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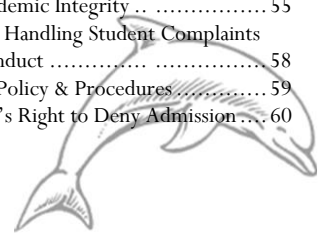
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GREETINGS

from the President

Greetings! It is my pleasure to welcome you to the College of Staten Island, a senior college of The City University of New York, the nation's leading urban university.

The 204-acre landscaped campus of CSI, the largest in NYC, is fully accessible and contains an advanced, networked infrastructure to support technology-based teaching, learning, and research. We offer associate's degrees in selective areas, a comprehensive range of bachelor's and master's degrees, and doctoral degrees in cooperation with the CUNY Graduate Center.

CSI's administration, faculty, and staff are singularly dedicated to your success, and as we affirm in the College's mission statement, "practice their commitment to educational excellence as they instill in students preparing to enter their chosen careers an enduring love of learning, a sensitivity to pluralism and diversity, a recognition of their responsibility to work for the common good, and an informed respect for the interdependence of all people."



Please explore *The Gazetteer* and our website, www.csi.cuny.edu, to learn more about the programs that are available to you as a member of our college community. Beyond our primary academic focus, you will also find valuable information about CSI's Health Center, Children's Center, Student Government, Bylaws, Public Safety, and Parking, among other important and helpful policies and offices, all of which reflect CSI's trademark dedication to the intellectual, professional, and personal well-being of our students.

Welcome to the CSI family – our faculty, staff and I wish you every success!

Tomás D. Morales, PhD
President



GREETINGS

from the Division of Student Affairs

Dear Students:

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

Sincerely,

Dr. Jerald Jones-Woolfolk
Vice President for Student Affairs

Carol Brower
Director of Student Life



GREETINGS

from the CSI Student Government

Dear Fellow Students:

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



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

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

Sincerely,

Your Elected Student Government



ACADEMIC CALENDAR

For more complete information check the CSI website at www.csi.cuny.edu/currentstudents/academiccalendars/
2009-2010

AUGUST

28	Friday: First day of classes. Late Registration
31	Mon.: Late Registration.

SEPTEMBER

1	Tues.: Late Registration
3	Thurs.: Last day to add a course
7	Mon.: College Closed
17	Thurs.: Last day to withdraw from course(s) without a grade of W
18-20	Fri.-Sun.: No classes scheduled
28	Mon.: No classes scheduled
29	Tues.: Classes follow Monday Schedule

OCTOBER

12	Mon.: College Closed
14	Wed.: Classes follow Monday Schedule
8-9	Wed.-Thurs.: No Classes Scheduled
28	Wed.: Last day to appeal grades other than WU or FIN from spring 2009 Semester

NOVEMBER

2	Mon.: Last day to file for January 2010 graduation.
6	Fri.: Last day to withdraw without permission of an instructor <i>and</i> chairperson
26-29	Thurs.-Sun.: College Closed

DECEMBER

13	Sun.: Last Day of Classes
14-21	Mon.-Fri.: Final Examinations.
24-25	Thurs.-Fri.: College Closed
31	Thurs.: College Closed

JANUARY

1	Fri.: College Closed
18	Mon.: College Closed
28	Thurs.: First day of classes. Late Registration.
29	Fri.: Late Registration.

FEBRUARY

1	Mon.: Late Registration.
12-14	Fri.-Sun.: College Closed
18	Thurs.: Classes follow a Monday Schedule

MARCH

1	Mon.: Last day to file for June/August 2010 graduation.
29-31	Mon.-Wed.: Spring Recess

APRIL

1-5	Thurs.-Mon.: Spring Recess
8	Thurs.: Last day to appeal grades other than WU or FIN from Fall 2009 semester.

MAY

17	Mon.: Last day of classes. Last day to remove incomplete grades from the Fall 2009 semester.
18-25	Tues.-Tues.: Final Examinations
27	Thurs.: Commencement
31	Mon.: College Closed

OUR MASCOT, THE DOLPHIN

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



COLLEGE OF STATEN ISLAND

FYI - FOR YOUR INFORMATION

for new students

STUDENT ID CARDS

Every member of the College community should carry a validated identification card while on campus. ID cards are required to borrow books from the Library. Staff and faculty are required to provide an ID card in order to obtain access to buildings and offices during off-hours. Your ID card should be validated and updated each semester.

ID cards are processed at the Public Safety Office, Monday through Friday, 10:00am to 12noon, 1:00pm to 2:30pm, 4:00pm to 8:00pm and on Saturday and Sunday, 10:00am to 12noon, when classes are in session.

Students must show a paid Bursar's receipt in order to obtain an ID card. If lost, an additional card will be provided for a fee of \$5. Student ID cards are validated each semester upon presentation of a paid Bursar's receipt.

IMPORTANT PHONE NUMBERS

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

<u>Department</u>	<u>Extension</u>	<u>Location</u>
Biology	3854	6S-143
Business	2945	3N-219
Chemistry	3892	6S-235
Computer Science	2838	1N-215
Education	3716	3S-208
Engineering Science & Physics	2825	1N-226
Engineering Technologies	2825	4N-207
English, Speech, & World Literature	3641	2S-218
History	2870	2N-215
Mathematics	3601	1S-215
Media Culture	2541	1P-226
Modern Languages	3700	2S-109
Nursing	3812	5S-213
Performing & Creative Arts	2545	1P-203
Physical Therapy	3156	5N-207
Political Science, Economics, & Philosophy	2900	2N-224
Psychology	3753	4S-108
Sociology, Anthropology, & Social Work	3752	4S-223
<u>Office</u>	<u>Extension</u>	<u>Location</u>
Academic Advisement	2280	1A-101
Admissions	2010	2A-103
Alumni Relations	2290	1A-110/111
Athletics/Intramurals	3150	1R-204
Auxiliary Services	3035	1C-208
Bookstore	3030	1C-105
Bursar	2060	2A-105
Campus Center	3088	1C-201
Center for the Arts	2504	1P-116B
Career and Scholarship Center	2300	1A-105
Children's Center	3190	2R-104
Counseling Center	2391	1A-109
<u>Office</u>	<u>Extension</u>	<u>Location</u>
CSI Association, Inc.	3090	1C-202
Disability Services	2510	1P-101
Evening, Weekend, & Summer Sessions	2155	2A-204
Financial Aid	2023	2A-401
The HUB	2760	2A-106

Health Center.....	3045	1C-112
Instructional Support Services	4221	1L-117
Lost & Found	2116	2A-108
New Student Orientation/CLUE	2529	2A-208
Parking Services	2294	1A-102
Pluralism & Diversity.....	2597	2A-208
Public Safety	2112	2A-108
Registrar	2140	2A-110
Sports & Recreation Center	3160	1R-204
Student Government	3082	1C-207
Student Life	3088	1C-201
Wellness Program	3129	1C-112

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

EMERGENCY PHONE NUMBERS

Class Cancellations Due to Weather	1.718.982.3333 or 4444
Evening, Summer, & Weekend Sessions	1.718.982.2155
Emergency Security	1.718.982.2111
College Health Center	1.718.982.3045
Buildings & Grounds	1.718.982.3210

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

WEATHER EMERGENCIES & CLASS CLOSINGS

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

TRANSPORTATION TO & WITHIN CAMPUS

BUSES

Bus schedules are available in the kiosk near the Welcome Desk in the Campus Center and in the Library. Local bus fare is \$2.00. Information may be obtained by calling the NYC Transit Authority at 1.718.979.0600 or 1.718.330.1234.

Victory Boulevard Buses

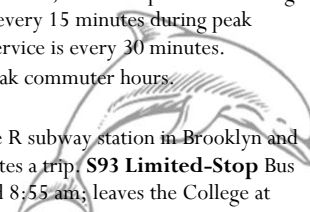
- The **S62** operates between the Ferry and Travis, and stops within the campus front gate. Weekday service: every 15 minutes during morning and afternoon peak commuter periods; every 30 minutes midday and after 9:00pm; every hour after 2:00am. Weekend service is every 30 minutes, every hour after 2:00am.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

Forest Hill Road Buses

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

Brooklyn Buses

- The **S93** runs limited service Monday-Friday between 86th Street-4th Avenue R subway station in Brooklyn and the College. This route eliminates bus transfer and saves you up to 15 minutes a trip. **S93 Limited-Stop Bus** Schedule leaves 86th Street and 4th Avenue at 6:55am, 7:55am, 8:45 am, and 8:55 am; leaves the College at 3:00pm, 5:00pm, and 7:00pm.
- The **S53** is from Bay Ridge section of Brooklyn, accessible to the R subway at 95th Street and 4th Avenue, via Clove Road on Staten Island to Port Richmond. A free transfer is available for the S62/S92 or S61/S91 at Clove



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and Victory. Weekday service is every 15 minutes during peak commuter hours, every 30 minutes after 8:00pm, and every 40 minutes after 2:00am.

Express Bus – Manhattan to Staten Island

- The X10 provides service between 3rd Avenue and 57th Street and Victory Boulevard weekdays and Saturdays. The schedule is set to accommodate Staten Island commuters; however, the service to the campus is convenient for many CSI students, faculty, and staff. Consult the transit schedule for hours and stops in Manhattan. The fare is \$5, and exact change, tokens, or the MetroCard is required.

LOOP BUS

The Loop Bus service that starts at the main entrance at Victory Boulevard and runs within CSI's campus is designed to serve not only those arriving at the main gate by public transportation, but also students, faculty, and staff traveling within the campus. The schedule follows:

When classes are in session

Mon – Fri (2 Busses)	7:00am – 11:30pm	Every 20 minutes (<i>depending on campus traffic</i>)
Saturday (1 Bus)	8:00am – 5:30pm	Every 20-25 minutes
Sunday	12Noon – 5:30pm	Every 20 minutes

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

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

Loop Bus Boarding

The Loop Bus boards at the Victory Boulevard entrance, as well as at 6 other locations throughout the campus: On the Administrative Building/Center for the Arts Horseshoe at the northeast corner of Building 1A and the southeast corner of Building 2A, between Buildings 5S and 4S, near Building 1S and parking lot 3, near parking lot 4 and the Campus Center, and near parking lot 6 and Building 1M.

For More Information

Loop Bus Service	1.718.982.3220
NYC Transit Authority	1.718.979-0600 or 330-1234
Campus Transportation Complaint Line	1.718.982.3100

VAN FOR PERSONS WITH DISABILITIES

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

PERSONAL SAFETY WHILE ON CAMPUS

CUNY A!ert

CUNY A!ert is a new emergency notification system that will enable the campus to advise students, faculty and staff of an emergency (a severe hurricane or snowstorm, for example), and provide timely information to protect lives and minimize campus disruption. These notifications will be sent to members of your campus community who have signed up for CUNY A!ert. Messages can be received via cell phone (text and/or voice), land line telephone and e-mail. You must "opt in" to receive alerts, and you can choose your preferred format or formats to receive the messages. To sign up for CUNY A!ert log on to www.cuny.edu/alert and follow the instructions. Stay alert! Sign up today for CUNY A!ert!

Blue Light System

The exterior blue light system is presently under renovation. The new system will provide immediate voice contact with public safety personnel.

Fire Safety and Emergency Procedures

Preparation prevents problems. By the same token, taking note of a possible fire hazard may prevent an inconvenience, or even a tragedy on campus. Here are some tips:

- Report to Public Safety any condition you believe to be a fire hazard.
- Find out where fire extinguishers and fire alarms are located.
- Find the nearest fire exit and fire stairwell.
- Treat fire drills as real emergencies. Don't panic, but if you hear an alarm, think immediately about what you would do if it were a real fire. It may, in fact, be a real fire. Locate an exit and leave the building. Never use an elevator unless instructed to by the Fire Department.

- A fire warden will be designated for each floor of every building. This person will be made knowledgeable about the building and will be capable of leading evacuation procedures.

If you discover a fire, pull the nearest fire alarm box and call 911 or Public Safety at 2111. In addition, make an effort to notify those in the immediate area.

Fire Safety and Persons with Disabilities

Students with disabilities should be aware of fire procedures as well: Always know the nearest way out and get to know the fire wardens on each floor. Discuss any specific concerns you may have with the Director for Disability Services in The Center for the Arts (1P), Room 101. This office can also be reached at 1.718.982.2510. In addition, please inform the Office of Disability Services of your class schedule for each semester.

Power Failure

Report power failures to the Public Safety Office. Emergency power should make it possible to use phones for up to three hours. If telephones are unavailable, ask the nearest available Public Safety Officer to radio the information to the Public Safety Office. In the case of a blackout, generators will provide low-level lighting to certain areas such as classrooms, hallways, and stairwells. Classes in session should remain so until notified of a possible evacuation.

STUDENT EMPLOYMENT ON CAMPUS

The Campus Center hires students as Welcome Desk attendants, Games Room attendants, and Operations staff. You must have a minimum GPA of 2.5 and have completed at least two (2) semesters at the College. To apply, pick up an application in the Office of Student Life, 1C-201.

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

The Office of Parking Services hires students to work as traffic enforcement officers, which requires outdoor work year-round and good interpersonal skills, and as office administrative assistants, which requires a minimum of 12 hours availability during predetermined shifts. Applications are available in the office, 1A-102.

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

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

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

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

GETTING INVOLVED *how to get involved on campus*

STUDENT LIFE

Carol Brower, Director

Phone:	1.718.982.3088	Location:	1C-201
Hours:	Monday – Friday	Fax:	1.718.982.3087
Evenings:	Wednesday & Thursday		9:00am – 5:00pm
Email:	studentlife@mail.csi.cuny.edu		5:00pm – 7:00pm
Web:	www.csi.cuny.edu/currentstudents/studentlife		

WHAT IS STUDENT LIFE?

The Office of Student Life serves the entire population of CSI by providing leadership development opportunities, advisement to clubs and organizations including the Campus Activities Board, and through the management of the Campus Center. The Office of Student Life sponsors annual programs including a leadership development workshop series, an annual leadership conference, Voter Registration, and the publication of the student handbook, **THE GAZETTEER**.

Student Life programs provide the opportunity for students to grow emotionally, socially, and interpersonally. Students' involvement in campus organizations and leadership development opportunities extends classroom learning into

COLLEGE OF STATEN ISLAND

the many facets of their lives. Student Life allows students to network and form mentor relationships with CSI faculty and staff. The Student Life staff also encourages students' personal growth by providing challenges and support as they question and clarify their values.

LEADERSHIP DEVELOPMENT PROGRAMS

Contact: Robert King Kee

Phone: 1.718.982.3119

Hours: Monday – Friday

Email: Robert.Kee@csi.cuny.edu

Location: 1C-203

Fax: 1.718.982.3087

9:00am – 5:00pm

Student leadership activities can help students better manage their academic life and improve group interactions to achieve mutual goals. Personal and group leadership skills are prized in any career. The Office of Student Life offers students many opportunities to develop leadership skills.

The Emerging Leaders Program

The CSI **EMERGING LEADERS PROGRAM (ELP)** promotes leadership development, excellence and civic engagement through a series of structured workshops, experiential programs and service projects focused on:

1. Leadership Skills
2. Collaboration
3. Civic Engagement
4. Goal-Setting & Planning

In addition to being a lot of fun, this program is just one of the many exciting leadership opportunities available to you here at CSI. You will work and learn from other student leaders, as well as, broaden your college experience inside and outside the classroom. ELP is a competitive program for students who have achieved high academic standards.

All currently enrolled CSI students with a minimum GPA of 2.5 and having completed between 28 and 96 credits are invited to apply. All ELP Leaders must be willing and committed to attend all the required trainings and activities for the program. Are you ready to lead?

Leadership Development Programs and Services

The Office of Student Life offers a series of workshops and activities that address the issue of leadership development. Campus-wide workshops, as well as group-specific workshops, and retreats are planned annually. Stop by the Office of Student Life and find out what is being offered and how Student Life can help you get involved on campus and develop your personal leadership style.

COMMUNITY SERVICE AND CIVIC ENGAGEMENT

Students at CSI can get involved and engaged in their community in a variety of ways. Community service, volunteerism, and civic engagement are just a few ways to make a difference here at CSI and beyond. There are many reasons to volunteer and to get involved. Most volunteers say that their volunteer activities helped them gain employment and interpersonal skills, such as understanding people better, motivating others, making contacts and friendships, and learning to better deal with difficult situations.

Come by the Office of Student Life, Campus Center (1C), room 201 and find an opportunity to make a difference. Help yourself by helping and being of service to others

LEADERSHIP OPPORTUNITIES

How Can I Become a Student Leader?

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

Running for Office – Elected Student Leader Positions on Campus

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

CSI Student Government is composed of 20 representatives elected by the student body each spring. Any student who has earned at least 6 credits with at least a 2.25 grade point average can run for a seat on Student Government.

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

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

Faculty Student Disciplinary Committee is composed of two faculty members, two student members, and a chairperson and is responsible for hearing charges, accusations, or allegations presented against a student, which if proved, may subject that student to disciplinary action.

Auxiliary Services Corporation is composed of five students and provides essential services to the students, faculty, and staff of the College through administration of the CSI bookstore, dining services, vending services, and parking registration and enforcement. Students who have a 2.25 grade point average may run for a seat on the Association.

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

THE CAMPUS CENTER

Contact: Greg Brown

Phone: 1.718.982.3089

Hours: Monday – Friday

Building Hours:

Monday – Friday

Saturday

Email: studentlife@mail.csi.cuny.edu

Location: 1C-201B

Fax: 1.718.982.3087

10:00am – 6:00pm

8:00am – 11:00pm

8:00am – 4:00pm

Mission of the Campus Center at CSI

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

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

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

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

Our Services

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

Located in the Campus Center are the CSI Association Office (1C-202), CSI Auxiliary Services (1C-208), the Bookstore (1C-First Floor), WSIA- 88.9 FM (1C-106), Dining Services (1C-Cafeteria), Health & Wellness Center (1C-211), Student Government (1C-207), and the Office of Student Life (1C-201). Each of these offices serves the College community in many different ways. Each area offers students the opportunity to help shape campus life through programs and services. To find out more, just stop in to the Office of Student Life and explore all that we have to offer to you.

Campus Center Lockers

The Campus Center offers students the only location to rent lockers anywhere on campus. By renting a locker here on campus, you have the opportunity to store items that you use daily or only once in a while. The centralized location in the

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Campus Center offers you the opportunity to stop by and grab a bite to eat, play a video game, study, or meet up with some friends – all this while just getting “stuff” from you locker!

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

CLUBS & ORGANIZATIONS

Contact: Debi Kee

Location: 1C-220

Phone: 1.718.982.3268

Fax: 1.718.982.3087

Hours: Monday – Friday

9:00am – 5:00pm

Email: clubs@mail.csi.cuny.edu

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

A club, formed around a commonality of educational, vocational, cultural, social, religious, or political interests, offers the chance to share interests and goals in a non-classroom setting. It often serves as a center for social interaction and a forum for the expression and exploration of ideas. A club enhances the collegiate experience by building leadership skills, encouraging friendships, fostering understanding, and expanding awareness.

CSI boasts a variety of clubs that encompass a broad range of interests and identifications. For a complete listing of clubs that have chartered at CSI in the past year, visit the Office of Student Life, 1C-201 or visit the CSI website www.csi.cuny.edu/currentstudents/studentlife/clubs.html.

Any group of students with a common interest may also apply to charter a new student club or organization with the CSI Student Government and the Office of Student Life.

The rules by which clubs may charter are set out in the CUNY Bylaws, Article 15, section 2, which is included in **THE GAZETTEER**. Students interested in forming a club should pick up a chartering packet from the Student Government Office (1C), Room 207 or online at www.csi.cuny.edu/currentstudents/studentlife/clubs.html.

Club Hours

During the academic semester CSI features two club hour periods each week that are reserved for “other than classroom activities.” These hours, every Wednesday from 2:30pm to 3:20pm, and every Thursday from 1:25pm to 3:20pm, are designed to increase learning opportunities by providing time for faculty, staff, and students to attend programs, hold meetings, and pursue interests that may not be strictly related to course content and classroom demands. During these periods most student clubs and organizations hold meetings. The Office of Student Life, Campus Center (1C), Room 201, reserves classroom space during the club hours so various groups can meet on campus. Club meeting spaces and times are available in the Office of Student Life.

CSI Clubs & Organizations

CSI boasts a variety of clubs and organizations that encompass a broad range of interests and goals. Following is a listing of clubs and organizations that have chartered in the past. For a complete list of currently chartered clubs, please visit the Office of Student Life or the CSI website at <http://www.csi.cuny.edu/currentstudents/studentlife/clubs.html>

- Accounting Club
- Art Club
- Chess Club
- Chinese Cultural Club
- Computer Club
- Gay/Straight Alliance
- Hillel Club
- International Business Society
- Israel Club
- Math Club
- OUI Club
- Patron Community Development Club
- Photography Club
- Pre-Medical Society
- SEEK for Excellence Club
- South Asian Student Association
- The Rock Club
- Armed Forces Club
- Associate Degree Student Nursing Club
- Chi Alpha Christian Club
- Civil Environmental Debate Club
- Delta Delta Club
- Government and Law Society
- IEEE Club
- International Cultural Dance Club
- Marketing Club
- Muslim Student Association
- Pacal Votan Performance Theatre Club
- Peace Club
- Pre-Dental Society
- Psychology Club
- Society for Women Engineers
- Sri Lankan Student Association
- World Studies and Culture Club

THE COLLEGE OF STATEN ISLAND POLICIES ON RECOGNITION OF STUDENT CLUBS, ORGANIZATIONS, & PUBLICATIONS

Recruitment and Initiations Practices and Hazing

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

In order for an organization to be officially recognized at the College of Staten Island, membership and participation in it must be available to all eligible students of the College. In addition, in order to be recognized, each organization must agree not to discriminate on the basis of race, color, national or ethnic origin, religion, age, sex, sexual orientation, gender identity, marital status, disability, genetic predisposition or carrier status, alienage, citizenship, status as victim of domestic violence, military or veteran status.

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

The same law provides that the governing documents of every campus organization are deemed to prohibit the organization from engaging in hazing. This means that your organization's constitution is considered to contain a provision, which prohibits hazing, even if the organization has not officially adopted such a provision.

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

CAMPUS ACTIVITIES BOARD (CAB), formerly known as PDC

Contact: Debi Kee	Location: 1C-220
Phone: 1.718.982.3268/3088	Fax: 1.718.982.3087
Hours: Monday – Friday	9:00am – 5:00pm
Email: cab@mail.csi.cuny.edu	

The Fun Starts Here!

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

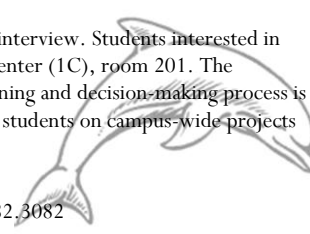
The Campus Activities Board is comprised of seven committees: Music, Comedy, Film, Special Events, Marketing and Membership, Speaker Series, and "On the Road with CAB". CAB committees have sponsored such programs as Welcome Back and Spring Carnivals, a film series featuring hit movies free of charge, and trips to Dorney Park and Broadway shows. Students and members of the College community may make proposals to the Board for programs, events, and activities they would like to have on campus. CAB has co-sponsored events with numerous College departments and organizations including the Staten Island Bus Tour with the Center for International Service and the Relaxation Station with the Counseling Center, which have been huge successes. They also support many faculty programs such as the Zany Spring Comedy, guest lecturers, and health and wellness programs.

Have an idea for an event or trip? Feel free to stop by the Office of Student Life. The advisor will tell you about the Campus Activities Board and how to go about proposing an event. The CAB Advisor's Office is located in the Campus Center (1C), Room 220.

Each year the Campus Activities Board accepts new members by application and interview. Students interested in applying to serve on the Committee should come to Office of Student Life, Campus Center (1C), room 201. The Committee meets approximately twice a month during Thursday club hours. The planning and decision-making process is one in which students learn many skills, especially those related to working with other students on campus-wide projects

STUDENT PUBLICATIONS

Contact: Phil Masciantonio	Location: 1C-106
Phone: 1.718.982.3056	Fax: 1.718.982.3082
Hours: Monday – Friday	9:00am – 5:00pm



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Email: studentlife@mail.csi.cuny.edu

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

CSI's student publications are:

The Banner — a regular newspaper that focuses on campus news and issues of interest to CSI students, faculty, and staff.

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

Operation Three-Legged Dolphin — a humor magazine infusing comedic writing and artwork with social commentary.

See Me — a visual arts journal focusing on student and staff contributions to the world of photography, painting, and other non-written forms of artistic expression.

Serpentine / Artifacts — a literary journal focusing on the celebration of knowledge. *Serpentine* regularly publishes poetry, prose and artwork from the student body.

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

Dolphin Yearbook — The yearbook is an annual publication coordinated by the Office of Student Life. Students can submit photos or volunteer to work on the yearbook by visiting the Office of Student Life, Campus Center (1C), room 201.

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

WSIA 88.9 FM

Contact: Phil Masciantonio

Phone: 1.718.982.3050

Hours: Monday – Friday

Email: gm@wsia.fm

Web: www.wsia.fm

Location: 1C-106

Fax: 1.718.982.3082

9:00am – 5:00pm

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

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

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

As one of the most technologically advanced college radio stations in the country, WSIA is proud to feature a state-of-the-art 64-track digital recording and production studio, along with fully equipped news, interview and on-air studios. The station also maintains a Website, www.wsia.fm, where you can find out more about our programming, listen to our live stream, and even submit online requests to the DJs.

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

CSI ASSOCIATION, INC.

Marianne McLaughlin, Executive Director

Phone: 1.718.982.3090

Hours: Monday – Friday

Wednesday

Location: 1C-202

Fax: 1.718.982.3096

9:00am – 4:30pm

9:00am – 7:00pm

Other Evenings and weekends by appointment
 Email: association@mail.csi.cuny.edu

What is the CSI Association?

The CSI Association is a nonprofit corporation composed of six students, three faculty members, and four administrators who oversee the spending of Student Activity Fees and related income at CSI. The Association also allocates an earmarked portion of the Fee that it traditionally has applied to Commencement exercises, student leadership development, and administration of the Corporation. The Association participates in the development and review of Activity Fee budgets for Sports & Recreation, Health & Wellness, the Children's Center, WSIA, and the Campus Activities Board. Any student with a minimum GPA of 2.25 can run for a position on the Association. The Vice President for Student Affairs serves as the President of the Association. All Student Activity Fee budgets (including budgets for Student Government, Clubs & Organizations, Student Publications, etc.) are approved at meetings of the Association. Minutes of these meetings are posted for review and sent to the archives housed in the Library. Each year the financial records of the Association are audited by an independent certified public accountant. The City University also periodically audits the Association's financial records. Interested parties may review copies of the annual audit that are sent to the Library. Members of the Association glean good resume experience, gain a glimpse into the economic and political aspects of college life, and have a say in the allocation of the Activity Fee.

Understanding your Student Activity Fee!

If you have ever carefully studied your tuition bill, you will notice that \$74 or \$48 is tacked onto the total and clarified (though not made much clearer) as "Student Activity Fee." What is this? This is your Student Activity (SA) Fee. Each full-time student at CSI pays a \$74 SA Fee, and each part-time student pays \$48. This student money funds all types of activities, programs, and events but these things all have one common denominator – the money is used for the benefit of the student body. The SA Fee provides funds for the University Student Senate; NYPIRG; the Children's Center; Campus Activities Board; WSIA; the Student Government; the Association; athletic teams and other activities in the Sports & Recreation Center; Publications such as the *The Banner*, *The Third Rail* and *Serpentine/Artifacts*; Health & Wellness services; and student clubs and organizations. Also, whenever you see a barbecue on campus offering free food and soda, technically, of course, it is not free – it was paid for using SA Fee funds. Plays, bands, comedians, and clubs all receive funding from the SA Fee. On the other hand, SA Fee money has no affiliation with the bookstore, the cafeteria, or the parking lots. SA Fee money is allocated to a club or an organization and then budgets are approved by the CSI Association.

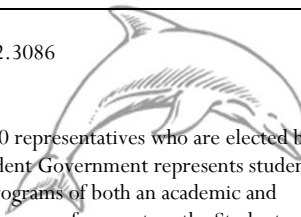


<u>Group</u>	<u>Full-time Fee</u> <u>\$74.00</u>	<u>Part-time Fee</u> <u>\$48.00</u>
USS	0.85	0.85
NYPIRG	4.00	4.00
Children's Center	7.75	7.70
Program Development (CAB)	6.35	3.25
WSIA	4.90	2.65
Student Government	11.90	3.80
Association	13.30	6.00
Sports & Recreation	17.45	12.25
Club/Organizations	2.25	2.25
Publications	2.25	2.25
Health & Wellness	3.00	3.00

CSI STUDENT GOVERNMENT

Ellen Krieger, Coordinator

Phone: 1.718.982.3082/3085
 Hours: Monday – Friday
 Email: csisg@mail.csi.cuny.edu
 Location: 1C-207
 Fax: 1.718.982.3086
 9:00am – 8:00pm



The Student Government office serves the student population of CSI through its 20 representatives who are elected by the student body each spring. Through its various commissions and committees the Student Government represents student interests to the administration and faculty of the College along with sponsoring many programs of both an academic and non-academic nature. Any student who has earned six credits, with at least a 2.25 GPA can run for a seat on the Student Government. The Student Government office provides assistance to student clubs, organizations, and the general student

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body. The office staff consists of the Student Government Coordinator, an Office Assistant, and an Evening Office Assistant. The Student Government also hires a student each year to supervise the free coffee it distributes through its Part-time, Evening, and Weekend Commission in the Campus Center weekday (except Friday) nights and Saturday afternoons.

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

The Student Government provides many programs and services for the students of CSI as well as the College community. A lot of the work of the Student Government is done through its various commissions and committees. The Student Government as a whole sponsors many programs to assist students such as providing scholarships and loans, and providing funds to buy a copy of all currently used textbooks for the Library reserve. They also fund educational and informational forums and bring in guest lecturers. The Student Government accepts proposals from the College community for both academic and cultural programs through special funds provided for these purposes.

The Student Government Club Commission provides funding for approximately 40 clubs along with sponsoring the Club Fair, Club Festival, and Club Awards Ceremony. The Election Commission sponsors student elections twice each year at which students are elected to several campus governance bodies.

Students who are encountering problems on campus are encouraged to contact members of the Student Government in the Campus Center (1C), Room 207.

THE CSI STUDENT GOVERNMENT CONSTITUTION

Article IV. Constitution of the Student Government

Section 1. Guiding Principle

The College of Staten Island of The City University of New York hereby establishes the Student Government of the College in accordance with Article XV and Article XVI of the Bylaws of the Board of Trustees, which enumerates the principles and procedures governing the rights, conduct, and organizations of students. As formulators of this Constitution, we impose our intention upon all officers charged with its enforcement: That they shall govern impartially and grant funds and services equitably to all qualified students under the aegis of the College.

Section 2. Name

The responsibility for government shall be entrusted to one body, the Student Government.

Section 3. Eligibility for Franchise and for Office

All students who pay their Student Activity Fee shall be eligible to vote. All voters in good academic standing and with at least a 2.25 grade-point average shall be eligible for nomination and for office. A 3.0 grade-point average is required for the Graduate Seat. For the positions of President and Vice President a 2.5 grade-point average shall be required. If at any time the grade-point average of a student elected to the Student Government falls below 2.25 or 3.0 for Graduate seat, said student will be automatically dropped from the Student Government. If the grade-point average of the President or Vice President falls below 2.5 said student will no longer be eligible to hold the position of President or Vice President and a new election from among the Student Government members will be held to fill the vacancy. In order to serve each semester a student must have completed and earned passing grades in at least 50% of the credits for which they registered the prior semester, but in no event less than three credits.

Section 4. Student Government

a) Membership

The Student Government shall be composed of 20 representatives as follows:

- 1) One graduate student;
- 2) Nine students from the junior and senior classes of the College;
- 3) Nine students from the freshman and sophomore classes of the College. Freshmen must have completed a minimum of one full semester completing no less than six matriculated credits to run and serve;
- 4) One at large student representative.

b) Elections

An annual election shall be held during the month of April. A special election to fill vacancies shall be held by the last week in October. Subsequent vacancies shall be filled during the second week of November and the first meeting of March by a majority vote of the senators currently serving on the Student Government after a minimum of one week's appropriate public notice.

c) Terms of Office

Senators elected in the annual election shall hold office beginning June 1 and ending May 31 of the following year.

Senators elected by special election shall hold office for the remainder of the academic year. The term of office for all Senators shall automatically expire upon graduation, withdrawal, or dismissal from the College.

Undergraduate students may not serve in Student Government for more than a total of five years. Students shall be permitted to serve in the same office in Student Government for a maximum of two years.

Any Senator absent from a total of four meetings during the fall semester which will include the first two meetings in June, or three meetings during the spring semester shall be automatically removed from office.

d) Meetings

- 1) Regular Meetings. The Student Government shall hold regular meetings during the first and second weeks of the fall semester and at least every second week thereafter, and during the first and second weeks of the spring semester and at least every second week thereafter, except upon waiver by two-thirds of the Student Government.
- 2) Special Meetings. Special meetings may be called by the President of the Student Government, or by a petition signed by one-third of the Student Government, or by a petition signed by 500 members of the student body. Special meetings are defined as ones at which one item of business is discussed. Notification of such meetings must be made in writing to all Senators at least three business days prior to such a meeting.
- 3) Town Hall Meetings. Town Hall meetings shall be held a minimum of one time per semester. The President of the Student Government shall be responsible for convening these meetings.
- 4) Quorum. One-half of the total senators currently serving shall constitute a quorum.
- 5) Parliamentary Rules. Procedures shall accord with the latest edition of ROBERT'S RULES OF ORDER, except when inconsistent with this Constitution, Article XV of the Bylaws of the Board of Trustees and the laws of the City, State, and Nation.

e) Duties and Responsibilities

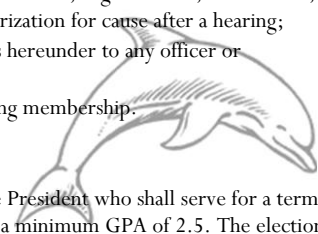
The Student Government shall:

- 1) Elect the President and Vice President of the Student Government and the chairpersons of its commissions;
- 2) Approve the composition, but not the specific names of commission memberships;
- 3) Consider disciplinary action against any officer, Senator, commission member, or any other person responsible to and under the jurisdiction of the Student Government, on receipt of formal written charges by the Student Government. (The Student Government must act on the charges within ten days of receipt. The latest edition of ROBERT'S RULES OF ORDER shall prevail at hearings or trials.);
- 4) Advise and inform the student body, the faculty, and the administration on pertinent matters; and advocate for the student body;
- 5) Investigate and act on any matter affecting the general welfare of the student body;
- 6) Direct the president of the Student Government as to the implementation of any measure enacted by the Student Government;
- 7) Refer any pertinent matter to a referendum of the student body;
- 8) Call meetings of the student body, pursuant to Section 4(d) of this Constitution;
- 9) Remove from office any Senator who has missed a total of four meetings during the fall semester which will include the first two meetings in June, or three meetings during the spring semester;
- 10) Determine the disposition of the earmarked Student Activity Fee where Student Government is designated as the allocating body pursuant to Article XV and Article XVI of the Bylaws of the Board of Trustees, which provide for a public hearing;
- 11) Charter or otherwise authorize teams (excluding intercollegiate), publications, organizations, associations, clubs or chapters, and refuse, suspend, or revoke any charter or authorization for cause after a hearing;
- 12) Delegate responsibility for the implementation of its specific functions hereunder to any officer or committee it may appoint;
- 13) Interpret this Constitution by majority vote of its total currently serving membership.

Section 5. President of the Senate

a) Election and Term of Office

The Student Government shall elect, from its number, a President and Vice President who shall serve for a term of one year (June 1 - May 31). The President and Vice President must have a minimum GPA of 2.5. The election process for President and Vice President shall begin at the second meeting of the Student Government. A two-



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thirds vote of those Senators present shall be required for election. If difficulties arise in the election of a President, the chair will rotate on an alphabetical basis until a President is elected. Upon resignation, dismissal, or incapacitation of the president, the Vice President shall serve as President and a new election shall be held for vice president with the new President and Vice President serving until the end of the elected term.

b) **Duties and Responsibilities**

The President of the Student Government, or the Vice President of the Student Government should the President be unable to fill his/her duties shall:

- 1) Preside over meetings of the Student Government;
- 2) Give a timely report of all activities undertaken on behalf of the Student Government;
- 3) Prepare the agenda for meetings of the Student Government;
- 4) Implement measures enacted by the Student Government and submit periodic progress reports;
- 5) Preside over meetings of the student body;
- 6) Represent the student body at official functions;
- 7) Represent the student body in the College Council either directly or through a designee.

Section 6. Commissioners

The Student Government shall elect one of its number as commissioner of each of seven standing commissions charged with drafting legislation for consideration by the Student Government and recommending methods of implementing such legislation. No Senator shall hold more than one commissioner position on the Student Government except in the case of a sudden vacancy whereby a commissioner could hold a temporary commissioner position on another commission until such time as the vacancy can be permanently filled. Each commissioner shall appoint additional members, which shall be reported to the Student Government prior to members taking their seat on the commission. The Commissions are as follows: Commission on Finances, Commission on Clubs, Commission on Student Center, Commission on Student Services, Commission on Academic and Curricular Affairs, Commission on Elections, Commission on Part-time, Evening, and Weekend Students.

a) **Election and Term of Office**

Only Senators shall be eligible to serve as commissioners. The election process for commissioners shall begin at the second meeting of the Student Government. Commissioners will be elected by majority vote of the Senators present and shall serve for a term of one year (June 1 - May 31).

b) **Duties and Responsibilities**

The commissioners shall:

- 1) Submit to the Student Government a written description of the commission's organization, budget, and operating procedure, for approval, within two weeks of the election of the commissioner, and schedule and attend a minimum of one commission meeting per month;
- 2) Report a minimum of once per month to the Student Government on the operation of the commission;
- 3) Deposit, record, and maintain the commission's funds in conformity with the accounting procedure of The College of Staten Island Association, Inc.;
- 4) Report to the Student Government commission membership, which comprises no more than two Senators, in addition to the commissioner, including the appointment of a deputy commissioner who must be a Student Government Senator, who will assume the duties of the commissioner should the commissioner be unavailable to fulfill said duties;
- 5) Submit reports a minimum of once per month on the finances and activities of the commission;
- 6) The Club Commissioner cannot be an officer of any chartered club; the Election commissioner cannot serve on the Student Election Review Committee.

Section 7. Meetings of the Student Body

The Student Government may call discretionary meetings of the student body to inform the students of actions taken by the Student Government, to discuss other pertinent matters, and to solicit student opinion. Motions passed at such meetings shall be considered resolutions advising the Student Government, without binding effect.

Section 8. Representatives on Other Bodies

At the annual election student representatives shall be elected to serve on the following bodies:

- a) College Council,
- b) Faculty-Student Disciplinary Committee,
- c) Auxiliary Services Corporation,

d) CSI Association, Inc.

Article V. Amendments

Section 2. Amendments to Article IV.

Amendments to Article IV (Constitution of the Student Government) may be proposed by: a) a majority of the Senators present at a meeting of the Student Government, or b) a petition containing the signatures of 10% of the student body. An amendment shall be adopted when approved by majority vote of the student body in referendum, provided that at least 10% of the student body vote, by the President and by the Board of Trustees.

CSI DOLPHIN ATHLETICS PROGRAM

David Pizzuto, Interim Director

Contact:	David Pizzuto	Location:	1R-204
Phone:	1.718.982.3160	Fax:	1.718.982.3138
Hotline:	1.718.982.3440		
Hours:	Monday – Friday		9:00am – 5:00pm
Email:	pizzuto@mail.csi.cuny.edu		
Website:	www.csidolphins.com		

The College of Staten Island’s Intercollegiate Athletics Program is dedicated to offering the best in varsity sports opportunities for all students. The CSI Dolphins currently boast 13 NCAA Division III intercollegiate sports, and participate in The City University of New York Athletic Conference (CUNYAC). Varsity sports offerings include men’s and women’s basketball, soccer, cross-country, swimming, tennis, and men’s baseball, and women’s volleyball and softball.

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

Competing on a high level is nothing new for the Dolphins. In 2001, the CSI athletics program won its first ever CUNYAC Commissioner’s Cup, awarded annually to the top athletics program in the CUNYAC. The award is based on a points system, where teams are rewarded for finishing as regular season champions, or by placing first or second in the CUNYAC championship tournament.

In 2007-08, CSI picked up CUNYAC Championships in Women’s Soccer and Men’s Baseball.

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

The CSI Athletics Program also reaches out to students and the community by providing an in-depth website (www.csidolphins.com), which records the latest developments in the program. A 24-hour recorded hotline at 1.718.982.3440 provides fans with up-to-the minute scores and highlights. In 2008, CSI Athletics also unveiled CSI SportsNet, which provides live broadcasting feeds of select CSI sporting events live over the internet.

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

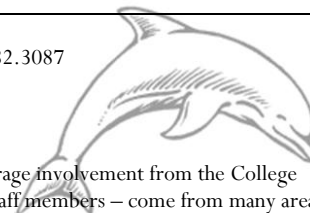
The annual CSI Awards Banquet each spring is another successful event. Over 80 student-athletes are honored with awards from coaches and administrators. The evening also acknowledges the parents and friends who help support athletics throughout the year.

TAKE PRIDE IN CSI COMMITTEE

Contacts:	Debi Kee	Location:	1C-220
Phone:	718.982.3268	Fax:	1.718.982.3087
Hours:	Monday – Friday		9:00 am – 5:00 pm
Email:	studentlife@mail.csi.cuny.edu		

Take Pride in CSI!

The mission of the Take Pride in CSI Committee is to raise awareness and encourage involvement from the College community to help promote pride in CSI. The Committee members – students and staff members – come from many areas of the campus. The Committee sponsors dances, sporting contests, and other programs to raise awareness and develop a sense of community among the members of the CSI population.



Violations of academic integrity may result in a lower grade or failure in a course or in disciplinary actions with penalties such as suspension or dismissal from the College.

A student accused of violating the College's academic integrity policy will meet with the faculty member in whose class the alleged infraction has occurred. The meeting is held to review the facts of the alleged infraction and determine the sanction to be imposed. A faculty member can impose an academic penalty when a student does not contest his/her guilt or the reduced grade for the assignment or class.

If a student denies his/her guilt or contests the reduced grade, the College's departmental grade appeals committee process is used and at a minimum the hearing must include an opportunity for the student to be heard and to present evidence.

You are encouraged to read the College's academic integrity policy, which can be found on the College's Website at www.csi.cuny.edu under current students.

ACADEMIC FREEDOM

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

GRADE APPEALS

Students wishing to appeal a grade other than WN, WU or FIN must do so within 60 school days, (except for the summer session), following the end of the semester. (Please refer to the Academic Calendar in the Schedule for Classes for the deadline). Appeals must be submitted in writing to the chairperson of the department in which the course was offered. Upon receipt of the appeal, the chairperson shall direct the student to discuss the issue with the instructor who assigned the grade. If the issue remains unresolved, the student may request a review by the Department Committee on Grade Appeals.

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

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

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

CUNY PORTAL

Through the CUNY Portal Website www.cuny.edu, students can, with a single sign-on, access their records, register, view grades, manage tasks, and much, much more. Installed software will enable students to easily determine schedules and availability of courses throughout the University as well as provide secure single sign-on directly to eSIMS, the Web-enhanced registration and the ePERMIT application.

To access the CUNY Portal, go to www.cuny.edu and click on the "Log In" button at the left. Next, register by clicking on "Register" and follow the directions to obtain an ID and password. Once registered, a personalized cuny.edu homepage will appear with links to eSIMS and other resources prominently displayed.

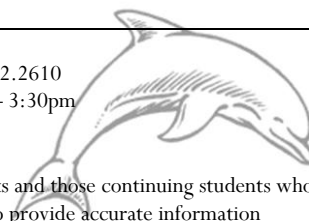
We strongly advise that you visit the CUNY Portal and register for an ID and Password BEFORE registration begins.

ACADEMIC ADVISEMENT

Suzy Shepardson, Interim Director

Contact:	Mario D'Alessandro	Location:	1A-101
Phone:	1.718.982.2280	Fax:	1.718.982.2610
Hours:	Monday – Thursday: 9:00am – 4:00pm	Friday:	9:00am – 3:30pm
Evening:	Thursdays until 6:00pm during Registration periods		
Email:	adviseent@mail.csi.cuny.edu		

The Office of Academic Advisement provides advisement services to new students and those continuing students who have not yet declared a major. The Office of Academic Advisement works diligently to provide accurate information regarding general education requirements and to aid students in the process of choosing and preparing for a major. The



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ultimate goal is to empower the student to make the best choices regarding his or her academic career.

Advisement is provided on a walk-in basis; no appointment is necessary. All students assigned to Academic Advisement will have an advisement stop on their records and are strongly encouraged to meet with an advisor no later than two weeks prior to their *e-SIMS* registration date to discuss their immediate coursework choices. However, students are encouraged to visit the office during non-peak periods of the semester (late September and October for the fall semester; late February and March for the spring semester) to discuss their academic goals and to determine long-range optimum coursework selections. Students will receive their *e-SIMS* registration date through their CSI email address, which they can access at <http://cix.csi.cuny.edu>.

Please refer to our website, www.csi.cuny.edu/academicadvisement, for additional information and advisor availability.

EVENING, WEEKEND AND SUMMER SESSIONS

Contact:	Thomas Brennan	Location:	2A-204
Phone:	1.718.982.2155	Fax:	1.718.982.2159
Hours:	Monday – Friday		1:00pm – 9:00pm
	Saturday		9:00am – 4:00pm
	Sunday		Noon – 4:00 pm
Email:	eveningweekend@mail.csi.cuny.edu summersession@mail.csi.cuny.edu		
Website:	www.csi.cuny.edu and click on Current Students		

The Office of Evening, Weekend, and Summer Sessions is the central administrative office of the College during evening and weekend hours and in the summer. The Office serves evening, weekend, and summer students by providing administrative and academic assistance; information about College programs, policies, and procedures; and other special services. Academic advisement is an integral part of the service offered to both full-time and part-time evening and weekend students, whether they are working toward a degree or taking only a few courses. The Office of Evening, Weekend, and Summer Sessions advocates the special needs of the evening, weekend and summer students within the larger College community, and encourages the provision of support services at times convenient for this student population. When classes are in session, the Office of Evening, Weekend, and Summer Sessions is open each weekday and evening until 9:00pm and on Saturday and Sunday until 4:00pm. The Office maintains two Websites with email links—one for evening and weekend students and the other for summer session students. The email boxes are monitored regularly and pertinent responses are promptly sent out.

Evening and Weekend Programs

The College offers a wide variety of evening and weekend courses each semester for undergraduate and graduate students who are unable to attend classes during the day. Evening classes begin at 6:30pm or later and meet twice a week, on Monday and Wednesday, or on Tuesday and Thursday, or one night a week, Monday through Friday. Weekend classes are scheduled so students may take classes on Saturday mornings and afternoons as well as on Sunday afternoons. Over a period of time, evening and weekend students can fulfill general education requirements and complete degree requirements for a number of specific majors.

Summer Programs

In the summer session at CSI, there are different course schedules to suit different needs. Courses are offered during morning, afternoon, evening, and weekend time slots. Two four-week sessions (one starting in early June, the second beginning in late June/early July), where each class meets four times weekly (Monday through Thursday), are very popular. A six-week weekend college session, where classes meet both Saturdays and Sunday mornings, starts early in June and finishes by mid-July. Finally, there is an eight-week session, where classes meet twice each week on a Monday/Wednesday or a Tuesday/Thursday pattern. The varied summer session course schedule provides an opportunity for students to accelerate completion of their degree programs.

INFORMATION TECHNOLOGY HELP DESK

Doriann Pieve-Hyland, Director

		Location:	2A-306
Phone:	1.718.982.3695		
Email:	helpdesk@mail.csi.cuny.edu		
Web:	www.csi.cuny.edu/studenthelpdesk		
Hours:	Monday – Thursday		8:00am – 7:00pm
	Friday		9:00am – 5:00pm

eSIMS is now found on the CUNY Portal, at www.cuny.edu. For online instructions including video tutorials, please visit our webpage. Our webpage also contains a link to ECHO (Experience CSI's Help Online), our 24/7 online resource.

Computer Lab Location and Hours:

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

During other times (Winter Recess, Breaks, and Summer Session) please see the schedules posted on the doors of the above labs, or visit our website. Please note that all hours are subject to change.

All users (current students, faculty, staff, alumni, etc.) are required to have a login ID and password to utilize the computers. When you enter your ID and password you will be authenticated by the database and the desktop will appear, from here you can access any of the programs found on the computers. If you are not sure if you have an ID you can visit any of the Open Computer Labs or stop by 1L-204. If you do not have an ID you will need to stop by 1L-204 and fill out an application. Please do not wait until the last minute as it usually takes at least two days to create your account. Since you are responsible for any unauthorized activity that takes place with your account it is important that you log off the computers once you are finished. As of Fall 2007, all of the computer labs are using Office 2007. Please plan accordingly. If you need assistance using the new version of MS Office, please visit our website for a list of workshops being offered. Also, do not forget to bring a flash drive, CD, or floppy disk with you since data, programs, and computer files will not be stored on laboratory computers after they are shut down. Upon boot up, each computer is restored to its original image.

A Few Items to Keep in Mind:

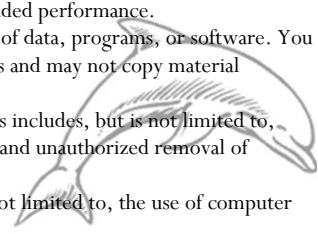
- The computers are for educational purposes only and you agree to abide by the CSI and CUNY User Responsibilities Policies.
- The User Name is your UserID.

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

COMPUTER USER RESPONSIBILITIES

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

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



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- includes the sending of abusive or obscene messages within CUNY or beyond via network facilities.
- The use of college computer resources may be subject to College regulations, and you are expected to be familiar with those regulations.

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

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

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

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

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

OFFICE OF ACADEMIC SUPPORT

Linda Sharib, Director

Contact:	Linda Sharib	Location:	1L-117
Phone:	1.718.982.3966	Fax:	1.718.982.4068
Hours:	Monday – Friday		9:00am – 5:00pm
Email:	oas@mail.csi.cuny.edu		
Website:	www.csi.cuny.edu/iss		

The Office of Academic Support (OAS) coordinates various academic programs including the Immersion Programs, CUNY Proficiency Exam (CPE) Prep-Steps, Preparation for Academic Success Sequence (PASS) Program, Study for Success Initiatives and Supplemental Instruction (SI). The Office is dedicated to helping all CSI students achieve academic success by offering a broad range of services in a supportive environment. This goal is fulfilled in part through collaboration with other offices and academic departments.

IMMERSION PROGRAMS

Contact: Chrisanthi Anastopoulou
Phone: 1.718.982.4074

Immersion Programs are designed to address the developmental needs of incoming freshmen and continuing students as indicated by scores achieved on the CUNY Assessment Tests. Students who need to strengthen their skills in the areas of writing, reading and/or mathematics are given the opportunity to receive instruction in one or more basic skills areas by successfully completing intensive workshop programs. Workshops in reading, writing and mathematics are offered during the summer and January intersession. To be eligible, all students must continuously pursue any outstanding CUNY Assessment Test requirements prior to participating in a free Immersion program. For more information about eligibility criteria, please call at 718.982.4115, or visit <http://www.csi.cuny.edu/oas/immersion.html>.

CUNY PROFICIENCY EXAM (CPE) PREP-STEPS

Contact: Jason Turetsky
Phone: 1.718.982.4212

CPE Prep-Steps is a series of test preparation workshops, study groups and an interactive computer program designed to help students prepare for the CPE. OAS offers day, evening and weekend sessions in an effort to accommodate even the busiest of student schedules. For a complete overview of the CPE or to view the current Prep-Steps schedule, visit <http://www.csi.cuny.edu/oas>, and select from the following options: Guide to the CPE Online Tutorial (offering relevant testing information and practice) or CPE Prep-Steps.

PREPARATION FOR ACADEMIC SUCCESS SEQUENCE (PASS) PROGRAM

Contact: Jason Turetsky
Phone: 1.718.982.3962

The PASS Program is designed to help students strengthen the basic academic skills necessary for success in college and to prepare them to retake the CUNY Assessment Tests. In the PASS Program, students with developmental needs have an

opportunity to focus on basic skills enhancement without the burden of taking college-level courses or having to sustain a minimum number of credits to maintain financial aid eligibility. Students in the program are provided with the following services:

- Free instruction in the three basic skill areas (reading, writing and mathematics)
- Individual tutoring by appointment
- Academic and personal counseling
- Career advisement
- Workshops on topics including computer skills, study skills, and adjusting to college life

This program is offered through a cooperative effort between the Brooklyn Educational Opportunity Center (BEOC) and the College of Staten Island.

STUDY FOR SUCCESS INITIATIVE

Study centers are an integral component of the academic support services provided at CSI. Our study centers are dedicated to the academic needs of all students, and our goal is to assist students in developing the academic skills necessary to ensure their success at CSI. In the various study centers across campus, students have the opportunity to work with academic coaches to broaden their understanding of a variety of disciplines, and they are guided to take an active role in setting their educational goals. Various coaching modalities are incorporated, including individualized sessions, small group sessions, computer-assisted instruction and peer study groups. The Study for Success Initiative is a collaborative effort among CSI's study centers. For information and academic assistance, contact the following individuals:

STUDY CENTERS	Contact	Location	Phone#
Biology Learning Center	Lisa Ghigliotti	6S-136	1.718.982.3958
Study Center at Disability Services	Margaret Venditti	1P-101D	1.718.982.2510
Writing Center	Bob Brandt	2S-216	1.718.982.3636
Center for Academic Student Assistance	Jason Turetsky	1L-117	1.718.983.3962
Mathematics Study Center	Louis Blois	1S-214	1.718.982.3619
Media Culture	Jeanine Corbet	1P-224	1.718.982.2542
Modern Languages Media Center	John Esposito	2S-114	1.718.982.3711
SEEK Learning Center	Ralph Pagan	1A-108	1.718.982.2410
Nursing Neighborhood Nursing Student Resource Center Nursing Student Test Prep Center	Dr. Mariannne Jeffreys	5S-108 5S-119 5S-121	1.718.982.3825
Computer Science Center	Dr. Sarah Zelikovitz	1N-113	1.718.982.2850

SUPPLEMENTAL INSTRUCTION

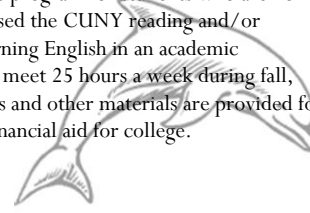
Supplemental Instruction (SI) is a nationally recognized approach to addressing the problems of poor grades and student attrition. OAS consults with faculty to assist students in traditionally challenging courses. SI leaders, who are students selected for their outstanding communication skills and excellent command of course contents, facilitate out-of-class study sessions. In these sessions, SI leaders assist students by integrating course material with learning strategies and guide students through the more difficult material. Students are given opportunities to ask questions, review concepts and work with fellow students in developing strategies for academic success.

CUNY LANGUAGE IMMERSION PROGRAM (CLIP)

Contact: Dolores LaFata
Phone: 1.718.982.3069

Location: 4N-210
Fax: 1.718.982.3330

The CUNY Language Immersion Program (CLIP) is an intensive English language program for students who are non-native speakers of English and have been admitted to a CUNY college but have not passed the CUNY reading and/or writing assessment tests. CLIP offers students the opportunity to spend more time learning English in an academic environment before formally enrolling in or returning to college courses. CLIP classes meet 25 hours a week during fall, spring, and summer sessions. Class hours are 8:45am - 2:30pm, Monday-Friday. Books and other materials are provided for CLIP students, and the students pay only a nominal fee for the program, saving their financial aid for college.



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INTERNATIONAL SERVICE, CENTER FOR

Ann Helm, Director

Contact:	Barbara Clark	Location:	2A-206
Phone:	1.718.982.2100	Fax:	1.718.982.2108
Hours:	Monday – Friday		9:00am – 5:00pm
Email:	studyab@mail.csi.cuny.edu		Study Abroad
	intstudy@mail.csi.cuny.edu		Foreign students & scholars
	elistudy@mail.csi.cuny.edu		English Language Institute

The Center for International Service promotes the internationalization of academic life at the College of Staten Island/CUNY in order to foster an awareness of the interdependence of nations, the value of diversity, and the importance of international understanding. The Center administers student study abroad programs, provides assistance to foreign students and scholars at CSI, and directs the English Language Institute. There are also many potential volunteer opportunities for CSI students at the Center. The Center is located in the North Administration Building (2A), Room 206. Stop by or call us at 1.718.982.2100.

English Language Institute (ELI)

The Institute offers intensive English and cultural orientation programs to international students, visitors, professionals, and business people. There are a variety of sessions offered, from two 14-week sessions and three nine-week terms and classes range from beginner to advanced levels.

Foreign Student and Scholar Services

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

Study Abroad

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

On-Campus International Programs

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

THE LIBRARY

Wilma Jones, Chief Librarian

Contact:	Reference Desk	Location:	1L-109C
Phone:	1.718.982.4001	Fax:	1.718.982.4002
Hours:	Monday – Friday		9:00am – 5:00pm
Library Hours:	Monday – Thursday		8:00am – 10:00pm
	Friday		8:00am – 8:00pm
	Saturday		8:30am – 5:00pm
	Sunday		Noon – 5:00pm
	Summer and other times as posted at the Library and its homepage.		
Email:	jones@mail.csi.cuny.edu		
Web:	www.library.csi.cuny.edu		

In addition to possessing a respectable collection of books, journals, and magazines in traditional paper formats, the CSI Library utilizes state-of-the-art technology enabling students to electronically retrieve educational resources. The Library's home page is a gateway to more than 100 databases that, in turn, offer access to thousands of publications in all

disciplines. Students may search these resources in a variety of locations: at the Library's numerous workstations, by borrowing a Library laptop computer to access the campus-wide wireless network, or by logging-in from home.

The Library consists of three floors. Reference librarians are available to work with students whenever the Library is open. They gladly provide explanation of assignments, guidance in students' search strategies, recommendations of useful library resources, instruction, and demonstration in effectively using the Library's electronic holdings. Reference books, such as general and specialized encyclopedias and handbooks, line the shelves in the area behind to the Reference desk. Articles and books (including many required textbooks) selected by professors for their classes are available from the Circulation/Reserve counter for reading and for duplication. At that same counter, books may be borrowed upon presentation of the College ID card.

The Library's second floor houses a number of collections and facilities: the open display racks hold the latest issues of journals and magazines; the microform room stores and permits access to hundreds of thousands of articles; the business center which provides students access to a fax machine, a scanning workstation, and group study rooms; the Archives/Special Collection unit contains an ever-growing collection of political and historical materials about Staten Island; the distance learning facility provides communication between educational sites; and, the Library instruction facility wherein students receive formal training in effectively using the Library's resources.

Books that may be borrowed are available on the third floor, as are the Library's collections of journals, magazines, and newspapers in paper format.

To make full use of the Library's resources, students require the following:

- an ID card that serves as a borrowing card;
- a user ID and a password for searching on a Library computer;
- a bar code sticker placed on the back of a College ID card that provides the password for accessing from off-campus. This can be obtained at the Library circulation counter.

Further information about the Library's services as well as the points of access for database searching are available at the home page www.library.csi.cuny.edu.

NEW STUDENT ORIENTATION/CLUE

Brian DeLong, Director

Phone:	1.718.982.2529	Location:	2A-208
Hours:	Monday – Friday	Fax:	1.718.982.2599
Evening:	Thursday		9:00am – 5:00pm
Email:	csiplus@mail.csi.cuny.edu		9:00am – 8:00pm
Web:	www.csi.cuny.edu/CLUE		

The Office of New Student Orientation/CLUE provides orientation services to new CSI students. These services include: operating an information center for new and prospective students, including a special peer mentoring program called **CSI PLUS**; assisting new students during their first advisement and registration sessions; providing introductory new student orientation programs prior to the beginning of each semester; and coordinating the CLUE (College Life Unit Experience) Program. The Office also keeps records on all CLUE program activities and monitors students' progress toward meeting CSI's basic new student orientation degree requirement.

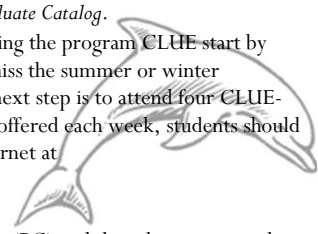
Orientation Choices

The orientation degree requirement applies to all new students entering CSI with fewer than six credits. Students choose between two options to satisfy the requirement. First, they may take a one-credit freshman orientation course (either SPD 101, **Issues in College Life** or SKO 100, **Freshman Orientation**). A description of these courses and a complete explanation of the orientation requirement can be found in the CSI *Undergraduate Catalog*.

A student's second choice is to participate in the CLUE program. Students choosing the program CLUE start by attending a general orientation session, usually before classes begin. (If new students miss the summer or winter orientations, they should consult the NSO Office regarding alternative sessions). The next step is to attend four CLUE-certified events or activities during the first year at CSI. To find out which CLUEs are offered each week, students should look for a new issue of *CLUE News* every Friday or check the weekly listings on the Internet at www.csi.cuny.edu/eventsactivities/clue.pdf.

CLUE Program Highlights

Among the CLUEs that students select, two must be certified as Personal Growth (PG) and the other two must be



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Co-Curricular (CC). Co-Curricular CLUEs are activities that focus on scholarly, cultural, and civic development. Examples of these include lectures, concerts, documentary films, and theatrical events. PG CLUEs deal with students' personal development, such as health and wellness, career discovery, and recreational and social experiences of college life.

Beyond the basic CLUE requirement, many students also join the **CLUE CHALLENGE**, in which they agree to complete at least ten of each CLUE type prior to graduation. Students who complete the CHALLENGE receive a signed certificate from CSI's President and special recognition from the Vice President for Student Affairs. The newest component of the CLUE Program is **CLUE PATHWAYS**, special CLUEs clustered around a theme, allowing students who have met the basic CLUE requirement to accumulate concentrations of CLUEs in selected topic areas and earn a special certificate.

PLURALISM & DIVERSITY PROGRAMS

Contact:	Brian DeLong	Location:	2A-208
Phone:	1.718.982.2529	Fax:	1.718.982.2599
Hours:	Monday – Friday		9:00am – 5:00pm
Evening:	Thursday		5:00pm – 8:00pm
Email:	delong@mail.csi.cuny.edu		
Website:	www.csi.cuny.edu/pluralismanddiversity		

One of the commitments of the College of Staten Island is to create in all aspects of campus life "...a climate that fosters respect for the pluralism of American society" and to confront racism, sexism, homophobia, ageism and other such prejudice through education and enlightened example. Toward that end, the College supports a Pluralism and Diversity Program coordinated by the Office of New Student Orientation/CLUE. The Director of the Office of New Student Orientation/CLUE chairs a Pluralism and Diversity Committee (consisting of students, faculty and staff) and encourages and/or sponsors a variety of educational, social, and cultural events throughout the academic year, intended to promote appreciation and respect for the diversity of the College and its surrounding community. These events feature various ethnic, religious, cultural and other groups and explore the many meanings of pluralism in this society.

If you are interested in joining the Pluralism and Diversity Committee please contact Winnie Brophy, Coordinator of the Pluralism and Diversity Program, North Administration Building (2A), Room 208 at 1.718.982.2529.

REGISTRAR

Neila Green, Acting Registrar

		Location:	2A-110
Phone:	1.718.982.2120	Fax:	1.718.982.2584
Hours:	Monday – Friday		9:00am – 5:00pm
Email:	registraroffice@cix.csi.cuny.edu		

Reading Between the Lines!

All of the important facts are revealed in a single class listing:

BIO 106 BIOLOGY PRINCIPLES I

3.0 CREDITS 3 HOURS 3.0 EQUATED CREDITS

PREREQ: APPROPRIATE SCORE ON CMAT OR MTH 020 & CO-REQ: BIO 107

DAY <SECTION 2480> TUE 1010AM-1100AM 1S218Fri 1010AM-1205PM 3S108SILVER

DAY <SECTION 2484> MON 125PM-215PM 2S219Wed 1220PM-215PM 6S138EHRlich

DAY <SECTION 2485> TUE 230PM-425PM 3S103Thurs 335PM-425PM 3S107SILVER

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

BIOLOGY PRINCIPLES I – Class title, which reflects the content of the semester's work. Note the "I," which indicates that there must be a second-level class after completion of this one.

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

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

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

DAY – Indicates when the class is being offered and when it is scheduled to meet. In this example, the course is offered during the day (as opposed to the evening or weekend). Please be sure to always refer to the most recent tuition bill that you received from the College and verify the building and room number, as sometimes buildings and rooms change from the time the Schedule of Classes is published or since you registered.

<SECTION 2480> – This is the section number, which is the unique identifying number assigned to each class. Section number is also known as the Course Registration Code. Be sure, when registering, that you have correctly entered the section number as the course registration code for the class you want to take. Otherwise, you will end up registered for the wrong class!

TUE 1010AM-1100AM 1S-218 – Day, time, and room number of the class. In this example Section 2480 meets in two different buildings both days but Section 2485 is in the same building both days but in two different rooms. Always double check class times and locations to make sure that they do not conflict with your personal schedule. Room numbers do occasionally change as well. Room changes appear on the Web at esims.cuny.edu or the CSI homepage at csi.cuny.edu.

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

Frequently Asked Questions about Registration

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

A matriculated student is one who is enrolled and registered in a particular degree program (for example Biology). A non-matriculated student, though perhaps pursuing a degree or ultimately intending to pursue a degree, is not officially registered as such in the Registrar’s office. Also, students simply taking classes, for purposes other than obtaining a degree, are non-matriculated.

What is eSIMS?

eSIMS is the online electronic student information management system that provides Web-enhanced services via the Internet. The URL to access eSIMS is <http://esims.cuny.edu>. eSIMS allows students to conduct registration, view transcript and semester grades, view unofficial copy of tuition bill, look up e-mail address (see Student Campus Information Xchange).

Am I able to register using eSIMS?

CSI has installed eSIMS for the benefit of all currently enrolled undergraduate and graduate students. Students encountering any problems with the system should contact the Helpdesk either in person in 2A-306 by calling 1.718.982.4357.

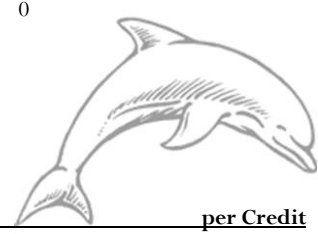
What’s the difference between “real” credits and equated credits?

Although most classes offer students the same number of “real” credits as equated credits, perhaps leading students to assume that they are always the same. However, in many instances, the “real” credits are not the same as the equated credits. Equated credits are the credits you pay for and that number also determines your full-time or part-time status. Please note that remedial courses worth four equated credits produce zero “real” credits. “Real” credits are only those that go toward your degree credit requirement. In other words, you pay for any equated credits you take, but only “real” credits count toward your degree requirement.

Grade Point Average (GPA)

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

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



Grading System

The following grading symbols are used:

Grade	Identification	Quality Points per Credit
A	Excellent	4.0

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A-	Excellent	3.7
B+	Excellent	3.3
B	Good	3.0
B-	Good	2.7
C+	Good	2.3
C	Satisfactory	2.0
D	Pass	1.0
F	Failing/unsuccessful completion of course	0.0
P	Passing	-
W	Withdrew with no penalty	-
WA	Administrative Withdrawal	-
WN	Unofficial Withdrawal, non-attendance (counts as failure)	0.0
WU	Withdrew Unofficially (counts as failure)	0.0
INC	Incomplete (temporary grade)	-
AUD	Auditor	-
Z	No grade submitted by instructor	-
PEN	Grade Pending	-
FIN	Failure (changed from Incomplete)	0.0

Web Services at CSI

Web-enhanced registration allows students a greater degree of flexibility and convenience. Registering via the Internet (via eSIMS) at your appointed time during Priority Registration is the best way to obtain a schedule that meets your academic needs and accommodates your schedule. If you do not have access to the Internet or wish to register on campus, computers are available for student use in the Web Resource Center, located in building 2A, room 104, during Priority Registration. Please refer to the *Semester Bulletin* on the web at www.csi.cuny.edu/registrar for Web registration system availability and additional instructions and information. Students will be receiving their Registration Appointment email notification indicating the date and time they are scheduled to register via their assigned CSI email. Students may register for the Summer Session at the same time as their Fall appointment; and for Winter Session at the same time as their Spring appointment. Students for whom advisement is required must see their advisor before registering. Registration will be blocked without the approval of an advisor. The advisor or department clerical staff must remove the advisement stop before you can register. Students for whom advisement is optional or not required may register without seeing an advisor.

The CUNY Portal at www.cuny.edu offers more than just registration. Students may also view their schedules, grades, transcripts, bill status, search for open course sections, change their PINs, and view their assigned CSI email addresses.

Students may also view the listing of courses along with their open or closed status on the home page of the College of Staten Island website at www.csi.cuny.edu/registrar. The home page is updated with course information three times daily throughout the registration calendar.

SEEK: SEARCH FOR EDUCATION, ELEVATION, AND KNOWLEDGE

Prof. Gloria Garcia, Director

Contact:	Dr. Roberta Vogel	Location:	1A-112
Phone:	1.718.982.2410	Fax:	1.718.982.2422
Hours:	Monday – Friday		9:00am – 5:00pm
Email:	garcia@mail.csi.cuny.edu		
Website:	www.csi.cuny.edu/seek		

The SEEK Program (Search for Education, Elevation, and Knowledge) is an educational opportunity program that offers students numerous forms of both academic assistance and financial aid. It is a multi-faceted program designed to help eligible students fulfill their academic potential and reach their desired goals.

Located in the South Administrative Building (1A), Room 112, the SEEK Program is staffed with a director who oversees the operations of the Program and three professional counselors who assist with personal, social, and academic problems, and career questions/decisions. SEEK's Learning Center, located in the SEEK office, is staffed with a tutorial coordinator and 25 student tutors who are available Monday – Friday, 9:00am to 5:00pm to help students who have enrolled in the SEEK Program. This is a quiet area where SEEK students meet with tutors or come to study and do class assignments. There is also a computer lab equipped with 23 computers and a technician who is ready to assist students in accessing the Internet, and in using word processing and various interactive academic software programs.

Students in the program are assigned individual counselors who assist with career, academic, financial, and personal concerns and one-on-one tutors for each academic subject they wish to improve. The hours for tutoring and general counseling are 9 am to 5 pm, Monday through Friday.

Additional opportunities for SEEK students, include potential financial assistance to help cover the costs of tuition, books and transportation, skill building courses and workshops which are offered throughout the semester, a national honor society for which eligible SEEK students may be inducted, and an opportunity to work as a Research Assistant with faculty and CSI members who are engaged in various kinds of research.

OFFICE OF TESTING

Alan Hoffner, Director

Contact:	Alan Hoffner Robin Cavagnaro	Location: 1A-104
Phone:	1.718.982.2380	Fax: 1.718.982.2494
Hours:	Monday-Wednesday, Friday Thursday	9:00am – 5:00pm 9:00am – 7:00pm
Email:	testing@mail.csi.cuny.edu	
Website:	www.csi.cuny.edu and click on “Current Students”, then on College Testing	

CUNY Basic Skills Test

All new students are required to take the CUNY Assessment Tests in reading, writing, and mathematics in order to become degree (matriculated) students. The scores are used for advisement and placement into college courses. Students who fail one or more of the tests will be directed to the appropriate summer or winter immersion workshops, into remedial courses, or into the PASS program. No associate’s or bachelor’s degree will be awarded unless all the tests have been passed.

Placement Examinations

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

CUNY Proficiency Examination

All students pursuing an associate’s or bachelor’s degree must take and pass the CPE. Passage of the exam is a requirement for the associate’s degree, while students pursuing a bachelor’s degree must pass by the time they have completed their 60th credit. The University will administer the exams several times each year. Students will receive information regarding the exam by mail from the Office of Testing at the appropriate times.

SERVICES FOR YOU *information for all students*

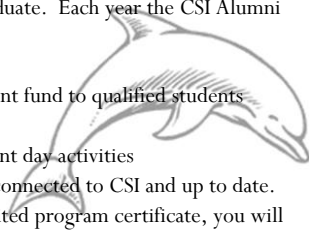
ALUMNI RELATIONS

Contact:	Jennifer Lynch	Location: 1A-110/111
Phone:	1.718.982.2290	Fax: 1.718.982.2289
Hours:	Monday – Friday	9:00am – 5:00pm
Email:	alumni@mail.csi.cuny.edu	

You may not be thinking of it now, as you take classes, pick a major, or study for exams but one day you’ll join the ranks of our 50,000 plus alumni worldwide! CSI graduates who were once students like you. You can get to know us now – become a part of the student – alumni interaction committee and plan a joint activity with us. The CSI Alumni Association mission is dedicated to promoting lifelong spirit of pride, fellowship, loyalty and learning among alumni, students, and the community. We are here to assist you and mentor you *before* you graduate. Each year the CSI Alumni Relations Office in conjunction with the Alumni Association:

- Sponsors social, cultural, professional events
- Awards scholarships from the CSI Alumni Association Scholarship Endowment fund to qualified students
- Recognizes worthy students with Outstanding Student Leadership Awards
- Provides Gifts for grads and an invites alumni to participate in commencement day activities
- Produces Alumni @ Large, our online alumni community, keeping alumni connected to CSI and up to date.

When you graduate with an associate’s, baccalaureate, master’s degree, or accredited program certificate, you will automatically become a member of the CSI Alumni Association. Member benefits include discounts on Auto and



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Homeowners Insurance, Group Term Life Insurance, and Credit Card programs. But don't wait until then – your lifelong relationship to the College of Staten Island starts now! Come by and say hi as a future member of our alumni family.

AUXILIARY SERVICES CORPORATION

Ira Persky, Director

Phone:	1.718.982.3035	Location:	1C-208
Email:	persky@mail.csi.cuny.edu	Fax:	1.718.982.3010

PARKING, PIZZA, AND MORE

The College of Staten Island Auxiliary Services Corporation, Inc. was founded and incorporated in 1977 under the not-for-profit corporate law of the State of New York. The purpose of the Corporation is to provide essential services to the students, faculty, and staff of the College of Staten Island. Major areas of responsibility include the CSI Bookstore, Dining Services, Vending Services, and Parking Registration and Enforcement.

A portion of the revenues generated from the Auxiliary Service Corporation's operations is used to improve services and to provide financial support to the College. Over \$4 million in program assistance has been provided to the College by Auxiliary Services since its founding. This includes scholarships for students, direct monetary support for the Campus Center, and financial assistance for many student and staff programs.

BOOKSTORE

Contact:	Carmela Balestrieri	Location:	1C-105
Phone:	1.718.982.3030	Fax:	1.718.982.3037
Email:	balestrieri@mail.csi.cuny.edu		

The CSI Bookstore is located on the first and second floor of the Campus Center. The store stocks a full line of convenience items, snacks, school supplies, clothing, gifts, health and beauty aids, newspapers, magazines, greeting cards, computer software, reference books, and of course, textbooks. Just remember, if you don't see it, just ask! The staff will be happy to special order most items for you. For your convenience the Bookstore accepts cash, traveler's checks, personal checks, and major credit cards.

DINING SERVICES

Contact:	Jodi Merendino	Location:	1C-002
Phone:	1.718.982.3027	Fax:	1.718.982.3010
Email:	merendino@mail.csi.cuny.edu		

Dining services provides members of the College community an opportunity to experience a wide variety of food offerings from a number of service areas across campus. The Campus Center

Cafeteria has something for everyone from the modified food court. Select grill items from "Sizzles," a slice from "Pies on Pizza," a sandwich from "The Deli Board," entrees from "Hot Stuff," or a salad from "The Lighter Side." Fresh baked donuts, muffins, pastries, cookies, and other sweets are available throughout the day.

Also located on the first floor of the Campus Center is The Park Café, our own table service restaurant. The Park Café is open to all members of the College community and their guests and features a menu that offers a number of proven favorites. Try the daily specials or a soup/sandwich combo.

"Bits and Bytes Cyber Café" is located on the first floor of the Library. This dining area has become the hub of activity in the south quad and features a menu to accommodate those on a tight schedule. The breakfast fare includes muffins, rolls, bagels, cereal, eggs, and French toast. In addition to daily soup and special sandwiches the menu features wraps and grilled-to-order paninis.

If you are in a hurry and just need something to hold you until your next class is over, try The Food Carte in the Atrium of the Center for the Arts (1P), or visit one of the many vending machines located throughout the campus.

PARKING SERVICES

Contact:	Mary Jeanne Hennessy	Location:	1A-102
Phone:	718.982.2294	Fax:	718.982.2367
Hours:	Monday – Friday		9:30am – 4:30pm
Evenings:	Thursday		4:30pm – 7:00pm

Parking Questions, Parking Answers

It may seem at times that there are only seven parking spots on the entire CSI campus, and of course, they're all taken! But there are actually seven lots, and several other gravel parking fields, located in different sections of the campus, all with access to nearby academic buildings, or intra-campus shuttle bus service. Since parking rules at CSI are strictly enforced,

there are some items of information that students must know.

Rather than list all the information here however, the Office of Parking Services has created an easily accessible and extremely thorough booklet that outlines parking DO's and DON'Ts at CSI. Additional questions, such as parking rules, fees, safety, penalties, visitor parking, and disabled parking are addressed. This booklet is sure to clue you in to everything you ever wanted to know about parking at CSI. Students can pick up one of these booklets at the Parking Services office.

There is one thing the Office of Parking Services especially wants you to know. If you have trouble parking near classrooms you may actually save time by parking further away! How? By parking in lot 6, and hopping on a shuttle bus.

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

Parking Decals may be purchased by mail or at the Campus Center Box Office during the first two weeks of each new semester. After that, and throughout the school year, decals may be purchased only at the Parking Services office.

Where should I park?

Park in lot 1 for:	2A	North Administration
	3A	West Administration
	2N	History, Political Science, Economics, Philosophy
	3N	Business
	1P	The Center for the Arts
Park in lot 2 for:	1A	South Administration
	3S	Education
	4S	Psychology, Sociology, Anthropology, Social Work
	6S	Biology, Chemistry
	1P	The Center for the Arts
Park in lot 3 for:	1L	Library
	1S	Mathematics
	2S	English, Speech, World Literature, Modern Languages
	5S	Marcus Hall (Nursing)
Park in lot 4 for:	1C	Campus Center
	1N	Computer Science, Engineering Science & Physics
	4N	Engineering Technologies West
	5N	Engineering Technologies East
Park in lot 5 for:	2R	The Children's Center
Park in lot 6 for:	1R	Sports & Recreation Center and all playing fields
Park in lot 7 for:	1M	Campus Services Central Plant

CAREER AND SCHOLARSHIP CENTER

Caryl Watkins, Director

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

The Center provides individual career counseling to students to develop a career plan using MyPlan.com.

The Center provides current students and graduates with career, internship, and placement services such as résumé review, job fairs, Senior Employment Referral Program, on-campus interviews, career and graduate school counseling, and a comprehensive database of full- and part-time jobs and internships. Office staff and employers, through the Employer Series Workshop Program, provide group session workshops to cover topics such as salary negotiations, interviewing tips, dressing for success, networking, business meal etiquette, etc. Special seminars and workshops are also offered throughout the academic year focusing on selected employment topics as well as the "Mock Interview" Program.

Seniors are encouraged to register for the Senior Employment Referral Program, which includes having their résumés

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and assorted credentials kept on file in the Office. Registering in this program provides seniors with information on upcoming job fairs, recruitment days, and employer events.

Office staff assists with applications and preparation for fellowships, scholarships, and awards. Assistance will be given to students writing personal essays and mission statements.

SCHOLARSHIPS AVAILABLE!

Scholarships at the College of Staten Island, CUNY recognize academic excellence for current students, transfer students, and Honors College students at all levels of study. Some scholarships, while recognizing academic excellence, also require financial need. Scholarships are awarded for the academic year and each year students must reapply. Few academic experiences match the intellectual and practical value of receiving a scholarship. Needless to say, any résumé is brightened by the presence of a scholarship award.

Scholarships have a fall semester deadline date for submission of completed applications for scholarships offered the following September. For more information contact the Career and Scholarship Center.

In addition, there are numerous fellowship and scholarship opportunities separate from the CSI scholarship program The Jeannette K. Watson Summer Fellows, The Truman Scholarship, and the 100 Hispanic Women Scholarship are a few examples. Students are encouraged to visit the center to inquire about these special opportunity programs.

CHILDREN'S CENTER

Cynthia Murphy, Director

Phone:	1.718.982.3190	Location:	2R-104
Office Hours:	Monday – Friday	Fax:	1.718.982.3196
Email:	childrenscenter@mail.csi.cuny.edu		8:30am – 5:00pm

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

The programs include an infant/toddler program, a preschool program, a Universal Pre-K, and a school-age program, all featuring hands-on learning experiences in a caring, well-supervised environment. The infant/toddler program serves children six to 24 months of age. These children explore the world around them with an experienced, nurturing staff. The preschool program, for children two to six years old, focuses on the cognitive, social, emotional, and physical development of each individual child. The **Universal Pre-K program** is offered in cooperation with the NYC Department of Education. Children who are four years of age by December 31 may register for the program in addition to regular childcare hours. The school-age program for children five to nine years of age, involves creative and problem-solving activities, homework assistance, and outdoor play.

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

The Children's Center is located in Building 2R, near parking lot 5 and is open Monday through Friday from 7:00am to 6:30pm for infants and toddlers, 7:00am to 8:30pm for preschoolers, and 3:00pm to 8:30pm for school age children. Children three years of age or older and toilet trained, as well as school age children, may enroll in Saturday programs that run from 8:30am to 4:30pm. Evening hours (6:30-8:30pm) and Saturday hours are scheduled pending enrollment.

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

COUNSELING CENTER

Ann Booth, Director

Contact:	Ann Booth	Location:	1A-109
Phone:	1.718.982.2391	Fax:	1.718.982.2585
Hours:	Monday - Friday		9:00am – 5:00pm
Evenings:	Wednesday and Thursday		5:00pm – 7:30pm
Email:	counseling@mail.csi.cuny.edu		
Web:	www.csi.cuny.edu/studentaffairscounseling		

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

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

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

DISABILITY SERVICES & RESOURCE CENTER FOR THE DEAF

Margaret Venditti, Director

Contact:	Chris Cruz-Cullari	Location:	1P-101
Phone:	1.718.982.2510	Fax:	1.718.982.2117
Hours:	Monday, Tuesday, Wednesday		9:00am – 6:00pm
	Thursday		9:00am – 7:00pm
	Friday		9:00am – 5:00pm
E-mail:	cruzcullari@mail.csi.cuny.edu		

The Office of Disability Services strives to fulfill the mandates of Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. These two regulations contain the legal foundations for making reasonable accommodations for students with documented disabilities. The Office of Disability Services was established to ensure that students with disabilities have access to all of the activities, programs, and services that CSI offers.

The Office of Disability Services offers a variety of services including: academic advisement, advocacy, priority registration, tutoring, and alternative testing arrangements. Special adaptive equipment is available such as screen magnifier, voice recognition, screen reader, text scanner, FM system, tape recorders, and more.

Resource Center for the Deaf

The Resource Center for the Deaf provides specific support services for students who are deaf or hard of hearing. The Resource Center for the Deaf coordinates interpreters and captionist services, tutoring, note taking, and counseling.

The Multimedia Laboratory, located in Building 1N, Room 115, is equipped with computers and special software to meet the needs of deaf and hard of hearing students.

DIVERSITY AND COMPLIANCE

Lisa Ebert, Acting Director

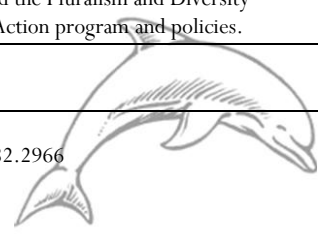
		Location:	1A-103
Phone:	1.718.982.2250	Fax:	1.718.982.2559
Email:	ebert@mail.csi.cuny.edu		

The College of Staten Island is firmly committed to promoting the spirit and the letter of all federal, state, and local laws regarding equal employment opportunity and affirmative action. It is the policy of the Board of Trustees of The City University of New York and the College of Staten Island to recruit, employ, retain, and promote employees, and to admit and provide services to students without regard to race, sex, age, national origin, color, religion, disability, veteran status, or sexual orientation. The Office of Diversity and Compliance has the complete and unqualified support of the President and top management, and is assured of the staffing necessary to execute CSI’s EEO/AAP responsibilities. The Affirmative Action Committee, the Sexual Harassment Committee, the ADA/504 Committee, and the Pluralism and Diversity Committee all have responsibility for aiding in the implementation of the Affirmative Action program and policies.

HEALTH CENTER

Terianne Darragh, RN

		Location:	1C-112
Phone:	1.718.982.3045	Fax:	1.718.982.2966
TTY:	1.718.982.3315		
Hours:	Monday		9:00am – 6:30pm
	Tuesday, Friday		9:00am – 5:00pm
	Wednesday, Thursday		9:00am – 8:00pm



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Email: healthcenter@mail.csi.cuny.edu

Registered nurses and nurse practitioners, in collaboration with Staten Island University Hospital, provide the following free services: emergency health care; treatment of sick and injured; College related physicals; nutritionist; confidential oral HIV counseling; vaccines including measles, mumps, rubella, hepatitis B, tetanus, flu and HPV; tuberculosis skin test (PPD); contraception and pregnancy counseling; smoking cessation; consultations and referrals to outside agencies, physicians and clinics; medical withdrawals from classes; blood pressure; process immunization and medical records; evaluate eligibility for temporary handicapped parking; and dispense over the counter medications.

The Health Center services are free; however, off-campus labs and referral costs are the student's responsibility. Services are partially funded by the Student Activity Fee.

THE HUB

Shannon Cammarano, Manager

Phone:	1.718.982.2766	Location:	2A-106
Hours:	Monday and Tuesday		9:00am – 4:40pm
	Wednesday and Thursday		9:00am – 7:40pm
	Friday		9:00am – 3:40pm

The Hub provides information about various college services, such as Advisement, College Health Center, Registrar, Student Financial Aid, Testing, web services, and more. The Hub is a place to get answers and receive assistance without having to go from one office to another unnecessarily. If your inquiry requires a referral to another office, Hub advisors will call ahead to the office you need to visit to make sure someone will be there when you arrive.

Stop by the Hub – we can help you with these inquiries and more...

- Need a transcript?
- Want to learn how to apply for Financial Aid?
- Looking to change your address or update your records with the College?
- Still need to submit those immunization forms?
- Have a stop on your records you want to inquire about?

From the simple to the complex, dedicated Hub advisors are here to answer your questions.

Need a place to log into the CUNY Portal or pay your bill on line? Feel free to use the 10-seat computer lab located in building 2A, room 104. Be sure to bring your flash drive to save any information you may need.

OMBUDSPERSON

Michael R. Daniels, Associate Dean for Student Affairs

Phone:	1.718.982.2335	Location:	1A-301
Hours:	Monday – Friday	Fax:	1.718.982.2277
	Wednesday		9:00am – 5:00pm
			9:00am – 7:00pm
Email:	daniels@mail.csi.cuny.edu		

The Ombudsperson is located in the South Administration Building (1A), Room 301, and is available to all students enrolled at the College. The Ombudsperson is authorized to investigate student concerns and to make recommendations regarding the outcome of those investigations. The Ombudsperson is a source of information about College policies and procedures, and, in certain situations, will provide mediation and advocacy services. Students may be advised to visit other College offices to file official student concerns as well.

The Ombudsperson helps students to develop positive strategies to resolve problems and conflicts and acts as a neutral party so that he can hear any type of student concern or dispute related to the College.

The office deals with academic matters such as grade appeals, accusations of cheating and plagiarism, faculty/student disputes, and non-academic matters such as billing disagreements, conduct issues, campus environment concerns, health and safety issues, and interpersonal conflict. This is not a comprehensive list, as it is understood that each individual may have concerns and needs that are unique.

PUBLIC SAFETY

Paul Murtha, Director

Contact:	Rob Yurman	Location:	2A-108
Phone:	1.718.982.2116	Fax:	1.718.982.2057
Emergency:	1.718.982.2111		
Email:	murtha@mail.csi.cuny.edu		
Web:	www.csi.cuny.edu/publicsafety		

Mission Statement

The mission of the Office of Public Safety is to provide a safe and secure campus for our College community. We strive to maintain an environment in which the primary educational mission of the College can be realized. Each member of the Office of Public Safety is committed to providing services with the highest degree of integrity, concern, and respect for individual rights.

Public Safety Staffing

The administrative staff consists of a Director of Public Safety, a Deputy Director, three Assistant Directors, one full-time Office Assistant, and one part-time College Assistant. The uniformed Public Safety personnel consist of six sergeants, five corporals, and 25 Campus Peace Officers who have Peace Officer status and arrest powers. In addition, there are approximately 30 uniformed security guards who are employed by a contract security firm.

Campus Weapons Policy

No one within the University community, except Peace Officers, pursuant to authorization of the College President, shall have in their possession a rifle, shotgun, firearm, or any other dangerous instrument or material that can be used to inflict bodily harm on an individual or damage to a building or the grounds of a campus.

Access to Facilities

The Office of Public Safety is charged with the maintenance of security and personal safety of all members of the College community and visitors while on campus. All students and members of the faculty and staff are required to have a valid, updated College identification card on their person while on campus. Upon request of an officer, or other College official, the identification card must be presented. During normal school hours all academic, administrative, and athletic facilities are accessible to students, faculty, staff, and authorized visitors. Any authorized person may obtain access to a locked facility during non-school hours by presenting themselves at the Public Safety office.

Escort Service

The Office of Public Safety maintains a safety escort program during the evening hours on every regularly scheduled school day during the fall and spring semesters. Members of the College community may avail themselves of the safety escort program. Escorts will be provided to on-campus parking lots and bus stops.

Lost & Found

Found property can be turned over to any uniformed officer or brought into the Office of Public Safety in building 2A, room 108. Inquiries about lost property should be made at the Office of Public Safety or by phone, 718-982-2116. All lost articles will be kept for a period of at least 60 days.

At the end of the 60 day period, if ownership cannot be established and the article is unclaimed, the article may be claimed by the finder of the property. Useful articles of clothing left unclaimed will be donated to local charitable organizations.

Reporting Crimes and Recent CSI Crime Statistics

Students and other members of the College community are encouraged to report actual or suspected criminal behavior or other emergencies that may occur on campus. The primary place to report such behavior is the Office of Public Safety. If a person is unable or unwilling to make a report to the Office of Public Safety, he/she may make a report to any official at the College. The Office of Public Safety will accept for investigation a report of a crime from any responsible member of the College community.

In all cases of criminal activity, the complainant is encouraged and assisted by the Office of Public Safety to report the incident to the proper law enforcement authorities. All information, such as physical descriptions, license plate numbers, etc., is helpful. CSI has always advocated prompt and accurate reporting of all crimes that occur on campus. Every report of a criminal incident received is recorded on a CUNY Security Incident Report and assigned a sequential number for that reporting period.

The Federal Crime Awareness and Campus Security Act of 1990 mandates that every college in the United States publicize the incidents of crime reported on their campus, from the last three years.

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Following are the crime statistics for CSI:

CRIME	2007	2006	2005	
Murder	0	0	0	
Forcible Sexual Offenses	1	1	0	
Non-Forcible Offenses	0	0	0	
Robbery	0	0	0	
Aggravated Assault	0	0	0	
Motor Vehicle Theft	0	0	2	
Burglary	7	0	0	
Hate Crimes	0	0	0	
Liquor Violation	0	0	0	*arrests only
Drug Abuse	4	0	0	
Weapons Possession	0	0	0	*arrests only

STUDENT CAMPUS INFORMATION EXCHANGE (CIX) EMAIL

Contact: Student Technology Help Desk or E-mail HelpDesk Location: 2A-306
Location: 1L-204
Phone: 1.718.982.3695 or 1.718.982.4080
Web: <http://cix.csi.cuny.edu> or <http://login.live.com>

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

- Your CSI email address is generally: Firstname.Lastname@cix.csi.cuny.edu
- Your password is your date of birth and the last four digits of your social security number in the following format: MMDDYYYYSSSS. For example, if your date of birth is January, 05, 1984 and the last four digits of your social security number are 2520, your password would be 010519842520.

Email Access

- To access your CSI e-mail account go to: [HTTP://CIX.CSI.CUNY.EDU](http://CIX.CSI.CUNY.EDU) or <http://login.live.com>
- The following site will provide helpful information regarding your email:
http://www.csi.cuny.edu/studenthelpdesk/ServicesInstructions/HD_SERVICES_EMAIL_INSTRUCTIONS.html
- This system will not allow you to forward your emails.

The Benefits

- This email account is Web-based and can be accessed from any computer that has internet capability.
- When you change your campus computer account login password, your Windows Live account password will also be changed. (Changing your Windows Live account password will not change your computer account login password.)

Stay connected; stay informed.

STUDENT FINANCIAL AID OFFICE

Phillippe Marius, Director

Location: 2A-401
Phone: 1.718.982.2030 Fax: 1.718.982.2037
Hours: Monday – Friday 9:00am – 4:45pm
Web: www.csi.cuny.edu/finaid

March 31 is the priority deadline for applying for financial aid for the summer and fall. November 30 is the priority deadline for those starting college in the spring. Everyone must reapply each year. Meeting these deadlines means the College will receive your application from both federal and state financial aid programs, and that you will have time to resolve any edits or verifications before your bill is due. This permits any financial aid you may be eligible to receive to be credited to your tuition and fees, allowing you to confirm your bill using your financial aid. The office operates a Student Service Center, where you may apply for federal and state financial aid using the web. Call for an appointment at 1.718.982.2601 to use this service, located in the North Administration Building (2A), room 402.

To apply for a Federal Direct Loan, complete the web-based Free Application for Federal Student Aid (FAFSA) and TAP application; complete the applications online at www.fafsa.ed.gov. Next go to www.csi.cuny.edu/finaid and print

out a Federal Direct Loan application; complete the loan application and send it to the Student Financial Aid Office. If this is your first loan at CSI, you must also complete the Entrance Counseling and sign the Multiple-year Promissory Note (eMPN). Do that at www.csi.cuny.edu/finaid, click on Loans, then use the links provided to do the Entrance Counseling and sign the eMPN with your Federal PIN Number.

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

WELLNESS AND HEALTH PROMOTION

Linda Conte, Director

Phone:	1.718.982.3129	Location:	1C-112
Hours:	Monday – Friday	Fax:	1.718.982.2966
Evening:	Wednesday		9:00am – 5:00pm
Email:	contel@mail.csi.cuny.edu		5:00pm – 7:00pm

Wellness and Health Promotion services are conveniently located in the Campus Center, 1C-111 and 112. Students can drop in anytime to talk with professional staff or student peer educators, obtain health education information, and learn about current services and events. We also provide free and confidential wellness consultations by appointment or walk-in basis on topics such as stress, alcohol and other drugs, eating disorders, sexual health, relationships, or domestic violence concerns. Other services available are nutritional counseling, smoking cessation, blood drives, wellness fairs, mental health screenings, and health campaigns.

Interested and qualified students are encouraged to apply for wellness or other leadership positions available through this office by completing a Peer Educator or a CSI Ambassador application available at this office.

Peer Education/Peer Drop-In Center

Students hired as Peer Educators staff the Drop-In Center (1C), room 111. This office provides student-centered information, health promotion campaigns, conversations and referrals, as well as informational brochures and health resources.

The Ambassador Program

This program is comprised of select students with diverse backgrounds and interests who are available to assist various college programs and offices at special events. Ambassadors also provide campus tours to visitors and new students.

THE BERTHA HARRIS WOMEN’S RESOURCE CENTER

Ellen J. Goldner, Coordinator

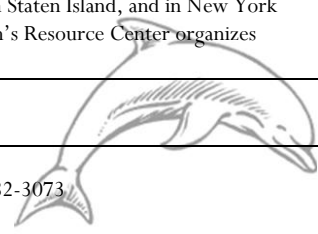
Phone:	1.718. 982-2871	Location:	2N-106
Email:	wmscenter@mail.csi.cuny.edu		
Web:	http://scholar.library.csi.cuny.edu/~wrc		

The Bertha Harris Women’s Resource Center is dedicated to meeting the diverse needs of women students, to addressing gender-related issues, and to empowering women in order to strengthen the entire community. The Women’s Resource Center promotes the education and personal growth of women’s studies and the men who support their concerns. It encourages a confidential support network among students and faculty and serves as a conduit of information about counseling and other resources available to women both on campus and in the broader communities of Staten Island and New York City. The Women’s Resource Center raises awareness about issues important to women and encourages community service by CSI students and organizations that serve women on campus, on Staten Island, and in New York City. In response to needs and interests voiced by students each semester, the Women’s Resource Center organizes student activities, panels and speakers on a variety of topics and other events.

STUDENT VETERAN CENTER

Ursula Echols, Coordinator

Phone:	1.718. 982-3108	Location:	1C-219
Hours:	Tuesday, Wednesday, Thursday	Fax:	1.718.982-3073
Email:	echols@mail.csi.cuny.edu		9:00am – 2:00pm



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Web: www.csi.cuny.edu/veterans

The Student Veteran Center provides confidential personal and academic support services to students who have served in the Armed Forces. Services are available to student veterans, veteran dependents, as well as their family members. The purpose of this program is to facilitate a smooth transition from military life to the college experience by providing veterans a strong support system and centralized “vet-friendly” services. Computers, printers, and a library of educational and reference materials are available to all CSI student veterans in this office. Veteran members are also available to provide information and assistance to fellow student veterans. Student veterans can use this office as a hub to network and connect with each other.

FUN THINGS TO DO

things to do on campus

ASTROPHYSICAL OBSERVATORY

Prof. Irving K. Robbins, Director

Location: 6N

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

The Astrophysical Observatory at CSI has been officially recognized by the Minor Planet Center (MPC) commissioned by the International Astronomical Union (IAU) located at the Harvard-Smithsonian Astrophysical Observatory. The MPC regularly issues calls for positional data on asteroids whose orbits are weakly known, called critical asteroids, as well as data for asteroids that come near Earth, called unusual or NEO, Near Earth Objects (possible collisions with our planet!). The CSI observatory data is used by the MPC, in conjunction with data from other observatories worldwide, to refine orbital elements of asteroids. In other words, the most significant outcome of this effort is in the follow-up of newly discovered asteroids and keeping track of any NEO whose orbit is secured with follow-up astrometry that is done at CSI. The CSI Astrophysical Observatory uses a Meade 16” LX 200 Telescope that is computer-controlled. Research on asteroids is also done with very light-sensitive digital cameras and analysis programs. Research is primarily funded by NASA and NSF grants.

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

CENTER FOR THE ARTS

John Jankowski, Acting Director

Box Office: 1.718.982.ARTS (2787) Location: 1P-116
Phone: 1.718.982.2504 Fax: 1.718.982.2251
Web: www.cfashows.com

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

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

CFA offers CSI students a number of special benefits:

- 50% off two tickets per show
- \$5.00 RUSH tickets half hour before show time
- CLUE credit to CFA shows and related projects
- Work study, part-time, and internship opportunities.
- Backstage tour of the CFA theater complex

Box Office Hours: Monday-Friday: 9:00am – 4:00pm Saturday: 12:00pm – 3:00pm

Box Office Phone: (718) 982-ARTS (2787)
 Email: boxoffice@mail.csi.cuny.edu

SPORTS & RECREATION CENTER

David Pizzuto, Interim Director

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

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

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

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

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

Sports & Recreation Program Highlights

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

CSI offers members and students swimming lessons. Group lessons for CSI students are free. Private lessons are available for students, faculty, staff, and community members at competitive prices.

There are also regularly scheduled aerobics classes, staffed by certified instructors. Step & tone, aqua aerobic, body sculpting, yoga, kickboxing, salsa, and many other classes are offered to all students and members. Aerobics schedules are available at the Membership Office, 1R-204.

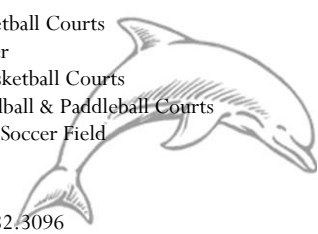
Students, faculty, and staff are encouraged to participate in intramural events and tournaments, available free of charge. Tournaments such as flag-football, three-on-three basketball, singles and doubles racquetball, table tennis, and more offer great competition in a friendly and fun atmosphere. Instructional tennis classes are also available to players of all skill levels. In 2008, CSI also debuted its intramural game room, located in the upper concourse overlooking the main gymnasium. Table-tennis, foosball, board games, darts and cards are among the highlighted activities. Intramural schedules are available in 1R-204 or on the CSI Athletics website.

The Facilities:

- Offices and Classrooms
- 25-meter Swimming Pool
- A Baseball Stadium
- 6 outdoor and 6 domed Tennis Courts
- 2 Soccer Fields
- Track and Field Equipment
- Fitness Center
- 3 Softball Fields
- Gymnasium
- Indoor Racquetball Courts
- Aerobic Center
- 4 Outdoor Basketball Courts
- Outdoor Handball & Paddleball Courts
- Artificial Turf Soccer Field

GROUP FITNESS PROGRAM

Contact:	Marianne McLaughlin	Location:	1C-202
Phone:	1.718.982.3084	Fax:	1.718.982.3096
Email:	mclaughlin@mail.csi.cuny.edu		



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

A variety of classes are offered during the day, evening, and on weekends. These include aerobic classes (Step, Aqua, Double Step, Basic Cardio, and Kickboxing), mind/body classes (Yoga/Mediation), strength conditioning classes (Body Sculpt; weight training on Resistaballs and Abdominals), combination classes (Step and Tone, Cardio Sculpt, Interval Workout, Gentle toning, stretching and gliding), and specialty classes (Salsa, pilates-style mat workout). In addition, from time to time master classes and workshops are offered (e.g., How to Use the Weight Room, Nutrition and Fitness).

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

Still not convinced that you can do it? Periodically, special classes are offered to help orient beginners. For more information about these classes or for help taking that first step, contact Marianne McLaughlin at 1.718.982.3084.

STUDENT RIGHTS & RESPONSIBILITIES AND COLLEGE POLICIES

information for all students

CAMPUS BEHAVIOR CODE: HENDERSON RULES

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

Rules and Regulations for the Maintenance of Public Order pursuant to Article 129 A of the Education Law

The tradition of the university as a sanctuary of academic freedom and center of informed discussion is an honored one, to be guarded vigilantly. The basic significance of that sanctuary lies in the protection of intellectual freedom: the rights of professors to teach, of scholars to engage in the advancement of knowledge, of students to learn and to express their views, free from external pressures or interference. These freedoms can flourish only in an atmosphere of mutual respect, civility, and trust among teachers and students, only when members of the university community are willing to accept self-restraint and reciprocity as the condition upon which they share in its intellectual autonomy.

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

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

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

- a. Have the affirmative responsibility of conserving and enhancing the educational standards of the college and schools under his jurisdiction;
- b. Be the advisor and executive agent of the Board and of his respective College Committee and as such shall have the immediate supervision with full discretionary power in carrying into effect the Bylaws, resolutions and policies of the Board, the lawful resolutions of any of its committees and the policies, programs and lawful resolutions of the several faculties;
- c. Exercise general superintending over the concerns, officers, employees and students of his educational unit.

I. Rules:

1. A member of the academic community shall not intentionally obstruct and/or forcibly prevent others from the exercise of their rights. Nor shall he interfere with the institution's educational processes or facilities, or the right of those who wish to avail themselves of any of the institution's instructional, personal, administrative, recreational, and community services.
2. Individuals are liable for failure to comply with lawful directions issued by representatives of the University/college when they are acting in their official capacities. Members of the academic community are required to show their identification cards when requested to do so by an official of the college.
3. Unauthorized occupancy of University/college facilities or blocking access to or from such areas is

prohibited. Permission from appropriate college authorities must be obtained for removal, relocation and use of University/college equipment and/or supplies.

4. Theft from or damage to University/college premises or property, or theft of or damage to property of any person on University/college premises is prohibited.

5. Each member of the academic community or an invited guest has the right to advocate his position without having to fear abuse, physical, verbal, or otherwise from others supporting conflicting points of view. Members of the academic community and other persons on the college grounds shall not use language or take actions reasonably likely to provide or encourage physical violence by demonstrators, those demonstrated against, or spectators.

6. Action may be taken against any and all persons who have no legitimate reason for their presence on any campus within the University/college or whose presence on any such campus obstructs and/or forcibly prevents others from the exercise of their rights or interferes with the institution's educational processes or facilities, or the rights of those who wish to avail themselves of any of the institution's instructional, personal, administrative, recreational, and community services.

7. Disorderly or indecent conduct on University/college owned or controlled property is prohibited.

8. No individual shall have in his possession a rifle, shotgun or firearm or knowingly have in his possession any other dangerous instrument or material that can be used to inflict bodily harm on an individual or damage upon a building or the grounds of the University/college without the written authorization of such educational institution. Nor shall any individual have in his possession any other instrument or material which can be used and is intended to inflict bodily harm on an individual or damage upon a building or the grounds of the University/college.

9. Any action or situation which recklessly or intentionally endangers mental or physical health or involves the forced consumption of liquor or drugs for the purpose of initiation into or affiliation with any organization is prohibited.

10. The unlawful manufacture, distribution, dispensation, possession, or use of illegal drugs or other controlled substances by University students or employees on University/college premises, or as part of any University/college activities is prohibited. Employees of the University must also notify the College Personnel Director of any criminal drug statute conviction for a violation occurring in the workplace not later than five days after such conviction.

11. The unlawful possession, use, or distribution of alcohol by students or employees on University/college premises or as part of any University/college activities is prohibited.

II. Penalties:

1. Any student engaging in any manner in conduct prohibited under Substantive Rules 1-8 shall be subject to the following range of sanctions as hereafter defined: admonition, warning, censure, disciplinary probation, restitution, suspension, expulsion, ejection, and/or arrest by the civil authorities.

2. Any tenured or non-tenured faculty member, or tenured or non-tenured member of the administrative or custodial staff engaging in any manner in conduct prohibited under Substantive Rules 1-8 shall be subject to the following range of penalties: warning, censure, restitution, fine not exceeding those permitted by law or by the Bylaws of the Board of Higher Education, or suspension with/without pay pending a hearing before an appropriate college authority, dismissal after a hearing, ejection, and/or arrest by the civil authorities. In addition, in the case of a tenured faculty member, or tenured member of the administrative or custodial staff, engaging in any manner in conduct prohibited under substantive Rules 1-11 shall be entitled to be treated in accordance with applicable provisions of the Education Law, or Civil Service Law, or the applicable collective bargaining agreement, or the Bylaws or written policies of The City University of New York.

3. Any visitor, licensee, or invitee, engaging in any manner in conduct prohibited under substantive Rules 1-11 shall be subject to ejection, and/or arrest by the civil authorities.

4. Any organization which authorized the conduct prohibited under substantive rules 1-11 shall have its permission to operate on campus rescinded.

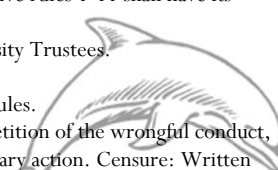
Penalties 1-4 shall be in addition to any other penalty provided by law or The City University Trustees.

Sanctions defined:

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

B. Warning: Notice to the offender, orally or in writing, that continuation or repetition of the wrongful conduct, within a period of time stated in the warning, may be cause for more severe disciplinary action. Censure: Written reprimand for violation of specified regulation, including the possibility of more severe disciplinary sanction in the event of conviction for the violation of any university regulation within a period stated in the letter of reprimand.

C. Disciplinary Probation: Exclusion from participation in privileges or extra-curricular university activities as set



COLLEGE OF STATEN ISLAND

forth in the notice of disciplinary probation for a specified period of time.

D. Restitution: Reimbursement for damage to or misappropriation of property. Reimbursement may take the form of appropriate service to repair or otherwise compensate for damages.

E. Suspension: Exclusion from classes and other privileges or activities as set forth in the notice of suspension for a definite period of time.

F. Expulsion: Termination of student status for an indefinite period. The conditions of readmission, if any is permitted, shall be stated in the order of expulsion.

G. Complaint to Civil Authorities.

H. Ejection.

“Resolved, That a copy of these rules and regulations be filed with the Regents of the State of New York and with the Commissioner of Education. Resolved, That these rules and regulations be incorporated in each college bulletin.”

THE CUNY BY-LAWS

ARTICLES XV AND XVI, AND THE CUNY CAMPUS BEHAVIOR CODE

Article XV Students *

Section 15.0. Preamble.

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

Freedom to learn and to explore major social, political, and economic issues are necessary adjuncts to student academic freedom, as is freedom from discrimination based on racial, ethnic, religious, sex, political, and economic differentiations.

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

Section 15.1. Conduct Standard Defined.

Each student enrolled or in attendance in any college, school, or unit under the control of the board and every student organization, association, publication, club, or chapter shall obey the laws of the city, state, and nation, and the Bylaws and resolutions of the board, and the policies, regulations, and orders of the college.

The faculty and student body at each college shall share equally the responsibility and the power to establish, subject to the approval of the board, more detailed rules of conduct and regulations in conformity with the general requirement of this article.

This regulatory power is limited by the right of students to the freedoms of speech, press, assembly, and petition as applied to others in the academic community and to citizens generally.

Section 15.2. Student Organizations.

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

However, no group, organization, or student publication with a program against the religion, race, ethnic origin or identification or sex of a particular group or which makes systematic attacks against the religion, race, ethnic origin or sex of a particular group shall receive support from any fees collected by the college or be permitted to organize or continue at any college or school. No organizations, military or semi-military in character, not connected with established college or school courses, shall be permitted without the authorization of the faculty and the duly elected student government and the board.

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

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

2) The power to delegate responsibility for the effective implementation of its regulatory functions hereunder to any officer or committee which it may appoint. Any aggrieved student or group whose charter or other authorization has been refused, suspended, or revoked may appeal such adverse action by such officer or committee of student government to the duly elected student government. On appeal an aggrieved student or group shall be entitled to a hearing following the due process procedures as set forth in section 15.3. Following such hearing the duly elected student government shall have the authority to set aside, decrease, or confirm the adverse action.

c) Any person or organization affiliated with the college may file charges with an office of the dean of students ** alleging that a student publication has systematically attacked the religion, race, ethnic origin, or sex of a particular group, or has otherwise contravened the laws of the city, state, or nation, or any Bylaw or resolution of the board, or any policy, regulation, or order of the college, within a reasonable period of time after such occurrence. If the dean of students determines, after making such inquiries as he/she may deem appropriate, that the charges are substantial, he/she shall attempt to resolve the dispute, failing which he/she shall promptly submit the charges to the faculty-student disciplinary committee for disposition in accordance with the due process procedures of section 15.3 thereof.

If the committee sustains the charges or any part thereof against the student publication, the committee shall be empowered to (1) reprimand the publication, or (2) recommend to the appropriate funding bodies the withdrawal of budget funds. The funding body shall have the authority to implement fully, modify, or overrule the recommendations.

d) Each college shall establish a student elections review committee in consultation with the various student governments. The student elections review committee shall approve the election procedures and certify the results of elections for student governments and student body referenda.

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

Section 15.3. Student Disciplinary Procedures.

Complaint Procedures:

a) Any charge, accusation, or allegation which is to be presented against a student, and, which if proved, may subject a student to disciplinary action, must be submitted in writing in complete detail to the office of the dean of students promptly by the individual, organization, or department making the charge.

b) The chief student affairs officer of the college or his or her designee will conduct a preliminary investigation in order to determine whether disciplinary charges should be preferred. The chief student affairs officer or his or her designee will advise the student of the charge(s) against him or her, consult with other parties who may be involved or who have information regarding the incident, and review other relevant evidence. Following this preliminary investigation, which shall be concluded within thirty (30) calendar days of the filing of the complaint, the chief student affairs officer or designee shall take one of the following actions:

- (i) Dismiss the matter if there is no basis for the allegation(s) or the allegation(s) does not warrant disciplinary actions. The individuals involved shall be notified that the complaint has been dismissed;
- (ii) Refer the matter to conciliation. If a matter is referred to conciliation the accused student shall receive a copy of the notice required pursuant to section 15.3.e. of this Bylaw; or
- (iii) Prefer formal disciplinary charges.

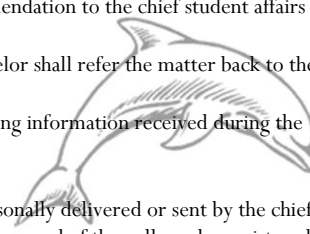
Conciliation Conference:

c) The conciliation conference shall be conducted by the counselor in the office of the dean of students or a qualified staff or faculty member designated by the chief student affairs officer. The following procedures shall be in effect at this conference:

1. An effort will be made to resolve the matter by mutual agreement.
2. If an agreement is reached, the counselor shall report his/her recommendation to the chief student affairs officer for approval and, if approved, the complainant shall be notified.
3. If no agreement is reached, or if the student fails to appear, the counselor shall refer the matter back to the chief student affairs officer who will refer disciplinary charges.
4. The counselor is precluded from testifying in a college hearing regarding information received during the conciliation conference.

Notice of Hearing and Charges:

d) Notice of the charge(s) and of the time and place of the hearing shall be personally delivered or sent by the chief student affairs officer of the college to the student at the address appearing on the record of the college, by registered or certified mail and by regular mail. The hearing shall be scheduled within a reasonable time following the filing of



the charges or the conciliation conference. Notice of at least five business days shall be given to the student in advance of the hearing unless the student consents to an earlier hearing.

- e) The notice shall contain the following:
1. A complete and itemized statement of the charge(s) being brought against the student including the rule, Bylaw, or regulation he/she is charged with violating, and the possible penalties for such violation.
 2. A statement that the student has the following rights:
 - (i) to present his/her side of the story;
 - (ii) to present witnesses and evidence on his/her behalf;
 - (iii) to cross-examine witnesses presenting evidence against the student;
 - (iv) to remain silent without assumption of guilt; and
 - (v) to be represented by legal counsel or an advisor at the student's expense.
 3. A warning that anything the student says may be used against him/her at a non-college hearing.

Faculty-Student Disciplinary Committee Procedures:

- f) The following procedures shall apply at the hearing before the faculty-student disciplinary committee:
1. The chairperson shall preside at the hearing. The chairperson shall inform the student of the charges, the hearing procedures, and his or her rights.
 2. After informing the student of the charges, the hearing procedures, and his or her rights, the chairperson shall ask the student charged to plead guilty or not guilty. If the student pleads guilty, the student shall be given an opportunity to explain his/her actions before the committee. If the student pleads not guilty, the college shall present its case. At the conclusion of the college's case, the student may move to dismiss the charges. If the motion is denied by the committee the student shall be given an opportunity to present his or her defense.
 3. Prior to accepting testimony at the hearing, the chairperson shall rule on any motions questioning the impartiality of any committee member or the adequacy of the notice of the charge(s). Subsequent thereto, the chairperson may only rule on the sufficiency of the evidence and may exclude irrelevant, immaterial, or unduly repetitive evidence. However, if either party wishes to question the impartiality of a committee member on the basis of evidence that was not previously available at the inception of the hearing, the chairperson may rule on such a motion. The chairperson shall exclude all persons who are to appear as witnesses, except the accused student.
 4. The college shall make a record of each fact-finding hearing by some means such as a stenographic transcript, a tape recording, or the equivalent. A disciplined student is entitled upon request to a copy of such a transcript, tape, or equivalent without cost.
 5. The student is entitled to a closed hearing but has the right to request an open public hearing. However, the chairperson has the right to hold a closed hearing when an open public hearing would adversely affect and be disruptive of the committee's normal operations.
 6. The college bears the burden of proving the charge(s) by a preponderance of the evidence.
 7. The role of the faculty-student disciplinary committee is to listen to the testimony, ask questions of the witnesses, review the testimony and evidence presented at the hearing and the papers filed by the parties and render a determination as to guilt or innocence. In the event the student is found guilty, the committee shall then determine the penalty to be imposed.
 8. At the end of the fact-finding phase of the hearing, the student may introduce additional records, such as character references. The college may introduce a copy of the student's previous disciplinary record, where applicable, provided the student was shown a copy of the record prior to the commencement of the hearing. The disciplinary record shall be submitted to the committee in a sealed envelope and shall not be opened until after the committee has made its findings of fact. In the event the student has been determined to be guilty of the charge or charges the records and documents introduced by the student and the college shall be opened and used by the committee for disposition purposes, i.e., to determine an appropriate penalty if the charges are sustained.
 9. The committee shall deliberate in closed session. The committee's decision shall be based solely on the testimony and evidence presented at the hearing and the papers filed by the parties.
 10. The student shall be sent a copy of the faculty-student disciplinary committee's decision within five days of the conclusion of the hearing. The decision shall be final subject to the student's right of appeal.
 11. Where a student is represented by legal counsel the president of the college may request that a lawyer from

the general counsel's office appear at the hearing to present the college's case.

Section 15.4. Appeals.

An appeal from the decision of the faculty-student disciplinary committee may be made to the president, who may confirm or decrease the penalty but not increase it. His/her decision shall be final except in the case of dismissals or suspension for more than one term. An appeal from a decision of dismissal or suspension for more than one term may be made to the appropriate committee of the board. Any appeal under this section shall be made in writing within fifteen days after the delivery of the decision appealed from. This requirement may be waived in a particular case for good cause by the president or board committees as the case may be. If the president is a party to the dispute, his/her functions with respect to an appeal shall be discharged by an official of the university to be appointed by the chancellor.

Section 15.5. Committee Structure.

- a. Each faculty-student disciplinary committee shall consist of two faculty members and two student members and a chairperson. A quorum shall consist of the chair and any two members. Hearings shall be scheduled at a convenient time and efforts shall be made to insure full student and faculty representation.
- b. The president shall select in consultation with the head of the appropriate campus governance body or where the president is the head of the governance body, its executive committee, three (3) members of the instructional staff of that college to receive training and to serve in rotation as chair of the disciplinary committee. If none of the chairpersons appointed from the campus can serve, the president, at his/her discretion, may request that a chairperson be selected by lottery from the entire group of chairpersons appointed by other colleges. The chairperson shall preside at all meetings of the faculty-student disciplinary meetings and decide and make all rulings for the committee. He/she shall not be a voting member of the committee but shall vote in the event of a tie.
- c. The faculty members shall be selected by lot from a panel of six elected annually by the appropriate faculty body from among the persons having faculty rank or faculty status. The student members shall be selected by lot from a panel of six elected annually in an election in which all students registered at the college shall be eligible to vote. In the event that the student or faculty panel or both are not elected, or if more panel members are needed, the president shall have the duty to select the panel or panels who have not been elected. No individuals on the panel shall serve on the panel for more than two consecutive years.
- d. In the event that the chairperson cannot continue, the president shall appoint another chairperson. In the event that a student or faculty seat becomes vacant and it is necessary to fill the seat to continue the hearing, the seat shall be filled from the faculty or student panel by lottery.
- e. Persons who are to be participants in the hearings as witnesses or have been involved in preferring the charges or who may participate in the appeals procedures or any other person having a direct interest in the outcome of the hearing shall be disqualified from serving on the committee.

Section 15.6. Suspension or Dismissal.

The board reserves full power to dismiss or suspend a student, or suspend a student organization for conduct which impedes, obstructs, or interferes with the orderly and continuous administration and operation of any college, school, or unit of the university in the use of its facilities or in the achievement of its purposes as an educational institution.

The chancellor or chancellor's designee, a president or any dean may in emergency or extraordinary circumstances, temporarily suspend a student, or temporarily suspend the privileges of a student organization or group for cause, pending an early hearing as provided in Bylaw section 15.3. to take place within not more than seven (7) school days. Prior to the commencement of a temporary suspension of a student, the college shall give such student oral or written notice of the charges against him/her and, if he/she denies them, the college shall forthwith give such student an informal oral explanation of the evidence supporting the charges and the student may present informally his/her explanation or theory of the matter. When a student's presence poses a continuing danger to person or property or an ongoing threat of disrupting the academic process, notice and opportunity for denial and explanation may follow suspension, but shall be given as soon as feasible thereafter.

Section 15.7. The University Student Senate.

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

COLLEGE OF STATEN ISLAND

rights and responsibilities accorded student organizations as provided in these Bylaws. The delegates and alternate delegates to the university student senate shall be elected by their respective constituencies or by their student governments from the elected members of the respective student governments.

Section 15.8. College Governance Plans.

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

ARTICLE XVI STUDENT ACTIVITY FEE AND AUXILIARY ENTERPRISES

Section 16.1. Student Activity Fee

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

Section 16.2. Student Activity Fees

Use-Expenditures Categories.

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

1. Extracurricular educational programs;
2. Cultural and social activities;
3. Recreation and athletic programs;
4. Student government;
5. Publications and other media;
6. Assistance to registered student organizations;
7. Community service programs;
8. Enhancement of the college and university environment;
9. Transportation, administration, and insurance related to the implementation of these activities;
10. Student services to supplement or add to those provided by the university;
11. Stipends to student leaders.

Section 16.3. Student Government Fee.

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

Section 16.4. Student Government Activity Defined.

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

Section 16.5. College Association.

- a. The college association shall have responsibility for the supervision and review over college student activity fee supported budgets. All budgets of college student activity fees, except where earmarked by the board to be allocated by another body, should be developed by a college association budget committee and recommended to the college association for review by the college association prior to expenditure. The college association shall review all college student activity fees, including student government fee allocations and expenditures for conformance with the expenditures categories defined in Section 16.2. of this article, and the college association shall disapprove any allocation or expenditure it finds does not so conform, or is inappropriate, improper, or inequitable.
- b. A college association shall be considered approved for purposes of this article if it consists of thirteen (13) members, its governing documents are approved by the college president, and the following requirements are met:

1. The governing board of the college association is composed of:
 - (i) The College president or his/her designee as chair.
 - (ii) Three administrative members appointed by the college president.
 - (iii) Three faculty members appointed by the college president from a panel whose size is twice the number of seats to be filled and the panel is elected by the appropriate college faculty governance body.
 - (iv) Six student members comprised of the student government president(s) and other elected students with the student seats allocated on a basis which will provide representation to each government, where more than one exists, as nearly as practicable in proportion to the student activity fees provided by the students from the respective constituencies.
2. The college association structure provides a budget committee composed of members of the governing board, at least a majority of who are students, selected in accordance with section 16.5.(b)(1)(i) of these Bylaws. The budget committee shall be empowered to receive and review student activity fee budget requests and to develop a budget subject to the review of the college association. The college association may choose to not approve the budget or portions of the budget if in their opinion such items are inappropriate, improper, or inequitable. The budget shall be returned to the budget committee with the specific concerns of the college association noted for further deliberation by the budget committee and subsequently resubmitted to the college association. If the budget is not approved within thirty (30) days those portions of the budget voted upon and approved by the college association board will be allocated. The remainder shall be held until the college association and the budget committee agrees.
3. The governing documents of the college association have been reviewed by the board's general counsel and approved by the board.

Section 16.6. Management and Disbursement of Funds.

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

Section 16.7. Revenues.

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

Section 16.8. Fiscal Accountability Handbook.

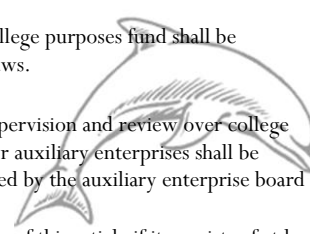
The chancellor or his/her designee shall promulgate regulations in a fiscal accountability handbook, to regulate all aspects of the collection, deposit, financial disclosure, accounting procedures, financial payments, documentation, contracts, travel vouchers, investments, and surpluses of student activity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

Section 16.9. College Purposes Fund.

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

Section 16.10. Auxiliary Enterprise Board.

- a. The auxiliary enterprise board shall have responsibility for the oversight, supervision and review over college auxiliary enterprises. All budgets of auxiliary enterprise funds and all contracts for auxiliary enterprises shall be developed by the auxiliary enterprise budget and contract committee and reviewed by the auxiliary enterprise board prior to expenditure or execution.
- b. The auxiliary enterprise board shall be considered approved for the purposes of this article if it consists of at least eleven (11) members, its governing documents are approved by the college president and the following requirements



are met.

1. The governing board is composed of the college president, or his/her designee as chair, plus an equal number of students and the combined total of faculty and administrative members.
2. The college president appoints the administrative members.
3. The faculty members are appointed by the college president from a panel whose size is twice the number of seats to be filled, and the panel is elected by the appropriate college faculty governance body.
4. The student members are the student government president(s) and other elected students, and the student seats are allocated on a basis which will provide representation to each government, where more than one exists, as nearly as practicable, in proportion to the student enrollment by headcounter from the respective constituencies.
5. The auxiliary enterprise board structure provides for a budget and contract committee composed of a combined total of faculty and administrative members that is one more than the number of student members. The budget and contract committee shall be empowered to develop all contract and budget allocation proposals subject to the review and approval of the auxiliary enterprise board.
6. The governing documents of the auxiliary enterprise board have been reviewed by the board's general counsel and approved by the board.

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

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

Section 16.12. Referenda.

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

Section 16.13. Disclosure.

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

Section 16.14. Stipends.

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

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

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

CUNY SEXUAL HARASSMENT POLICY & PROCEDURES

THE CITY UNIVERSITY OF NEW YORK POLICY AGAINST SEXUAL HARASSMENT

Policy Statement

It is the policy of The City University of New York to promote a cooperative work and academic environment in which there exists mutual respect for all University students, faculty, and staff. Harassment of employees or students based upon sex is inconsistent with this objective and contrary to the University's non-discrimination policy. Sexual harassment is illegal under Federal, State, and City laws, and will not be tolerated within the University.

The University, through its colleges, will disseminate this policy and take other steps to educate the University community about sexual harassment. The University will establish procedures to ensure that investigations of allegations of sexual harassment are conducted in a manner that is prompt, fair, thorough, and as confidential as possible under the circumstances, and that appropriate corrective and/or disciplinary action is taken as warranted by the circumstances when sexual harassment is determined to have occurred. Members of the University community who believe themselves to be aggrieved under this policy are strongly encouraged to report the allegations of sexual harassment as promptly as possible. Delay in making a complaint of sexual harassment may make it more difficult for the college to investigate the allegations.

A. Prohibited Conduct

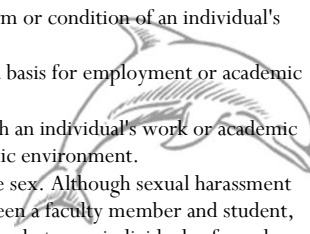
It is a violation of University policy for any member of the University community to engage in sexual harassment or to retaliate against any member of the University community for raising an allegation of sexual harassment, for filing a complaint alleging sexual harassment, or for participating in any proceeding to determine if sexual harassment has occurred.

B. Definition of Sexual Harassment

For purposes of this policy, sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other oral or written communications or physical conduct of a sexual nature when:

- 1. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic standing;
- 2. submission to or rejection of such conduct by an individual is used as a basis for employment or academic decisions affecting such individual; or
- 3. such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile or abusive work or academic environment.

Sexual harassment can occur between individuals of different sexes or of the same sex. Although sexual harassment most often exploits a relationship between individuals of unequal power (such as between a faculty member and student, supervisor and employee, or tenured and untenured faculty members), it may also occur between individuals of equal power (such as between fellow students or coworkers), or in some circumstances even where it appears that the harasser



has less power than the individual harassed (for example, a student sexually harassing a faculty member). A lack of intent to harass may be relevant to, but will not be determinative of, whether sexual harassment has occurred.

C. Examples of Sexual Harassment

Sexual harassment may take different forms. Using a person's response to a request for sexual favors as a basis for an academic or employment decision is one form of sexual harassment. Examples of this type of sexual harassment include, but are not limited to, the following:

- requesting or demanding sexual favors in exchange for employment or academic opportunities (such as hiring, promotions, grades, or recommendations);
- submitting unfair or inaccurate job or academic evaluations or grades, or denying training, promotion, or access to any other employment or academic opportunity, because sexual advances have been rejected.

Other types of unwelcome conduct of a sexual nature can also constitute sexual harassment, if sufficiently severe or pervasive that the target does find, and a reasonable person would find, that an intimidating, hostile or abusive work or academic environment has been created. Examples of this kind of sexual harassment include, but are not limited to, the following:

- sexual comments, teasing, or jokes;
- sexual slurs, demeaning epithets, derogatory statements, or other verbal abuse;
- graphic or sexually suggestive comments about an individual's attire or body;
- inquiries or discussions about sexual activities;
- pressure to accept social invitations, to meet privately, to date, or to have sexual relations;
- sexually suggestive letters or other written materials;
- sexual touching, brushing up against another in a sexual manner, graphic or sexually suggestive gestures, cornering, pinching, grabbing, kissing, or fondling;
- coerced sexual intercourse or sexual assault.

D. Consensual Relationships

Amorous, dating, or sexual relationships that might be appropriate in other circumstances have inherent dangers when they occur between a faculty member, supervisor, or other member of the University community and any person for whom he or she has a professional responsibility. These dangers can include: that a student or employee may feel coerced into an unwanted relationship because he or she fears that refusal to enter into the relationship will adversely affect his or her education or employment; that conflicts of interest may arise when a faculty member, supervisor, or other member of the University community is required to evaluate the work or make personnel or academic decisions with respect to an individual with whom he or she is having a romantic relationship; that students or employees may perceive that a fellow student or co-worker who is involved in a romantic relationship will receive an unfair advantage; and that if the relationship ends in a way that is not amicable, either or both of the parties may wish to take action to injure the other party.

Faculty members, supervisors, and other members of the University community who have professional responsibility for other individuals, accordingly, should be aware that any romantic or sexual involvement with a student or employee for whom they have such a responsibility may raise questions as to the mutuality of the relationship and may lead to charges of sexual harassment. For the reasons stated above, such relationships are strongly discouraged.

For purposes of this section, an individual has "professional responsibility" for another individual at the University if he or she performs functions including, but not limited to, teaching, counseling, grading, advising, evaluating, hiring, supervising, or making decisions or recommendations that confer benefits such as promotions, financial aid awards or other remuneration, or that may impact upon other academic or employment opportunities.

E. Academic Freedom

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

F. False and Malicious Accusations

Members of the University community who make false and malicious complaints of sexual harassment, as opposed to complaints which, even if erroneous, are made in good faith, will be subject to disciplinary action.

G. Procedures

The University has developed procedures to implement this policy. The President of each constituent college of the University, the Senior Vice Chancellor at the Central Office, and the Dean of the Law School shall have ultimate responsibility for overseeing compliance with this policy at his or her respective unit of the University. In addition, each dean, director, department chairperson, executive officer, administrator, or other person with supervisory responsibility shall be required to report any complaint of sexual harassment to the individual or

individuals designated in the procedures. All members of the University community are required to cooperate in any investigation of a sexual harassment complaint.

H. Enforcement

There is a range of corrective actions and penalties available to the University for violations of this policy. Students, faculty, or staff who are found, following applicable disciplinary proceedings, to have violated this Policy are subject to various penalties, including termination of employment and/or student expulsion from the University.

Effective October 1, 1995 / (Revised January 1, 2005)

For a full transcript of the Policy on Sexual Harassment including the Procedures for Implementation of The City University's Policy Against Sexual Harassment, please visit the CSI website at

http://www.csi.cuny.edu/privacy/hr/HR_Policy_Against_Sexual_Harassment.pdf, or contact a member of the Sexual Harassment Awareness and Intake Committee.

The Sexual Harassment Awareness and Intake Committee

Name	Ext.	Location
Lisa Ebert, Diversity and Compliance, Acting Coordinator	1A-103	2250
Winnie Eng (Counseling Center), Deputy Coordinator	1A-109B	2738
Sondra Brandler (SASW)	4S-234	2769
Karen Arca-Contreras (Nursing)	5S-210	3799
Chris Cruz-Cullari (Disability Services)	1P-101E	2697
Daryll Hill, PhD (Psychology)	4S-212	3758
Calvin Holder (History).....	2N-210	2880
Fran Mitiileri (Sports and Recreation).....	1R-204J	3167
Cindy Wong, PhD (Media Culture)	1P-232B.....	2615

DRUGS, ALCOHOL, AND TOBACCO

Help Keep CSI a Drug-Free Campus

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

Policy/Standards of Conduct

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

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

Unlawful Possession

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

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

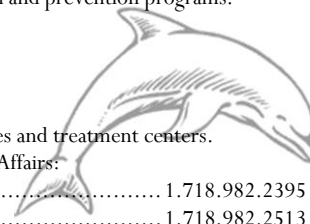
The College of Staten Island, a unit of The City University of New York, actively supports prevention of alcohol and drug abuse through education. It presents a variety of drug and alcohol abuse education and prevention programs. Specifically, the College of Staten Island's programs

aim to:

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

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

Counseling Center	1A-109	1.718.982.2395
Disability Services.....	1P-101	1.718.982.2513
Wellness and Health Promotion.....	1C-112	1.718.982.3129



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Health Center.....1C-112 1.718.982.3045

Sanctions Against Drug Policy Violations

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

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

A student who is experiencing difficulty with alcohol or chemical dependency may be referred to the Vice President for Student Affairs or the appropriate Counseling Center by members of the instructional staff or may seek assistance directly. The Vice President for Student Affairs may recommend disciplinary action or recommend that the student meet with a counselor for appropriate referral or assistance through self-help organizations or other outside intervention agencies.

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

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

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

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

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

STATEMENT OF NONDISCRIMINATION

The College of Staten Island is an Equal Opportunity and Affirmative Action institution. The College does not discriminate on the basis of race, color, national or ethnic origin, religion, age, sexual orientation, transgender, disability, genetic predisposition or carrier status, alienage or citizenship, veteran or marital status in its student admissions, employment, access to programs, and administration of educational policies.

Mr. Kevin Antoine is the College Affirmative Action Officer, Coordinator for Title IX, which prohibits sex discrimination in federally assisted education programs, and Coordinator of Americans with Disabilities Act (ADA), which prohibits disability discrimination in federally assisted education programs. His office is located in the South Administration Building (1A), Room 103, and the telephone number is 1.718.982.2250.

Ms. Margaret Venditti, Director of Disability Services, is the student coordinator for the Americans with Disabilities Act and Section 504, which prohibits discrimination on the basis of disability. Ms. Venditti's office is located in the Center for the Arts (1P), Room 101, and her telephone number is 1.718.982.2513.

POLICY FOR REQUESTING A REASONABLE ACCOMMODATION

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

Policies and Procedures for Moving Programs/Activities to Accessible Areas

The campus of the College of Staten Island was designed according to the accessibility guidelines at the time of construction. However, events such as broken equipment or elevators, or unique needs of a student or College employee with a disability may require reasonable accommodations. The student or employee requiring that a class, academic program, or academic activity on campus be moved to make it accessible should contact the Office of Disability Services, 1P-101, extension 2510. Ms. Margaret Venditti, Director of Disability Services, 1P-101D, extension 2513, is responsible

for arranging for the change of site to an accessible area. It is the responsibility of the student or employee to make the Office of Disability Services aware of the need for accommodations to allow adequate time for the change.

If an activity or program other than a class or an academic program/activity needs to be moved, the responsibility to ensure accessibility lies with the sponsoring agent.

Student Procedure for Requesting a Reasonable Accommodation

A student should make an initial request for accommodation to the Office of Services for Students with Disabilities, and provide appropriate supporting documentation. The Student Disabilities Services Coordinator may consult with appropriate College officials such as the instructor or Provost to determine the appropriateness of the requested accommodation consistent with the program requirements. Such consultation shall be confidential, and limited to those officials whose input is necessary to the decision.

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

Employee Procedure for Requesting a Reasonable Accommodation

An employee should make any initial request for accommodations to her/his immediate supervisor. Alternatively, an employee may direct his/her request to the Director of Human Resources, Patrice Barnett. Her office is located in the South Administration Building (2A) Room 204, and the telephone number is 1.718.982.2250. In either case, consultation between the employee's supervisor and the Director of Human Resources should take place to determine whether the requested accommodation, or an alternate accommodation, is appropriate and should be implemented. Appropriate supporting documentation should be provided to the Human Resources Director. If the proffered accommodation is acceptable to the employee, the Human Resources Director should inform the 504/ADA Compliance Coordinator of the nature of the accommodation.

If an employee does not agree with a proffered accommodation, the employee may discuss the situation with the 504/ADA members of the 504/ADA Committee to assist with this effort. If the matter is not resolved, the employee may exercise any and all rights available under the law without fear of retaliation. If the employee is an union member, the employee may wish to discuss this situation with his/her union representative and exercise any rights available under the collective bargaining agreement. The Compliance Coordinator will keep the President apprised of the matter.

CUNY POLICY ON ACADEMIC INTEGRITY

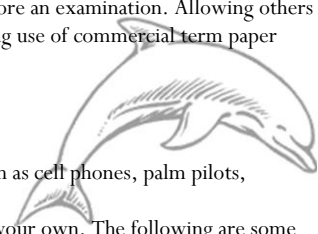
Academic Dishonesty is prohibited in The City University of New York and is punishable by penalties, including failing grades, suspension, and expulsion, as provided herein.

I. Definitions and Examples of Academic Dishonesty

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

The following are some examples of cheating, but by no means is it an exhaustive list:

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



Plagiarism is the act of presenting another person's ideas, research or writings as your own. The following are some examples of plagiarism, but by no means is it an exhaustive list:

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- Copying another person's actual words without the use of quotation marks and footnotes attributing the words to their source.
- Presenting another person's ideas or theories in your own words without acknowledging the source.
- Using information that is not common knowledge without acknowledging the source.
- Failing to acknowledge collaborators on homework and laboratory assignments.

Internet plagiarism includes submitting downloaded term papers or parts of term papers, paraphrasing or copying information from the internet without citing the source, and “cutting & pasting” from various sources without proper attribution.

Obtaining Unfair Advantage is any activity that intentionally or unintentionally gives a student an unfair advantage in his/her academic work over another student.

The following are some examples of obtaining an unfair advantage, but by no means is it an exhaustive list:

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

Falsification of Records and Official Documents

The following are some examples of falsification, but by no means is it an exhaustive list:

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

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

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

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

A. Introduction

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

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

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

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

If the faculty member wishes to seek only an academic sanction (i.e., a reduced grade¹ only), and the student does not contest either his/her guilt or the particular reduced grade the faculty member has chosen, then the student shall be given the reduced grade, unless the college decides to seek a disciplinary sanction, see Section I

above and IV below. The reduced grade may apply to the particular assignment as to which the violation occurred or to the course grade, at the faculty member's discretion.

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

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

C. Procedures In Cases Where A Disciplinary Sanction Is Sought

If a faculty member suspects a violation and seeks a disciplinary sanction, the faculty member shall refer the matter to the college's Academic Integrity Official using the Faculty Report form, as described in the third Recommendation for Promoting Academic Integrity above, to be adjudicated by the college's Faculty-Student Disciplinary Committee under Article 15 of the CUNY Bylaws. As provided for therein, the Faculty-Student Disciplinary may, among other things, investigate, conciliate, or hear evidence on cases in which disciplinary charges are brought². Under certain circumstances, college officials other than the Academic Integrity Official may seek disciplinary sanctions following the procedures outlined above. For the reasons discussed in Item IV below, if a reduced grade is also at issue, then that grade should be held in abeyance, pending the Faculty-Student Disciplinary Committee's action.

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

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

E. Reporting Requirements

1. By The Faculty Member To The Academic Integrity Official

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

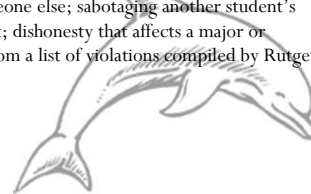
2. By the Academic Integrity Official To the Faculty Member

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

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

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

Approved by the Board of Trustees—June 28, 2004; Last Updated: July 13, 2004



CUINY PROCEDURES FOR HANDLING STUDENT COMPLAINTS ABOUT FACULTY CONDUCT IN ACADEMIC SETTINGS

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

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

PROCEDURES FOR HANDLING STUDENT COMPLAINTS ABOUT FACULTY CONDUCT IN ACADEMIC SETTINGS

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

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

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

IV. Formal Complaint. If the student does not pursue informal resolution, or if informal resolution is unsuccessful, the student may file a written complaint with the department chairperson or, if the chairperson is the subject of the complaint, with the academic dean or a senior faculty member designated by the college president. (This person will be referred to below as the "Fact Finder.")

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

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

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

D. If resolution is not possible, and the Fact Finder concludes that the facts alleged by the student, taken as true and viewed in the light most favorable to the student, establish that the conduct complained of is clearly protected by academic freedom, he or she shall issue a written report dismissing the complaint and setting forth the reasons for dismissal and send a copy to the complaining student, the faculty member, the chief academic officer and the chief student affairs officer. Otherwise, the Fact Finder shall conduct an investigation. The Fact Finder shall separately interview the complaining student, the faculty member and other persons with relevant knowledge and information and shall

also consult with the chief student affairs officer and, if appropriate, the college ombudsman. The Fact Finder shall not reveal the identity of the complaining student and the faculty member to others except to the extent necessary to conduct the investigation. If the Fact Finder believes it would be helpful, he or she may meet again with the student and faculty member after completing the investigation in an effort to resolve the matter. The complaining student and the faculty member shall have the right to have a representative (including a union representative, student government representative or attorney) present during the initial meeting, the interview and any post-investigation meeting.

E. At the end of the investigation, the Fact Finder shall issue a written report setting forth his or her findings and recommendations, with particular focus on whether the conduct in question is protected by academic freedom, and send a copy to the complaining student, the faculty member, the chief academic officer and the chief student affairs officer. In ordinary cases, it is expected that the investigation and written report should be completed within 30 calendar days of the date the complaint was filed.

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

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

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

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

WORKPLACE VIOLENCE POLICY & PROCEDURES

The City University of New York has a long-standing commitment to promoting a safe and secure academic and work environment that promotes the achievement of its mission of teaching, research, scholarship and service. All members of the University community – students, faculty and staff – are expected to maintain a working and learning environment free from violence, threats of harassment, violence, intimidation or coercion. While these behaviors are not prevalent at the University, no organization is immune.

The purpose of this policy is to address the issue of potential workplace violence in our community, prevent workplace violence from occurring to the fullest extent possible, and set forth procedures to be followed when such violence has occurred.

Policy

The City University of New York prohibits workplace violence. Violence, threats of violence, intimidation, harassment, coercion, or other threatening behavior towards people or property will not be tolerated. Complaints involving workplace violence will not be ignored and will be given the serious attention they deserve. Individuals who violate this policy may be removed from University property and are subject to disciplinary and/or personnel action up to and including termination, consistent with University policies, rules and collective bargaining agreements, and/or referral to law enforcement authorities for criminal prosecution. Complaints of sexual harassment are covered under the University's Policy Against Sexual Harassment.

The University, at the request of an employee or student, or at its own discretion, may prohibit members of the public, including family members, from seeing an employee or student on University property unless necessary to transact

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University-related business. This policy particularly applies in cases where the employee or student suspects that an act of violence will result from an encounter with said individual(s).

Scope

All faculty, staff, students, vendors, contractors, consultants, and others who do business with the University, whether in a University facility or off-campus location where University business is conducted, are covered by this policy. This policy also applies to other persons not affiliated with the University, such as former employees, former students, and visitors. When students have complaints about other students, they should contact the Office of Student Affairs at their campus.

To download a full transcript of this policy please visit the CSI website:

http://www.csi.cuny.edu/privacy/hr/HR_The_City_University_of_New_York_Workplace_Violence_Policy_and_Procedures.pdf

POLICY ON THE COLLEGE'S RIGHT TO DENY ADMISSION

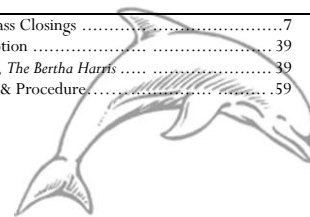
The College reserves the right to deny admission to any student if in its judgment, the presence of that student on campus poses undue risk to the safety or security of the college or in the college community. That judgment will be based on an individualized determination taking into account any information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



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