D, F) at Queens College.

## **DEPARTMENTAL HONORS**

Departmental honors are conferred each year on those members of the graduating class who meet standards set by each department. For more information, visit the major department/program office(s) with which you are affiliated.

## **CREDITS AND CREDIT LOAD**

Equated credits or billable credits are the number of *contact hours* in compensatory and developmental courses, regardless of the number of credits given for these courses. The number of equated credits will exceed the number of degree credits in compensatory and developmental courses. All hours of noncredit courses are considered as equated or billable credits. For details, contact the respective department or program.

*Matriculated students* in good standing may register for the following maximum number of equated credits:

- Fall and/or Spring semester: 18 equated credits/hours.
- Winter Session: 4 equated credits/ hours.
- Summer Session 1 (Short): 6 equated credits/hours.\*
- Summer Session 2 (Long): 9 equated credits/hours.\*

\*The total maximum equated credits/hours load for combined Summer Sessions (short and long) is 15 equated credits/hours.

*Academic probationary students* may register for a maximum of 13 equated credits/hours per semester.

*Non-degree students* may register for a maximum of 11 equated credits/hours per semester.

*First-semester freshman* students are advised to register for no more than 15 equated credits/hours, but may register for a maximum of 18 equated credits/hours.

## **ADDITIONAL CREDITS**

Sophomores, juniors, and seniors who have a cumulative grade-point average of 3.0 or higher, and no temporary grades of *INC*, are automatically permitted to register for a maximum of 21 equated credits. Matriculated students in good standing who have compelling reasons for requesting additional equated credits may submit an Appeal to Register for Additional Equated Credits to the USSC in Frese Hall, Room 201, as early as possible during the registration period. Appeals may be submitted for Fall and Spring only.

**Note:** Students who register for more than 18 equated credits/hours will be charged an Accelerated Study Fee based on the number of hours registered. Please consult the Bursar's Office website for current fee information.

## **OVERLAPPING COURSES OR COURSE CONFLICTS**

These are courses whose meeting times are not *at least five minutes apart*. The college prohibits registration into courses with overlapping schedules or class meetings. Students will not be permitted to register for courses that overlap or conflict. *Exception:* Graduating seniors may submit an Appeal to Register for Overlapping Courses in Frese Hall, Room 201, at least three days prior to their scheduled registration date.

## **CLASSIFICATION OF STUDENTS**

The minimum number of degree credits required for membership in each class is:

Lower Freshman	0–14.9
Upper Freshman	15–29.9
Lower Sophomore	30–44.9
Upper Sophomore	45–59.9
Lower Junior	60–74.9
Upper Junior	75–89.9
Lower Senior	90–104.9
Upper Senior	105–120+

## **GRADUATION**

A student must complete 120 degree credits to be eligible for graduation unless a waiver has been granted for a specific program.

## **ATTENDANCE**

By registering in a course, the student assumes the obligation to fulfill the requirements set for that course by its instructor. *Although absence in and of itself shall not affect a student's grade*, students are responsible for such activities as participation in class discussions, laboratory sessions, field trips, etc.; the preparation of papers and reports; and the taking of quizzes and examinations, any or all of which may constitute a component in the final grade for the course. In addition to observing the regulation regarding withdrawal from a course, students are expected, as a normal courtesy, to inform the course instructor of any prolonged absence or withdrawal.

**Note:** While attendance in class may not be required for a final grade in a specific course, students should be aware that attendance may be required to retain eligibility for financial aid.

## **INACTIVE STATUS**

Students who do not register for a regular semester (Fall or Spring) will be considered inactive. The inactive status is not noted on the official record. Inactive students who wish to return to the college must file an Undergraduate Reentry Application by the deadline established by the Admissions Office in Jefferson Hall (718-997-5614).

## **GRADES**

Assigned grades (*A+* through *F* and *WU*), once assigned, stand as final evaluations. An assigned grade may not be changed later by additional assignments, retesting, or auditing a class.

## **Passing Grades**

Passing grades assigned by faculty are *A+* through *D*. (There is no grade of *D-*.) Grades of *A+* show on the student's record but are counted as an *A* in the grade-point average (GPA). *P* (Pass) is assigned in place of a passing grade when a student chooses the *P/NC* grading option or when a *P* is the only legal grade that may be assigned in a course and the instructor has submitted an earned passing grade. *P* earns credit but is not calculated in the GPA.

## **Failing Grades**

A student who receives a failing grade (*F*, *NC*, *R*, *WF*, or *WU*) will not receive college credit for that course. The grades *F*, *WF*, and *WU* are calculated in the GPA as zero. Grades of *NC* or *R* are not calculated in the GPA. (See *Warning*, below.)

**F (Failing)** is assigned for work that, in the judgment of the instructor, does not deserve college credit. This grade is calculated in the GPA as zero and gives no credit.

**NC (No Credit)** is assigned when the instructor submits an *F* and:

- a. the student has chosen the *P/NC* grading option for that course, within the applicable rules *and*
- b. the student is a first-semester student *or*
- c. the course in question may only be graded as *Pass* or *No Credit*.

**R (Repeat)** is assigned when the instructor submits an *F* for a student in a CESL course. A course in which an *R* is received is repeated until it is passed.

**WF (Withdrawn Failing)** is assigned by the Registrar when a student receives permission from the USSC for an official late current withdrawal, and the instructor's evaluation of a student's coursework is failing at the time of the withdrawal.

**WU (Withdrawn Unofficially)** is assigned by the instructor to indicate that the student stopped attending the course before the end of the semester; or as a result of excessive absences there is no basis to give a final letter grade of *A+* to *F*, and the conditions for a grade of *INC* do not apply.

The grade *WU* will also be assigned by the Registrar when a student, after receiving approval for an official late course withdrawal from the USSC, fails to submit the instructor's evaluation. The *WU* cannot be replaced by an *NC* or *R* in those courses in which an *NC* or *R* would replace an *F*.

## **WN (Never Attended)**

If a student never attends a given class and does not withdraw officially, the *WN* grade will be assigned. Students will not be permitted to repeat an ESL course after receiving either no credit or a failing grade twice previously in that course.

**Warning:** Students should be aware that other colleges and universities, as well as other institutions and agencies, may evaluate grades of *P* as *C* or *D*, and grades of *R* and *NC* as grades of *F*. This may significantly lower a student's GPA.

### **Freshman Grading Policy**

A first-semester freshman, for the purpose of the conversion of an earned *F* to the *NC* or *R* grade, is defined as a student who is:

- A. A full-time student in his or her first semester at Queens College with fewer than 12 credits from any institution of higher learning. The only exception is for Fall semester entrants who attend the immediately preceding Summer Session. In this case only, an *NC* or *R* will cover all *F* grades submitted by an instructor both for that Summer Session and the immediately following Fall semester; or
- B. A part-time student during that time in which his or her first 12 credits are attempted at Queens College, and who has fewer than 12 credits from any institution of higher learning.

All grades of *F* submitted by an instructor for first-semester students will be converted to *NC* or *R*. Grades of *WU* and *WF* remain on the student's record. If a grade of *INC* is not resolved, they will convert to *FAB*, *FIN*, or *FPN*, respectively, and remain on the student's record.

Students should note that grades of *P* will not be applied to general college honors, which requires a student to complete at least 60 credits with letter grades at Queens College.

### **Pass/No Credit (P/NC) Option**

Students may select one course each semester and one course in Winter and Summer Sessions for grading under the *P/NC* Option. (Note: Summer Sessions 1 and 2 are considered as one semester.) No more than 21 credits of *P/NC* may be applied toward the baccalaureate degree. Courses in which students may *only* earn a *P* or *NC* are not included in the 21 attempted *P/NC* credit limit.

Instructors *cannot* submit a grade of *P* or *NC* except in courses where these grades are the only legal grade. All earned passing grades will be converted to *P*; *F* grades will be converted to *NC*.

The *NC* grade is only assigned when an *F* is submitted by the instructor. If a student does not attend the course or if, as a result of excessive absences, the instructor has no basis on which to submit a final grade, a grade of *WU* may be assigned. The grade of *WU* will not be converted to an *NC*. Only an earned failure is converted to an *NC*. *WU* and *WF* grades in courses taken under the *P/NC* Option remain on the student's record. Students should note that grades of *P* will not be applied to general college honors, which requires a student to complete at least 60 credits with letter grades (*A*, *B*, *C*, *D*, and *F*) at Queens College.

### **Exceptions to the P/NC Option.**

Students may not take the following courses under the *P/NC* Option:

- All Writing-Intensive courses.
- English 110, 120, 120W
- ACE Seminar Courses
- Courses taken to satisfy the basic skills requirement in Mathematics.
- Any course in a major or major concentration without the permission of the major department.
- Minor requirements (see department for exceptions).
- Prerequisites for majors and minors (see department for exceptions).
- In joint majors and in specialized majors within departments, the determination of courses constituting the major for purposes of the *P/NC* option will be made by the student's concentration advisor.

### **Graduate Courses**

Students who have elected/received a *P* in a course that later becomes part of their major or minor may appeal to the Undergraduate Scholastic Standards Committee to have the *P* replaced by the earned grade originally assigned by the instructor.

### **Selecting and Deselecting the P/NC Option**

Students may select and deselect the *P/NC* Option online by following the procedures in the academic calendar deadlines portion of the Student Service center of the student's CUNYfirst account. To register for a CUNYfirst account, visit [www.qc.cuny.edu/CUNYfirst](http://www.qc.cuny.edu/CUNYfirst). The choice must be finalized by the end of the eighth week of the Fall or Spring semester.

Winter Session dates are listed on the student page for CUNYfirst at [www.qc.cuny.edu/Winter](http://www.qc.cuny.edu/Winter). Summer Sessions 1 and 2 dates are listed in the FAQ portion of the Summer Session website at [www.qc.cuny.edu/Summer](http://www.qc.cuny.edu/Summer). After the deadlines indicated, the *P/NC* choice is final and cannot be changed.

*Second-semester students* may select the *P/NC* Option until the end of the fourteenth week of the Fall and Spring semesters, or until the next-to-last day of either Summer Session. Second-semester students, for the purpose of the *P/NC* Option, are defined as:

- A. Full-time and matriculated students during their second semester at Queens College who entered with fewer than 12 credits from another institution of higher learning. Summer Sessions 1 and 2 do not count as a semester.
- B. Part-time and matriculated students who have completed more than 9 but fewer than 18 credits.
- C. Transfer degree students with more than 11 but fewer than 28 credits from any institution of higher learning during their first semester at Queens College. Summer Sessions 1 and 2 do not count as a semester.

**Important:** The *P/NC* deadline will *not* be extended. Failure in the course or missing the deadline to select the *P/NC* option will not be considered grounds for appeal.

## **TEMPORARY GRADES (INC & PEN)**

The college grading policy interprets the submission of an *INC* as implied obligations or contracts to assist the student in resolving the grade. Instructors who do not intend to assist students *should not submit a grade of INC*. They may submit a letter grade of *F* when there is no reasonable expectation that the student can pass the course even if the missing final exam or coursework is made up. The temporary grade of *INC* is not calculated in the GPA.

Instructors who *will not be available* to receive outstanding coursework *should not submit an INC grade* and contract. When instructors *do not intend* to assist in resolving *INC* grades, they should submit a letter grade, calculated without the missing work.

**INC (Incomplete)** is not an automatic grade. It is a temporary grade that may be assigned by faculty when a student has requested an *INC* and meets all of the following conditions: some of the course requirements other than but possibly including the final examination have not been satisfied for good and sufficient reason as determined by the instructor; and there is a reasonable expectation that a student can pass the course by submitting the outstanding work by the end of the next regular semester, Spring or Fall. (Summer Sessions 1 and 2 do not count as a semester in this case.) The assignment of *INC* constitutes an agreement with the student that the instructor or department will receive, evaluate, and submit a grade for the missing course requirements, upon submission of the outstanding work by the student. (See *Resolution of Temporary Grades*, below.)

The *INC* grade is not to be assigned if: it is not requested by a student; or if there is no reasonable expectation that the missing work can be completed, submitted, and graded by the end of the next regular semester, Spring or Fall (Summer Sessions 1 and 2 do not count as a semester); or a student would receive a failing grade in the course even if the missing work was completed, submitted, and graded. In these instances, the instructor must

assign a grade based on a student's work for the semester. If there is insufficient information due to a student's attendance, the *WU* grade will be assigned.

**PEN (Pending)** is a temporary grade awarded when the disposition of the final grade requires further evaluation and the incomplete grade is inappropriate. *PEN* is also used to facilitate the implementation of the Procedures for Imposition of Sanctions whereby colleges must hold a student's grade in abeyance pending the outcome of the academic review process. The *PEN* grade will not lapse to *FPN*; final determination of a grade will depend on final evaluation by the instructor or the outcome of the college's academic review process.

**WA (Withdrawal, Administrative)** is assigned by the Registrar when a student is not in full compliance with the college's immunization requirements. Students receiving this grade should immediately contact the Office of the Vice President for Student Affairs (718-997-5500).

**Z (No Grade)** is assigned by the Registrar when an instructor has failed to submit grades for the entire class. Students who receive a *Z* on their semester grade report should contact the instructor or the department as soon as possible.

**W (Withdrawal, Passing)** is a grade that can only be issued by the Registrar when students:

1. complete the course withdrawal procedure online, from the third to the end of the eighth week of the Fall or Spring semester or the first to third week of Summer Session 2 (there is no online course withdrawal for Summer Session 1); or
2. request and receive permission from the USSC for a course withdrawal, *and* the instructor's evaluation of the student's coursework is passing at the time of the withdrawal.

**Resolution of Temporary Grades.** The grade of *INC* cannot be resolved through a second registration and/or repetition of courses. Many students graded *INC* register for a course a second time,

receive a letter grade, and then request a retroactive withdrawal from the course graded *INC*. The temporary grade *INC* can be resolved only by making up the missing work; that is, a final examination must be taken and/or the missing work must be submitted by the end of the next regular semester (Fall or Spring).

If the grade of *INC* is not completed by the end of the next regular semester, the temporary grade will be converted to *FIN* and remain on the student's record. *Students must resolve a temporary grade by the end of the next regular semester, even if they are not registered for classes at the college. Students are not permitted to audit, sit in on, or register for the course again as a condition for resolving a temporary grade.* Once a *FIN* has been assigned, students may not resolve the course by submitting missing work or taking a final makeup examination. Faculty may not accept late or outstanding work nor administer a late final makeup examination. The Registrar will reject and return all grades submitted by faculty for courses assigned *FIN*. (See *Temporary Grades Converted to F*, below.) To resolve an *INC* grade, students must submit the missing work by the end of the next regular semester (Fall or Spring).

**Extensions of Temporary Grade.** If students, for serious reasons, are unable to resolve an *INC* grade before the end of the next regular semester (Fall or Spring), they should request permission from the USSC to defer the conversion of the *INC* to a failing grade. Students should be advised that denial of their request is possible. In the event of denial, students should be prepared to locate and notify their instructors as soon as possible to make arrangements to resolve the grade before the end of the final examination period, when this grade will be converted to *F*.

**Temporary Grades Converted to F.** If the *INC* grade is resolved on time (by the end of the next regular semester) but the Report of Change of Grade is not submitted to the Registrar before the temporary grade converts to *FIN*, the Registrar may accept the grade provided that the instructor and department chair

confirm, in writing, that the student submitted the completed work by the deadline (end of the next regular semester).

**Extension of the *FIN* Grade.** If, for serious reasons, students are unable to resolve a temporary grade of *INC* before conversion to *FIN*, they may request special permission from the USSC to complete the course. Instructors who are asked by former students to resolve an *INC* grade that has been converted to an *F* should direct the student to the USSC to file an appeal before making arrangements for a makeup exam or receipt of outstanding coursework. If permission to resolve the grade is given, students may then complete the course with the instructor. If permission is denied, the grade will remain on the student's record as an *F*.

**Appealing Grades.** The following procedure has been established when a student wishes to appeal an earned grade:

1. First, discuss the grade with the instructor.
2. If dissatisfied, the student may make an appointment to discuss the grade with the department chair or program director.
3. If the matter is not resolved after step 2, the student may make an appointment to discuss the grade with the *divisional dean* (not the Vice President for Student Affairs).

Only after all three steps have been exhausted will the USSC consider a formal appeal of an earned grade. The committee's role in the appeal is one of mediation or recommendation; it is not in the USSC's jurisdiction to change an instructor's assigned grade. Students may obtain additional information in the USSC Office (Frese Hall, Room 201).

**Repetition of Courses.** Students may repeat a course either because they initially failed it or because they need to improve a passing grade to meet a departmental or major requirement. In such cases, all grades earned will be recorded on the student's official transcript, but only the *most recent grade* for that course will

be calculated in the GPA. (See *Grade-Replacement Policy*, below.) Some courses may be repeated for credit if the course title (content) is different. Please consult the individual department listings under the course number to determine whether the course may be repeated. Each grade recorded in such courses will be counted in the student's GPA.

**Grade-Replacement Policy.** When students repeat a course, all previous grades will remain on their record, but only the *most recent grade* will be computed in the cumulative GPA. This Grade-Replacement Policy applies to courses first taken in Fall 1984 and later, and first repeated in Fall 1991 and later. *Note:* Any grade in a course first taken before Fall 1984 and repeated after Fall 1991 will not be deleted from the cumulative GPA. Any course repeated before Fall 1991 will not cause the deletion of an earlier grade from the cumulative GPA.

No more than 16 credits may be deleted from any student's GPA under the Grade-Replacement Policy. After a student has repeated courses totaling 16 credits, any further repetition will result in the grades for both courses being averaged into the cumulative GPA.

*The following information is extremely important for students who are considering whether to repeat courses:*

- A. New York State prohibits the use of repeated courses that were previously passed in the determination of financial aid eligibility, unless the repeat is needed to obtain a minimum required grade. For example, if you are registered for a total of 14 credits, three credits of which represent a course that is a repeat of one passed previously, you are registered for only 11 credits for New York State financial aid awards.
- B. The evaluation of your transcript for admission to other undergraduate and graduate programs, both within and outside CUNY, may include *all* courses and grades in the calculation of your cumulative GPA, including those courses and grades not calculated into your Queens College GPA because of the Grade-Replacement Policy.

Courses with the temporary grade of *INC* cannot be resolved under this policy. If students repeat courses in which they have a temporary grade, the grade will be converted to *FIN* and will remain on the student's record. However, if a temporary grade converts to *FIN*, it may be deleted from the cumulative GPA under the Grade-Replacement Policy.

## **DROPPING AND WITHDRAWING FROM COURSES**

Students should not drop or withdraw from courses except for serious reasons.

**Dropping a Course.** Courses may be dropped online in accordance with the procedures described in the academic calendar deadline portion of the Student Service Center area of the student's CUNYfirst account. To register for a CUNYfirst account, visit [www.qc.cuny.edu/cunyfirst](http://www.qc.cuny.edu/cunyfirst) beginning with the first three weeks of the Fall and Spring semesters or the first two days of Winter Session. For Summer Sessions 1 and 2, students may drop a course online via the CUNYfirst registration system. Dropping a course is considered a program adjustment, and the course will not appear on the student's record. Drops during the second and third week of a semester will earn a grade of *WD*. The *WD* grade is not punitive and is used for Financial Aid to track eligibility for those that have earned awards and dropped their course.

## **Course Withdrawals: Fall and Spring Semesters**

Beginning with the fourth week through the end of the eighth week of the semester, students may withdraw from a course online in accordance with the procedures described in the academic calendar deadline portion of the Student Service Center area of the student's CUNYfirst account. To register for a CUNYfirst account, visit [www.qc.cuny.edu/cunyfirst](http://www.qc.cuny.edu/cunyfirst). An instructor's evaluation is not required during this period; the grade of *W* will appear on the student's official record.

Beginning with the ninth week through the last day of classes of the semester, students may withdraw from courses *only* by submitting an Appeal for a Late

Withdrawal from Current Semester Course(s) to the USSC in Frese Hall, Room 201. (For more information visit <https://myqc.qc.cuny.edu/StudentLife/USSC.>)

#### **Course Withdrawals:**

##### **Winter Session**

For the exact instructions and dates to withdraw from a class, please consult the Registrar's website: [www.qc.cuny.edu/registrar](http://www.qc.cuny.edu/registrar). After the unevaluated withdrawal period, students may withdraw from a course *only* by submitting an Appeal for a Late Withdrawal from Current Semester Course(s) to the USSC in Frese Hall, Room 201. (For more information visit <https://myqc.qc.cuny.edu/StudentLife/USSC.>)

#### **Course Withdrawals: Summer Sessions 1 & 2**

There is no online course withdrawal for Summer Session 1. Please consult the Summer Session website for the exact instructions and dates to withdraw from a class. Beginning with the second week of Summer Session 1, students may withdraw from a course *only* by submitting an Appeal for a Late Withdrawal from a Current Semester Course(s) to the USSC in Frese Hall, Room 201. (For more information visit <https://myqc.qc.cuny.edu/StudentLife/USSC.>)

Beginning with the second week and until the end of the third week of Summer Session 2, students may withdraw from a course online in accordance with the procedures described on the Registrar's website: <http://www.qc.cuny.edu/registrar/Pages/Welcome.aspx>. A grade of *W* will be entered on the student's record. Beginning with the fourth week, students may withdraw from a course *only* by submitting an Appeal for a Late Withdrawal from Current Semester Course(s) to the USSC in Frese Hall, Room 201. (For more information visit <https://myqc.qc.cuny.edu/StudentLife/USSC.>)

**Important:** For the exact dates for course withdrawal, please consult the Registrar's website on Summer Session: <http://www.qc.cuny.edu/registrar/Pages/Welcome.aspx>.

#### **Unofficial Course Withdrawals**

Students who stop attending a course without completing the steps necessary to drop or officially withdraw from it will receive a grade of *WU*.

#### **Withdrawal from All Courses**

Students who register and pay their bills and then drop all of their courses during the program adjustment period (from the first day of classes to the end of the third week of the semester) will have these dropped courses removed from their record. Students who withdraw from all courses beginning with the fourth week to the end of the eighth week of the Fall or Spring semester will have the grade of *W* entered on their record for courses registered for that semester. Students in either category above are not considered inactive and do not have to apply for readmission in order to register for the next regular semester.

#### **LEAVE OF ABSENCE**

A leave of absence is permitted only during the Fall and Spring semesters. For Summer Sessions, a withdrawal from all courses is not a leave of absence, and follows the procedures outlined for course withdrawals. (See *Course Withdrawals*, above.)

Students who wish to request a leave of absence should contact the College Counseling & Resource Center, Counseling Services (718-997-5420; [www.qc.cuny.edu/counseling](http://www.qc.cuny.edu/counseling)) beginning with the fourth week and until the end of the fourteenth week of the Fall or Spring semester. There will be an exit interview with a counselor from the Office of the Vice President for Student Affairs. The grade of *W* will be entered on the student's record. Students granted a leave of absence may register for the next semester without filing a Reentry Application. Students who are on academic probation may request a leave of absence in the same way. However, students on Continuing Probation who officially withdraw from all of their Spring classes, or take an official leave of absence during the Spring term, may not register for the following Summer Session or Fall term, but may apply for reentry for the following Spring term on Continuing Probation.

Reentry information and applications may be obtained through the Admissions Office website: [www.qc.cuny.edu/admissions](http://www.qc.cuny.edu/admissions).

There is no refund for an approved withdrawal from all classes or approved leave of absence beginning with the fourth week of the semester.

#### **Second or Subsequent Leave of Absence**

Beginning with the ninth week of a regular semester (Fall or Spring), students with a prior leave of absence who wish to withdraw from all of their courses must submit an Appeal for a Late Withdrawal from Current Semester Course(s) to the USSC. (For more information visit <https://myqc.qc.cuny.edu/StudentLife/USSC.>)

#### **RETENTION STANDARDS, ACADEMIC PROBATION, ACADEMIC DISMISSAL, AND REENTRY RETENTION STANDARDS**

These standards are a result of policies mandated by the Board of Trustees, interpreted by the CUNY Chancellor's Office, and passed by the Council of Presidents.

#### **Required Grade-Point Average (GPA) or Cumulative Index**

Credits Attempted	GPA Required
1–12	1.50
13–24	1.75
25 and above	2.00

For the purposes of retention, the GPA is based *only on grades earned at Queens College*. Credits attempted are the total number of all recorded registered courses, regardless of grades earned. Grades of *F*, *INC*, *NC*, *PEN*, *R*, *W*, *WA*, *WF*, *WU*, and *Z* are all counted as credits attempted. All undergraduate students will have their academic records reviewed at the end of each Fall and Spring semester. At this time, students whose cumulative GPA does not meet the above retention standards will be placed on academic probation for the following semester.

All students are responsible for determining their academic status. Students who do not meet the retention standards listed above, or have a question about their academic standing, are strongly urged to make an appointment to see a counselor in

the College Counseling & Resource Center in Frese Hall, 1st Floor, Main Lobby (718-997-5420; [www.qc.cuny.edu/counseling](http://www.qc.cuny.edu/counseling)).

SEEK students should see their academic counselor in Delany Hall, Room 231 (718-997-3150; [www.qc.cuny.edu/seek](http://www.qc.cuny.edu/seek)).

All meetings with counselors will be private and confidential so students may discuss anything that may be affecting their academic progress.

### **Cumulative Grade-Point Average or Index**

The cumulative grade-point average or index is calculated by computing the earned grades and credits attempted in each course in the following manner:

1. The number of credits in each course is multiplied by the numerical value of each grade earned in the course. Add these products. Their sum is the total of quality points earned.
2. Add the total number of credits. This sum includes credits for courses failed (*FAB, FIN, FPN, WF, WU, or F*) as well as courses passed with the grades *A* through *D*. This sum does not include courses with the grades of *P, NC, R, INC, PEN, W, WA, or Z*.
3. Divide the sum obtained in step 1 by the results obtained in step 2. This is the cumulative GPA.

### **How to Compute the Cumulative Grade-Point Average**

Grade	Numerical Value	Credits	Quality Points
<i>A+</i>	4.0	x 2 =	8.0
<i>A</i>	4.0	x 6 =	24.0
<i>A-</i>	3.7	x 4 =	14.8
<i>B+</i>	3.3	x 3 =	9.9
<i>B</i>	3.0	x 4 =	12.0
<i>B-</i>	2.7	x 6 =	16.2
<i>C+</i>	2.3	x 2 =	4.6
<i>C</i>	2.0	x 3 =	6.0
<i>C-</i>	1.7	x 4 =	6.8
<i>D+</i>	1.3	x 3 =	3.9
<i>D</i>	1.0	x 1 =	1.0
<i>F, WF, or WU</i>	0.0	x 3 =	0.0
		41	107.2

**Quality Points / Credits:**      107.2 = 2.614  
    41

### **Academic Probation**

Students who, at the end of a Spring or Fall semester, do not meet the retention standards will be placed on probation for the following semester. (See *Probation and Dismissal Information*, below.) Grades earned in Summer Session(s) or Winter Session and grade changes during the semester do not immediately affect probationary status, which is reassessed only at the end of the Spring and Fall semesters (in January and June). Students whose cumulative GPA has risen to meet the retention standards may file a special appeal with the USSC (Frese Hall, Room 201), no later than the last day of the regular semester, to be removed from probation. *All students on probation remain eligible for federal financial aid.* More financial aid information may be obtained through the Financial Aid website: [www.qc.cuny.edu/fao](http://www.qc.cuny.edu/fao).

### **Rules for Students on Academic Probation**

Students on academic probations may not register for more than 13 equated credits/hours. Those students who register for more than 13 equated credits/hours before they are placed on probation must reduce their equated credits/hours to 13 by dropping courses. Failure to do so may have a negative impact on students who later appeal their academic dismissal. It is strongly recommended that students on academic probation seek assistance from the College Counseling & Resource Center, Counseling Services in Frese Hall, 1st Floor (718-997-5420). SEEK students must see their academic counselor in Delany Hall, Room 231 (718-997-3150; [www.qc.cuny.edu/seek](http://www.qc.cuny.edu/seek)).

### **Probation and Dismissal Information**

**Regular Probation:** Students whose Spring or Fall term GPA (Grade-Point Average) initially falls below retention standards will be assigned Regular Probation. Students on Regular Probation who officially withdraw from all of their Spring or Fall courses, or take an official leave of absence from all of their Spring or Fall classes, will be placed on Extended Probation for their next term of enrollment.

**Extended Probation:** Students who, while on probation, do not meet retention standards but earn a Spring or Fall term GPA of 2.25 or higher (with no grades of *INC, PEN, or WU*), will be assigned Extended Probation.

*or*

Students who successfully appeal their Spring academic dismissal to the USSC will be assigned Extended Probation for the following Fall term. Students on Extended Probation who officially withdraw from all of their Spring or Fall classes, or take an official leave of absence from all of their Spring or Fall classes, will be assigned Extended Probation for their next term of enrollment. If, while on Extended Probation, a student's cumulative GPA reaches 2.00 or higher, that student will be automatically assigned "Good Standing" when probationary status is reassessed at the end of the Spring or Fall semester (in January and June). Students assigned "Good Standing" may register for Summer Sessions and a maximum of 18 credits for regular semesters.

**Continuing Probation:** At the end of the Fall term there is no academic dismissal. Therefore, students who while on probation do not meet retention standards and do not earn a Fall term GPA of 2.25 or higher (with no grades of *INC* or *WU*) will be assigned Continuing Probation. Students on Continuing Probation not registered for the immediately following Spring term, or who drop all of their courses before the end of the third week of the Spring term, will be academically dismissed during the Spring term.

Students on Continuing Probation who officially withdraw from all of their Spring classes, or take an official leave of absence during the Spring term, may not register for the following Summer Sessions or Fall term, but may apply for reentry for the following Spring term on Continuing Probation. Reentry information and applications may be obtained at the Admissions Office website.

If, while on Continuing Probation, a student's cumulative GPA reaches 2.00 or higher, that student will be automatically assigned "Good Standing"

when probationary status is reassessed at the end of the Spring and Fall semesters (in January and June). Students assigned “Good Standing” may register for Summer Sessions and a maximum of 18 credits for regular semesters.

**Reentry Probation:** A student who has not continued attendance at the college while on regular or extended probation will be permitted to reenter on Reentry Probation. Reentry information and applications may be obtained at the Admissions Office website.

*or*

A student who was academically dismissed from Queens College may apply to reenter only after a full academic year has passed since the date of dismissal. Reentry for students who were academically dismissed is not guaranteed. Students will be instructed to file an appeal along with their application. Reentry information and applications may be obtained at the Admissions Office website.

Students who successfully appeal their reentry after academic dismissal with the Committee on Admissions & Reentry Standards (CARS) will be assigned Reentry Probation. Students on Reentry Probation who officially withdraw from all of their Spring or Fall classes, or take an official leave of absence from all of their Spring or Fall classes, will be assigned Reentry Probation for their next term of enrollment.

If, while on Reentry Probation, a student’s cumulative GPA reaches 2.00 or higher, that student will be automatically assigned “Good Standing” when probationary status is reassessed at the end of the Spring and Fall semesters (in January and June). Students assigned “Good Standing” may register for Summer Sessions and a maximum of 18 credits for regular semesters.

**Dismissal:** A student on Regular, Extended, Continuing, or Reentry Probation who does not meet retention standards and did not earn a Spring term GPA of 2.25 or higher (with no grades of *INC*, *PEN*, or *WU*) will be assigned academic dismissal with an opportunity

to appeal to the USSC for reinstatement. Notices of academic dismissal, with appeal forms, are sent to students by the end of June via QC webmail. Decisions by the USSC on appeals of academic dismissal are final.

Students dismissed at the end of the Spring semester may attend Summer Sessions and are encouraged to attempt to resolve any temporary grades. However, students *must* file an appeal by the deadline date if they wish to be considered for reinstatement for the Fall term. Appeals received after the deadline date indicated on the appeal for reinstatement will not be reviewed. If the USSC approves a student’s appeal for reinstatement, the student is assigned Extended Probation for the Fall term.

Students whose appeal for reinstatement is denied or who choose not to file an appeal may apply to reenter only after a full academic year has passed since the date of dismissal. Reentry for students who were academically dismissed is not guaranteed. Students will be instructed to file an appeal along with their reentry application. Reentry information and applications may be obtained at the Admissions Office website.

### **Second-Degree Undergraduates**

College policy requires that a student in the Second Baccalaureate Degree Program achieve a grade-point average of at least 2.00 at the end of the first term (or first 10 credits) to remain in the program, and must thereafter maintain a 2.00 GPA (cumulative index).

### **Student Records**

Student records and information are maintained by the college and are available in the Registrar’s Office, Jefferson Hall, 1st floor (718-997-4400). Pursuant to the federal Family Educational Rights and Privacy Act (FERPA), with the exception of “directory information” and some other exceptions, a student’s written consent is generally required before an educational institution may disclose personally identifiable information contained in educational records.

The college provides directory information to persons with a legitimate interest in

such information upon request, including requests from military recruiters. Directory information consists of a student’s name, address, telephone number, date and place of birth, photograph, email address, full or part-time status, enrollment status (undergraduate, graduate, etc.), level of education (credits completed), dates of attendance (years, dates, semesters or sessions; not daily records), major field of study, degree(s) enrolled for, participation in officially recognized activities and sports (teams), the height and weight of members of athletic teams, previous school attended, and degrees, honors, and awards received.

Students may request that directory information not be released without their prior consent by completing a Non-Disclosure Form in the Registrar’s Office. This form also can be downloaded at [www.cuny.edu/about/administration/offices/sa/policies.html](http://www.cuny.edu/about/administration/offices/sa/policies.html) at Non-Disclosure Forms, and at [www.qc.cuny.edu/registrar/Pages/DownloadableForms.aspx](http://www.qc.cuny.edu/registrar/Pages/DownloadableForms.aspx) and returned to the Registrar’s Office. Students should be aware that if they sign a Non-Disclosure Form to block the release of directory information, they will need to sign a release form, in person, at the Registrar’s Office to authorize the release of records and information to others, such as financial institutions, employers, and other designated persons or entities, including military recruiters.

The college may disclose personally identifiable information from student records to appropriate persons without written consent under a number of other circumstances provided for under FERPA, including certain emergency situations. For instance, the college may reveal the final results of a disciplinary proceeding against a student accused of a violent crime or non-forcible sex offense, and may notify parent(s) or guardian(s) if the college determines that a student violated a controlled substance or alcohol rule.

Students should familiarize themselves with CUNY’s policy concerning FERPA (Guidelines for the Implementation of the Student Records Access Policy and FERPA), which can be found at [www.cuny.edu/about/administration/offices/sa/](http://www.cuny.edu/about/administration/offices/sa/)



policies.html under FERPA; and myqc.qc.cuny.edu/StudentLife/conduct/default.aspx under Office of Judicial Affairs, FERPA.

#### **Freedom of Information**

Requests to inspect public records pursuant to the New York State Freedom of Information Law at the college should be made to the Records Access Officer, Meryl Kaynard, General Counsel to the President & Special Counsel for Labor/Management Relations (Kiely 1305, 718-997-5725). Requests should provide sufficient explanation and specificity in order to formulate a response and identify documents responsive to the request.

Public records are available for inspection and copying by appointment only at a location to be designated. You have a right to appeal a denial of a request for access to records to the CUNY General Counsel and Vice Chancellor for Legal Affairs. For the procedures for making Freedom of Information Law requests, see: [www.cuny.edu/about/administration/offices/la/Procedures-for-Public-Access-to-Records.pdf](http://www.cuny.edu/about/administration/offices/la/Procedures-for-Public-Access-to-Records.pdf). Pursuant to the federal Student Right-to-Know Act, the college provides

information to current and prospective students describing the college graduation rate for degree-seeking full-time undergraduate students. This information is provided annually, and may also be obtained from the Office of Institutional Research (Kiely 711, 718-997-5788).

#### **ACADEMIC INTEGRITY/ ACADEMIC DISHONESTY**

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

The college's Academic Integrity Officer is Emanuel Avila, Associate Director of Judicial Affairs & Service Learning, located in the Student Union, Room 320 (718-997-3971). Academic Integrity Report Forms are found at [myqc.qc.cuny.edu/StudentLife/conduct/default.aspx](http://myqc.qc.cuny.edu/StudentLife/conduct/default.aspx), Office of Judicial Affairs, Academic Integrity Report Form. The officer/coordinator reviews all reports submitted by faculty in order to determine whether a case will be reviewed and presented for academic and/or disciplinary charges.

### **I. Definitions and Examples of Academic Dishonesty**

- 1.1. Cheating** is the authorized use or attempted use of material, information, notes, study aids, devices or communication during an academic exercise. Examples of cheating include:
- Copying from another student during an examination or allowing another to copy your work.
  - Unauthorized collaboration on a take-home assignment or examination.
  - Using notes during a closed-book examination.
  - Taking an examination for another student, or asking or allowing another student to take an examination for you.
  - Changing a graded exam and returning it for more credit.
  - Submitting substantial portions of the same paper to more than one course without consulting with each instructor.
  - Preparing answers or writing notes in a blue book (exam booklet) before an examination.
  - Allowing others to research and write assigned papers or do assigned projects, including using commercial term paper services.
  - Giving assistance to acts of academic misconduct/ dishonesty.
  - Fabricating data (in whole or in part).
  - Falsifying data (in whole or in part).
  - Submitting someone else's work as your own.
  - Unauthorized use during an examination of any electronic devices such as cell phones, computers or other technologies to retrieve or send information.

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

- Copying another person's actual words or images without the use of quotation marks and footnotes attributing the words to their source.
- Presenting another person's ideas or theories in your own words without acknowledging the source.

- Failing to acknowledge collaborators on homework and laboratory assignments.
- Internet plagiarism, including submitting downloaded term papers or parts of term papers, paraphrasing or copying information from the Internet without citing the source, or “cutting & pasting” from various sources without proper attribution.

**1.3. Obtaining Unfair Advantage** is any action taken by a student that gives that student an unfair advantage in his/her academic work over another student, or an action taken by a student through which a student attempts to gain an unfair advantage in his or her academic work over another student. Examples of obtaining unfair advantage include:

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

#### **1.4. Falsification of Records and Official Documents**

Examples of falsification include:

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

### **II. Methods for Promoting Academic Integrity**

**2.1.** Packets containing a copy of the CUNY Policy on Academic Integrity and, if applicable, the college’s procedures implementing the Policy, and information explaining the Policy and procedures shall be distributed to all current faculty and, on an annual basis to all new faculty (full- and part-time). These packets also

shall be posted on each college’s website. Orientation sessions for all new faculty (full- and part-time) and students shall incorporate a discussion of academic integrity.

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

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

### **III. Reporting**

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

**3.2.** A faculty member who suspects that a student has committed a violation of the CUNY Academic Integrity Policy shall review with the student the facts and circumstances of the suspected violation whenever feasible. Thereafter, a faculty member who concludes that there has been an incident of academic dishonesty sufficient to affect the student’s final course grade shall report such incident on a Faculty Report Form in substantially the same format as the sample annexed to this Policy and shall submit the form to the college’s Academic Integrity Officer. Each college shall use a uniform form throughout the college, which shall contain, at a minimum, the name of the instructor, the name of the student, the course name and number and

section number, the date of the incident, a description of the incident and the instructor’s contact information.

**3.3.** The Academic Integrity Officer shall update the Faculty Report Form after a suspected incident has been resolved to reflect that resolution. Unless the resolution exonerates the student, as described in Section 4.4, the Academic Integrity Officer of each college shall place the form in a confidential academic integrity file created for each student alleged to have violated the Academic Integrity Policy and shall retain each form for the purposes of identifying repeat offenders, gathering data, and assessing and reviewing policies. Unless the student is exonerated, written decisions on academic integrity matters after adjudication also shall be placed in the student’s academic integrity file. The Academic Integrity Officer shall be responsible for maintaining students’ academic integrity files.

### **IV. Procedures for Imposition of Sanctions**

#### **4.1. Determination on Academic vs. Disciplinary Sanction**

The Academic Integrity Officer shall determine whether to seek a disciplinary sanction in addition to an academic sanction. In making this determination, the Academic Integrity Officer shall consult with the faculty member who initiated the case and may consult with student affairs and/or academic affairs administrators as needed. Before determining which sanction(s) to seek, the Academic Integrity Officer also shall consult the student’s confidential academic integrity file, if any, to determine whether the student has been found to have previously committed a violation of the Academic Integrity Policy, the nature of the infraction, and the sanction imposed or action taken. Prior violations include both violations at the student’s current college and violations that occurred at any other CUNY college. In making the determination on prior violations, the Academic Integrity Officer shall determine whether the student previously attended any other CUNY colleges and, if so, shall request and be given access to the academic integrity files, if any, at such other CUNY colleges.

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

#### **4.2. Procedures in Cases Involving Only Academic Sanctions**

***4.2.1. Student Admits to the Academic Dishonesty and Does Not Contest the Academic Sanction:*** If a faculty member wishes to seek only an academic sanction (i.e., a reduced grade) and the student does not contest either his/her guilt or the particular reduced grade the faculty member has chosen, then the student shall be given the reduced grade, unless the Academic Integrity Officer decides to seek a disciplinary sanction. The reduced grade may apply to the particular assignment as to which the violation occurred or to the course grade, at the faculty member's discretion. A reduced grade may be an "F" or another grade that is lower than the grade that the student would have earned but for the violation.

The faculty member shall inform the Academic Integrity Officer of the resolution via email and the Officer shall update the applicable Faculty Report Form to reflect that resolution.

***4.2.2. Student Admits to the Academic Dishonesty but Contests the Academic Sanction:*** In a case where a student admits to the alleged academic dishonesty but contests the particular academic sanction imposed, the student may appeal the

academic sanction through the college's grade appeal process. The student shall be allowed, at a minimum, an opportunity to present a written position with supporting evidence. The committee reviewing the appeal shall issue a written decision explaining the justification for the academic sanction imposed.

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

#### **4.3. Procedures in Cases Involving Disciplinary Sanctions**

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

first with the disciplinary proceeding and await its outcome before addressing the academic sanction. The student's grade shall be held in abeyance by using the *PEN* grade established for this purpose, pending the committee's action. If the Faculty-Student Disciplinary Committee finds that the alleged violation occurred, then the faculty member may reflect that finding in the student's grade. The student may appeal the finding in accordance with Article XV procedures and/or may appeal the grade imposed by the faculty member in accordance with section 4.2.2. If the Faculty-Student Disciplinary Committee finds that the alleged violation did *not* occur, then no sanction of any kind may be imposed. Where a matter proceeds to the Faculty-Student Disciplinary Committee, the Academic Integrity Officer shall promptly report its resolution to the faculty member and file a record of the resolution in the student's confidential academic integrity file, unless, as explained below, the suspected violation was held to be unfounded.

#### **4.4. Required Action in Cases of No Violation**

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

### **V. Implementation**

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

### **COMPUTER USE**

The following regulations are intended for anyone who has been authorized to use a computer owned by or purchased with grant funds administered by the college. This includes students who have registered for courses requiring the use of a computer; faculty and staff who have been assigned computers or computer accounts for the purposes of research or other scholarly activities; administrative

and secretarial staff who are required to use computers in fulfilling their responsibilities; anyone who uses the Queens College computer network; and all others permitted access to a computer.

### **Regulations Regarding Use of Computing Facilities**

Queens College maintains computers for academic and administrative use. The security and good working order of these tools depend on responsible care and use by those who are accorded the privilege of using them. Proper use, in part, is governed by the following:

1. Only valid Queens College ID bearers or other authorized persons may use the computing facilities. Users are required to present a valid ID upon request of computing facility personnel.

2. Queens College computing facilities are to be used *strictly* for those academic or administrative purposes that are established and approved when an account is granted or use is permitted.

3. Users are responsible for maintaining exclusive access to their accounts by ensuring that no one else is permitted the opportunity to learn their passwords. Periodically changing your password to protect your account is strongly urged. If your account is used improperly by someone else, *you* may lose the account.

4. Electronic mail or memo facilities shall not be used for transmitting any form of obscene or threatening messages, or to send multiuser-directed advertisements or announcements, or for other illegal purposes.

5. The writing of code or execution of instructions that threaten system integrity or security, cause harm to the system or users' files, or cause excessive or wasteful use of computer resources such as memory, cpu time, or output pages is strictly prohibited.

6. The computer should not be used for pranks or practical jokes or to gain unauthorized entry to other computers.

7. Use of computers for commercial gain is not permitted.

8. Theft or accessory to theft of equipment, documentation, supplies, or another person's files, programs, or output may result in criminal prosecution or other disciplinary action.

9. Users should use and maintain the computing facilities entrusted to them with care and good sense, and must refrain from smoking, eating, and drinking when using computing facilities. Users should be considerate of others.

10. Users are advised that it is Queens College policy that software that is copyrighted may not be copied, reproduced, transmitted, transcribed, stored in a retrieval system, or translated into any human or computer language, in any form or by any means, in any part without prior written permission of the copyright holder. Backup copies with a copyright notation may be kept for that purpose only.

The college reserves the right to monitor, under appropriate conditions, all data contained in the system to protect the integrity of the system and to insure compliance with regulations. Any user who is found to be in violation of these rules shall be subject to the following:

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

### **CONDUCT**

The college's policies concerning nondiscrimination, sexual harassment and assault, security and crime prevention, and AIDS are described in detail in the booklet *Your Right to Know*, which is available online at [www.qc.cuny.edu](http://www.qc.cuny.edu), in the Welcome Center, and in the Office of the Vice President for Student Affairs. If you have questions, contact the Vice President for Student Affairs (718-997-5500).

The college handles matters of student discipline through the Vice President for Student Affairs and the Faculty-Student Disciplinary Committee. Students are required by the Board of Trustees' bylaws to meet punctually all college obligations; to use the property of the institution with care and economy; to obey the laws of the city, state, and nation; and to obey

the orders of duly established college authorities. Violation of any of the provisions of this statement may result in disciplinary action.

Since the college is not in a position to supervise the use by student groups of leased or purchased off-campus facilities, student organizations are responsible for their conduct and for the management of their housing.

### **Academic Senate Policy on Religious Holidays**

The Academic Senate recommends that students inform their professors of any religious obligations when such obligations conflict with class attendance or other college responsibilities. Faculty will accommodate students' religious obligations, to the extent possible, provided that advance notice of these obligations is given by the student. It is requested that faculty refrain from giving tests on such class days in order that no student be penalized for his or her religious observance. The Offices of the Academic Senate will maintain information about religious calendars for the purposes of consultation by faculty wishing information.

### **Religious Observance**

Education Law 224-a states:

1. No persons shall be expelled from or be refused admission as a student to an institution of higher education for the reason that they are unable, because of their religious beliefs, to attend classes or to participate in any examination, study, or work requirements on a particular day or days.

2. Students in an institution of higher education who are unable, because of their religious beliefs, to attend classes on a particular day or days shall, because of such absence on the particular day or days, be excused from any examination or any study or work requirements.

3. It shall be the responsibility of the faculty and of the administrative officials of each institution of higher education to make available to all students who are absent from school, because of their religious beliefs, an equivalent opportunity to make up any examination, study, or work

requirements which they may have missed because of such absence on any particular day or days. No fees of any kind shall be charged by the institution for making available to said students such equivalent opportunity.

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

5. In effectuating the provisions of this section, it shall be the duty of the faculty and of the administrative officials of each institution of higher education to exercise the fullest measure of good faith. No adverse or prejudicial effects shall result to students because of their availing themselves of the provisions of this section.

6. Students who are aggrieved by the alleged failure of any faculty or administrative officials to comply in good faith with the provisions of this section, shall be entitled to maintain an action or proceeding in the supreme court of the county in which such institution of higher education is located for the enforcement of their rights under this section.

### **Student Complaint Procedures**

Student complaints are heard initially by the Office of the Vice President for Student Affairs. A student with a complaint is generally able to get an appointment within 72 hours, and often sooner. When the student does not want to file a formal complaint or grievance, the Vice President will act as an ombudsman or mediator in an effort to work out the problem and obtain a satisfactory outcome or get an answer for the student. To file a formal complaint the student fills out a complaint/problem sheet with the Office of the Vice President for Student Affairs, and the Vice President or the appropriate college official(s) then looks into the complaint and provides the student with a response within two weeks, often sooner. The college official(s) providing a final determination will not be a person (or persons) involved in the alleged problem. Filing a complaint can never result in adverse action taken against the student for filing the complaint. Documentation concerning each formal college complaint and its disposition will be kept for a period of at least six years.

### **Queens College's Behavioral Intervention Team**

The QC Behavioral Intervention Team (QC BIT) is a collaborative committee of QC professionals that meets regularly to discuss the behavior of individuals about whom reports are received. The QC BIT then determines if any intervention is needed, and monitors the intervention.

The QC Behavioral Intervention Team strives to:

- Balance the individual needs of the student, faculty, or staff and those of the greater campus community;
- Provide a structured positive method for addressing behaviors of concern that impact the college community;
- Manage each case individually;
- Initiate appropriate intervention;
- Formalize a protocol of instructions for communication, coordination, and intervention;
- Centralize collection and assessment of "red flags" raised by a community member's behavior and "connect the dots" of disparate problematic actions involving that individual;
- Coordinate follow-up to ensure that services, support, and resources are deployed effectively.

**Important:** Any emergency should be reported immediately to the Security & Public Safety Office at 718-997-5912.

# Parental Rights Regarding Student Records

## Family Educational Rights and Privacy Act (FERPA)

### What Is FERPA?

The Family Educational Rights and Privacy Act (FERPA) 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. However, these rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high-school level (such as Queens College). Students to whom the rights have transferred are "eligible students."

### Who May Review Student Information & Records?

*Any matriculated student at Queens College is an "eligible student," and information may not be shared with anyone other than the student without the express written consent of the student.*

Verbal consent is permitted when the student is present (i.e., in a meeting with a student and his/her parents).

**FERPA** allows schools to disclose those records, without consent, to the following parties or under the following conditions:

- 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.

This means that information may be shared among officials at Queens College, as long as there is a legitimate need to do

so. Information may **not** be shared with students' parents or family members, unless the student has given express written or verbal (only when the student is present) consent to do so. It is always preferable that the student be present when information is shared in order to ensure that consent is given voluntarily.

*The information in this document was obtained from the U.S. Department of Education website ([www.ed.gov](http://www.ed.gov)).*

## Title IX

Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex in education programs or activities operated by recipients of federal financial assistance. It also prohibits sexual harassment (including sexual violence), which is a form of sex discrimination against students.

If any student believes that he/she has been a victim of sexual harassment, including sexual assault, stalking, or domestic or intimate partner violence perpetrated by another CUNY student, faculty, staff member, or third party, the following individuals must be notified:

1. The Queens College Title IX Coordinator: Cynthia W. Rountree, Esq., Chief Diversity Officer/Director, Office of Compliance and Diversity Programs; Kiely Hall 147, 718-997-5888, [cynthia.rountree@qc.cuny.edu](mailto:cynthia.rountree@qc.cuny.edu)
2. Public Safety: Rufus Massiah, Deputy Director of Public Safety and Security; Public Safety Office at the Main Gate, 718-997-5912/5911, [rufus.massiah@qc.cuny.edu](mailto:rufus.massiah@qc.cuny.edu)
3. Student Affairs: John Andrejack, Dean of Students; Student Union 300, 718-997-3960, [john.andrejack@qc.cuny.edu](mailto:john.andrejack@qc.cuny.edu)



# Appendix: Useful Information

## Academic Departments & Programs

**For more information about majors and minors, connect to the department and program websites from the Queens College home page ([www.qc.cuny.edu](http://www.qc.cuny.edu)).**

### Accounting & Information Systems

Chair: Israel Blumenfrucht  
Office: Powdermaker 215  
718-997-5070

### Africana Studies

Director: Evelyn Julmissee  
Office: Delany 125  
718-997-2845

### American Area Studies

Director: Bette S. Weidman  
Office: Klapper 345  
718-997-4633

### Anthropology

Chair: Mandana Limbert  
Office: Powdermaker 314  
718-997-5510

### Art

Chair: Antonio Gonzalez  
Office: Klapper 172  
718-997-4800

### Biology

Chair: PoKay Ma  
Office: Science Building D346  
718-997-3400

### Business Administration

Office: Economics Office,  
Powdermaker 300  
718-997-5440

### Business & Liberal Arts (BALA)

Administrative Director: Barbara Sandler  
Office: Honors Hall 06  
718-997-2860

### Byzantine & Modern Greek Studies

Director: Christos P. Ioannides  
Office: Jefferson 301  
718-997-4520

### Chemistry & Biochemistry

Chair: Wilma A. Saffran  
Office: Remsen 206  
718-997-4100

### City University of New York

#### Macaulay Honors College

Director: Ross Wheeler  
Office: Honors Hall 19  
718-997-3180

### Classical, Middle Eastern & Asian Languages & Cultures

Chair: Miryam Segal  
Office: King 203  
718-997-5570

### Comparative Literature

Chair: Ali Jimale Ahmed  
Office: Kissena 259  
718-997-5690

### Computer Science

Chair: Zhigang Xiang  
Office: Science Building A202  
718-997-3500 (menu)  
718-997-3566 (direct line)

### Drama, Theatre & Dance

Acting Chair: Ira Hauptman  
Office: Rathaus 213  
718-997-3090

### School of Earth & Environmental Sciences

Director/Chair: George Hendrey  
Office: Science Building D216  
718-997-3300

### East Asian Studies

Director: Miryam Segal  
Office: King 203  
718-997-5570

### Economics

Chair: John Devereux  
Office: Powdermaker 300  
718-997-5440

### Educational & Community Programs

Chair: Lynn Howell  
Office: Powdermaker 033  
718-997-5250

### Elementary & Early Childhood Education

Chair: Daisuke Akiba  
Office: Powdermaker 054  
718-997-5300

### English

Chair: Glenn Burger  
Office: Klapper 607  
718-997-4600

### European Languages & Literatures

Chair: David Andrew Jones  
Office: King 207  
718-997-5980

### Family, Nutrition & Exercise Sciences

Chair: Michael Toner  
Office: Remsen 306  
718-997-4475

### Film Studies

Coordinator: Zoe Beloff  
Office: G Bldg. 102C  
718-997-2956

### Hispanic Languages & Literatures

Chair: José Miguel Martínez-Torrejón  
Office: Kiely 243  
718-997-5660

### History

Chair: Joel Allen  
Office: Powdermaker 352  
718-997-5350

**Honors in the Humanities**

Director: Clare Carroll  
Office: Honors Hall 20  
718-997-3180

**Honors in the Mathematical & Natural Sciences**

Director: Wilma Saffran  
Office: Remsen 206A  
718-997-4195

**Honors in the Social Sciences**

Director: Thomas Ort  
Office: Powdermaker 352P  
718-997-5398

**Irish Studies**

Director: Sarah Covington  
Office: Kissena 251  
718-997-5691

**Italian-American Studies**

Director: Fred Gardaphe  
Office: English Office,  
Klapper 535  
718-997-4655

**Jewish Studies**

Director: Mark W. Rosenblum  
Office: Jefferson 307  
718-997-4530

**Journalism**

Director: Gerald Solomon  
Office: Powdermaker 250  
718-997-2995

**Labor Studies**

Director: Leonard S. Rodberg  
Office: Urban Studies Office,  
Powdermaker 250  
718-997-5130

**Latin American & Latino Studies**

Director: John Collins  
Office: Kissena 310  
718-997-2895

**Linguistics & Communication**

**Disorders**  
Chair: Robert M. Vago  
Office: Queens Hall 300A  
718-997-2870

**Mathematics**

Chair: Wallace Goldberg  
Office: Kiely 237  
718-997-5800

**Media Studies**

Chair: Richard M. Maxwell  
Office: G Building 100  
718-997-2950

**Aaron Copland School of Music**

Director/Chair: Edward Smaldone  
Office: Music Bldg. 203  
718-997-3800

**Philosophy**

Chair: Stephen Grover  
Office: Powdermaker 350  
718-997-5270

**Physics**

Chair: Alexander Lisyansky  
Office: Science Building B334  
718-997-3350

**Political Science**

Chair: Patricia Rachal  
Office: Powdermaker 200  
718-997-5470

**Pre-Engineering**

Director: Lev Murokh  
Office: Physics Office,  
Science Building B320  
718-997-3350

**Pre-Health Professions**

Director: Valli Cook  
Office: Science Building B338  
718-997-3470

**Pre-Law**

Director: Carl Bonomo  
Office: Political Science,  
Powdermaker 200  
718-997-5488

**Psychology**

Chair: Robert Lanson  
Office: Science Building E318  
718-997-3200

**Religious Studies**

Director: Miryam Segal  
Office: Powdermaker 350G  
718-997-5279

**Secondary Education & Youth Services**

Chair: Eleanor Armour-Thomas  
Office: Powdermaker 150  
718-997-5150

**Sociology**

Chair: Andrew Beveridge  
Office: Powdermaker 252  
718-997-2800

**Urban Studies**

Chair: Leonard S. Rodberg  
Office: Powdermaker 250  
718-997-5130

**Women's Studies**

Director: Joyce Warren  
Office: Klapper 319  
718-997-3098

**Interdisciplinary & Special Studies**

Director: June D. Bobb, Assistant Provost  
Office: Kiely 1105C  
718-997-5780

Interdisciplinary & Special Studies offers various opportunities for students to explore areas of study and academic possibilities not covered by departmental course curricula. Some courses offered through the program are listed within departmental descriptions in the *Undergraduate Bulletin*. In addition to these courses, the program offers students various alternatives to the traditional course modes. These are the Interdisciplinary Major, the CUNY BA Program, and Tutorials. Each of these alternatives is detailed in pamphlets available at the Office of Interdisciplinary & Special Studies.



## Computer Accounts at Queens College

### CUNYfirst

CUNYfirst stands for Fully Integrated Resources and Services Tool. The CUNYfirst system changes how we do everything from registering for classes to paying our bills.

Claim your CUNYfirst account at <http://home.cunyfirst.cuny.edu>. When claiming your CUNYfirst account:

- You must click on First-Time User
- When you enter your Date of Birth, remember to include the slashes.
- Pick 5 different security questions and answers.
- Enter a password that has at least 8 characters with at least 1 upper-case letter and 1 number or 1 special character.

For more information, check out the CUNYfirst website at [www.qc.cuny.edu/cunyfirst](http://www.qc.cuny.edu/cunyfirst).

### CAMS

CAMS stands for College Account Management System. Through CAMS, students manage their QC accounts with their QC username, which gives them access to the wireless network, MyQC, and much more.

You will need your date of birth and the last four digits of your social security number. Remember:

- Accept the Terms of Service.
- When you enter your date of birth, remember to include the slashes.
- Your password must be at least 8 characters long with at least 1 upper-case letter and 1 number.

Activate your QC Accounts (QC username) at <https://cams.qc.cuny.edu>.

Activate your QC email at <http://www.qc.cuny.edu/Computing/Pages/Office365.aspx>.

### CUNY Portal

The CUNY portal is a gateway to all things CUNY: college websites, checking the status of your financial aid applications, events, campus directories, etc. The CUNY portal makes it easier and faster to find what you need. In addition, with your CUNY portal account you can access:

- Blackboard
- DegreeWorks
- eMall
- ePermit and much more

All you need is your name, Social Security Number, and Date of Birth to get started. To access the CUNY portal, please go to <http://www.cuny.edu/portal>.

For help with any of your accounts, please feel free to visit the Help Desk in the Dining Hall, Room 151, or contact 718-997-4444.

# Glossary of Terms

**Bachelor's Degree** This is the first degree you may earn at a four-year college. Several different bachelor's degrees are available at Queens College, depending on your major—Bachelor of Arts (BA), Bachelor of Business Administration (BBA), Bachelor of Fine Arts (BFA), Bachelor of Music (BMus), and Bachelor of Science (BS).

**Bulletin** An online catalog updated every two years and available online, containing Queens College's academic and policy information. Academic departments and programs are listed alphabetically, with course descriptions and requirements for majors and minors.

**Bursar** Latin word for “holder of the purse.” The Bursar, located in Jefferson Hall, Room 200, handles all payment transactions.

**College-Readiness Skills** Preparedness in Reading, Writing, and Mathematics areas, which must, in most instances, be met prior to admission to Queens College.

**Corequisite** A course that must be taken during the same semester as another course. For example, the course **CHEM 101.3 Basic Chemistry** has a corequisite of **CHEM 101.1 Basic Chemistry Lab**. These courses must be taken together.

**Credit** A unit of academic value assigned to college courses. The number of credits is usually based on the number of hours the course meets each week.

**CUNYfirst** Account for course scheduling and registration, viewing and paying tuition bill, general college announcements, etc.

**CUNY Portal** Account for accessing Blackboard, CUNY Alert, ePermit, DegreeWorks, as well as to check the status of financial aid applications.

**Dean's List** An academic honor a student earns with a semester grade-point average of 3.5 in 12 credits of quality points. Part-time students can also be named to the Dean's List with a grade-point average of 3.5 in 12 quality points in one year.

**Dropping a Class** During the first three weeks of each Fall and Spring semester, students may drop courses via the Web. Dropping a class during the early part of the semester is considered a program adjustment, and will not appear on the student's permanent record. Billing will be adjusted in accordance with tuition refund policy. For information on dropping a course during Summer Sessions 1 and 2, consult the *Summer Session website*.

**Elective** A course that is not required for the major or the minor and does not fulfill General Education requirements, but does count toward the 120-credit degree requirement.

**Free Hour** From 12 noon to 1:40 pm on Mondays and Wednesdays. No classes are scheduled during this time, though many clubs and organizations use Free Hour for activities and events.

**Full-time Student** A student enrolled for at least 12 credit hours or billable equated credits per semester.

**General Education** A college education should enable students to cultivate the critical and creative abilities they need to negotiate a fast-paced and increasingly interconnected world. The General Education curriculum ensures that Queens College students develop these abilities as a fundamental part of their college experience.

**Grade-Point Average** An overall average of grades earned on a scale in which  $4.0 = A$ .

**Incomplete** A temporary grade that may be assigned by faculty upon the request of a student when the student has not satisfied some of the requirements of the course. It is the student's responsibility to complete requirements in the course so that a final grade may be submitted.

**Leave of Absence** The total withdrawal from all courses during a semester. Consult the College Counseling & Resource Center for more information.

**Liberal Arts College** An institution practicing a philosophy of education that emphasizes a broad range of knowledge in which students learn the underlying principles of the humanities, the arts, and the mathematical, natural, and social sciences.

**Major** A concentration of courses defined by an academic department or program. The number of credits varies. The completion of a set of courses that fulfill a major is necessary for graduation.

**Minor** A course sequence designated by a department or program to provide an opportunity for in-depth study but not as extensive as a major. In most cases, a minor is optional, but encouraged.

**One Stop Service Center** The One Stop Service Center, located in the Dining Hall, is your first stop for questions or problems you may have regarding financial aid, registration, student records, or student financials.

**Part-time Student** A student enrolled for less than 12 billable equated credits in a semester.

**Pass/No Credit (P/NC)** A grading option student may elect to take a course on a Pass/No Credit basis once each semester by the specified deadline, with a limit of 21 total credits taken on the P/NC basis. If a student earns a letter grade of *D* or better, the letter *P* appears on the transcript and credit is granted for the course. If a student receives a grade of *F*, the letters *NC* appear on the transcript and no credit is granted. P/NC grades are not computed in the grade-point average. Please see the section on Academic Policies for more info.

**Permit** Permission for study outside of Queens College. Students who wish to take courses at another CUNY college must file for a CUNY ePermit online. To take courses at a non-CUNY college, students may download the appropriate form from the Registrar's website ([www.qc.cuny.edu/registrar](http://www.qc.cuny.edu/registrar)) or visit the One Stop Service Center.

**Prerequisite** A course that must be successfully completed before a more advanced course is attempted.

**QC Username** Account for accessing Queens College email, MyQC, login at computer labs, and wireless network.

**Semester** The Fall, Spring, and Summer terms of study within which courses begin and end. Each lasts 14 weeks. The 15th week is the period of final exams. Summer Sessions vary between four and six weeks.

**Transcript** The academic record of courses taken and grades received by a student.

**Withdrawal** Indicates that the student does not intend to complete the course. From the 3rd through 8th week of the Fall and Spring semesters, a student may withdraw from a class via the Web. A nonpunitive grade of W will appear on the transcript. There is no refund on tuition after the 3rd week.

**Winter Session** Every January, the College offers a short session running about three weeks in which students can take up to four academic credits. Not all departments offer courses during this session.

**"W" or Writing-Intensive Courses**  
Courses that contain a sufficient amount of writing as part of course requirements. These courses are indicated by a W next to the course number, e.g., PHIL 104W.



# CAMPUS MAP



65-30 Kissena Blvd. • Queens, NY 11367-1597 • 718-997-5000 • [www.qc.cuny.edu](http://www.qc.cuny.edu)

**QUEENS**  
COLLEGE

**CUNY**  
of  
New York

The City  
University  
of  
New York