

Institutional Advancement

OFFICE OF INSTITUTIONAL ADVANCEMENT

Assistant Vice President: Ms. Carin Savage

The Division of Institutional Advancement is comprised of five offices charged with providing a comprehensive range of programs and services, which enable the College to raise external funds and resources beyond those provided by tuition and tax levy support.

These offices respond to the needs of diverse populations served by the College, providing access to instruction and services for academic improvement, institutional and faculty development, occupational training, career development, and personal enrichment; and through the work of a foundation, securing private sector support for the College.

Programs and services are developed in collaboration with academic departments, business and labor organizations, government agencies, foundations, other educational institutions, and community groups. The Division of Institutional Advancement is committed to excellence in education and to services that are responsive to the needs of the College community and its neighbors.

Descriptions of the five offices of the Division:

OFFICE OF CONTINUING AND PROFESSIONAL STUDIES (CPS)

Assistant Dean of Continuing and Professional Studies: Ms. Elizabeth Oliver

CPS offers non-credit tuition courses and programs for lifelong learning and professional and community development. Courses provide opportunities for students to attain new skills to support their career development and compete in today's technological environment. CPS certificate programs and customized business training meet industry standards. Courses are conducted both on campus and at satellite learning centers throughout the Bronx. CPS also provides customized training for local and regional employers, unions, and community-based organizations through the Business and Professional Development Institute.

OFFICE OF GRANTS AND CONTRACTS

Grants Officer: Mr. David Hernandez

The Office of Grants and Contracts develops and administers grant and contract funded programs from federal, state, and local governmental agencies and private foundations. These programs are designed to strengthen the College's academic offerings, student services and learning environment and support faculty development and research. The Office of Grants and Contracts also responds to the needs of the surrounding community, collaborating with the public schools, business and labor organizations, government agencies and community groups to obtain sponsored support for a variety of educational and community outreach programs.

OFFICE OF COMMUNITY AND WORKFORCE DEVELOPMENT

Director: Vacant

The Office of Community and Workforce Development is comprised of a variety of private and public grant funded programs providing community education and workforce development. Programs' services include adult basic education, pre-GED, GED, all levels of English as a Second Language, counseling, academic and vocational support, job readiness training, vocational training, job placement and follow-up as well as college preparation and enrollment support.

OFFICE OF DEVELOPMENT AND ALUMNI RELATIONS

Director of Development: Ms. Mary Healey

Director of Alumni Relations: Mr. Robert Whelan

The Office of Development identifies, establishes relationships with, and secures gifts from private donors and grants from corporate and foundation sources in support of the College's priorities. The Office of Alumni Relations represents the College in promoting the Alumni Association and in coordinating their activities. Its purpose is to support the College's educational mission and to enrich the lives of alumni. The alumni website publishes and gathers information to facilitate communication between alumni and the College. The address is www.bcc.cuny.edu/alumni.

OFFICE OF MARKETING AND COMMUNICATIONS

Director: Ms. Thérèse M. LeMelle

The Office of Marketing and Communications handles all publications for the College, internal and external communications (print, online and multimedia), website management, media relations, and marketing and advertising campaigns.

Governance of the College

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Alyce Zimmerman, Executive Assistant to the Senior
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B.A., M.L.S., Queens College

Directions to the College

Automobile Travel Directions

The vehicular entrance to the College is located on Hall of Fame Terrace.

From Manhattan, East Side: Take FDR Drive across Willis Ave. Bridge to Major Deegan Expressway. Exit at West 179th St. and continue across intersection to Sedgwick Ave. Turn left following Sedgwick Ave. to Hall of Fame Terrace. Turn right to entrance one block east.

From Manhattan, West Side: Take West Side Highway to Cross Bronx Expressway. Follow signs for Major Deegan Expressway, upstate (87 North), and exit at West 179th St. Continue as above.

From Westchester: Take New York State Thruway into Major Deegan Expressway to Fordam Road exit. Turn left on Fordam Road. Continue to second traffic light (Sedgwick Avenue). Turn right and proceed two blocks to Hall of Fame Terrace. Turn left to entrance one block east.

From Long Island: Take Throgs Neck Bridge to Cross Bronx Expressway. Follow signs for George Washington Bridge. Exit at Major Deegan Expressway, upstate (87 north). Proceed north to West 179th Street exit. Continue across intersection to Sedgwick Ave. Turn left following Sedgwick Ave. to Hall of Fame Terrace. Turn right to entrance one block east.

From New Jersey: From the George Washington Bridge across Alexander Hamilton Bridge, follow signs for Major Deegan Expressway, upstate (87 north) and exit at West 179th St. Continue across intersection to Sedgwick Ave. Turn left following Sedgwick Ave. to Hall of Fame Terrace. Turn right to entrance one block east.

PUBLIC TRANSPORTATION

Subway

IRT Jerome-Woodlawn Avenue No.4 train to Burnside Avenue. Walk west four blocks to University Avenue. Turn right on University Avenue. The main entrance is between 181st and 183rd Streets.

Bus

No. 3 University Avenue Bus from 181st Street, Manhattan, stops directly in front of the BCC Campus on University Ave. between 181st and 183rd Streets. The entrance to the Campus is on University Avenue.

No. 40/42 Tremont Avenue Crosstown, transfer to No. 3 at University Avenue (see directions above).

No. 36 180th Street Crosstown, transfer to No. 3 at University Avenue (see directions above).

No. 12 Fordham Rd. Crosstown, transfer to No. 3 at University Avenue (see directions above).

Directory of Buildings, Offices and Facilities

PRESIDENT'S OFFICE—*Language Hall*

VICE PRESIDENTS' OFFICES

Academic Affairs—*Language Hall*

Administration—*South Hall*

Institutional Advancement—*Philosophy Hall*

Student Development—*Loew Hall*

DEPARTMENT OFFICES

Art and Music—*Bliss Hall*

Biology and Medical Laboratory Technology—*Meister Hall*

Business and Information Systems—*Meister Hall*

Chemistry & Chemical Technology—*Meister Hall*

Communication Arts and Sciences—*Colston Hall*

Education and Reading—*Colston Hall*

English—*Colston Hall*

Health, Physical Education and Wellness—*Alumni Gym*

History—*Colston Hall*

Library and Learning Resources—*Meister Hall*

Mathematics and Computer Science—*Carl Polowczyk Hall*

Modern Languages—*Colston Hall*

Nursing and Allied Health Sciences—*Carl Polowczyk Hall*

Physics and Technology—*Carl Polowczyk Hall*

Social Sciences—*Colston Hall*

Administrative and Events Management—*South Hall*

Academic Computing Center—*Sage Hall*

Admissions—*Loew Hall*

Adult and Continuing Education—*Philosophy Hall*

After School Center—*Havemeyer Lab*

Athletics—*Alumni Gym*

Audio-Visual Services—*Colston Hall*

BCC Association, Inc.—*Loew Annex*

Bursar—*Colston Hall*

Business Office—*Colston Hall*

Cafeteria—*Roscoe C. Brown Jr. Student Center*

Faculty Cafeteria—*Language Hall*

Center for Sustainable Energy—*Gould Memorial Library*

Center for Teaching Excellence—*Philosophy Hall*

Child Development Center—*Altschul House*

Computer Center—*Colston Hall*
Cooperative Education—*Loew Hall*
Counseling Services—*Loew Hall*
Duplicating Department—*Colston Hall*
Environmental Technology—*Meister Hall*
Evening and Weekend Office—*Colston Hall*
Financial Aid—*Colston Hall*
Grants Office—*Philosophy Hall*
Hall of Fame for Great Americans—*Gould Memorial Library*
Hall of Fame Playhouse—*Roscoe C. Brown Jr. Student Center*
Health Services and Infirmary—*Loew Hall*
Human Resources—*South Hall*
Information Technology Department—*Colston Hall*
Institutional Research—*Philosophy Hall*
Learning Center—*Sage Hall*
Mail Room—*Colston Hall*
Marketing and Communications—*Language Hall*
Media Technology—*Meister Hall*
Mental Health Services—*Loew Hall*
Music—*Guggenheim Hall*
Nuclear Medicine Technology—*Carl Polowczyk Hall*
Office Administration and Technology—*Meister Hall*
Paralegal Studies—*Meister Hall*
Physical Plant Services—*New Hall*
Pool—*Alumni Gymnasium*
Public Safety—*Loew Hall*
Radiologic Technology—*Carl Polowczyk Hall*
Receiving and Stores—*Loew Annex*
Registrar—*Colston Hall*
Rotunda—*Gould Memorial Library*
Schwendler Auditorium—*Meister Hall*
Student Life—*Roscoe C. Brown Jr. Student Center*
Student Government Association—*Roscoe C. Brown Jr. Student Center*
Technical Services—*South Hall*
University Heights High School—*Nichols Hall*
Veterans' Affairs—*Loew Hall*

Campus Map

BRONX COMMUNITY COLLEGE campus directory

- AL ALTSCHUL HOUSE
- AG ALUMNI GYM
- BA BROWN ANNEX
- BH BEGRISCH HALL
- BL BLISS HALL
- BU BUTLER HALL
- CC CHILDREN'S CENTER
- CPH CARL POLOWCZYK HALL
- CH COMMUNITY HALL
- CO COLSTON HALL
- GH GOULD HALL
- GML GOULD MEMORIAL LIBRARY
- G GREENHOUSE
- GU GUGGENHEIM HALL
- HOF HALL OF FAME FOR GREAT AMERICANS
- HA HAVEMEYER ANNEX
- HL HAVEMEYER LAB
- LH LANGUAGE HALL
- LA LOEW ANNEX
- LO LOEW HALL
- MH MACCRACKEN HALL
- ME MEISTER HALL
- NH NEW HALL
- NI NICHOLS HALL
- PH PHILOSOPHY HALL
- BC ROSCOE BROWN STUDENT CENTER
- SA SAGE HALL
- SH SOUTH HALL



Academic Calendar

2009-2010

Spring 2009 Semester

| | |
|------------------|---|
| January 26, 2009 | Classes Begin |
| February 10 | Classes follow a Thursday schedule |
| February 12 | President Lincoln's Birthday – College Closed |
| February 16 | Presidents' Day – College Closed |
| April 8 – 17 | Spring Recess – No Classes |
| May 15 | Last Day of Classes |
| May 16 – 22 | Final Examinations |
| May 25 | Memorial Day – College Closed |
| May 26 | Final Examinations |

Fall 2009 Semester

| | |
|-------------------|--------------------------------------|
| August 28 | Classes Begin |
| September 7 | Labor Day – College Closed |
| September 18 – 20 | No Classes |
| September 28 | No Classes |
| September 29 | Classes follow a Monday schedule |
| October 12 | Columbus Day – College Closed |
| October 14 | Classes follow a Monday schedule |
| November 26 – 29 | Thanksgiving Recess – College Closed |
| December 11 | Last Day of Classes |
| December 14 | Reading Day |
| December 14 – 21 | Final Examinations – day/evening |
| December 19 – 20 | Final Examinations – weekend classes |
| December 24 – 25 | Christmas Holiday – College Closed |
| December 31 | New Year's Eve – College Closed |
| January 1, 2010 | New Year's Day – College Closed |
| January 18 | College Closed |

Winter 2010 Session

| | |
|---------------|--------------------|
| January 1 – 3 | College Closed |
| January 4 | Classes Begin |
| January 18 | College Closed |
| January 22 | Final Examinations |

Spring 2010 Semester

| | |
|--------------------|---|
| January 28, 2010 | Classes Begin |
| February 12 | President Lincoln's Birthday – College Closed |
| February 13 – 14 | No Classes |
| February 15 | Presidents' Day – College Closed |
| February 18 | Classes follow a Monday schedule |
| March 29 – April 5 | Spring Recess |
| May 17 | Last Day of Classes |
| May 18 | Reading Day |
| May 18 – 25 | Final Examinations – day/evening |
| May 22 – 23 | Final Examinations – weekend |
| May 31 | Memorial Day – College Closed |

APPENDICES

▪ APPENDIX A

NOTICE OF ACCESS TO CAMPUS CRIME STATISTICS, THE CAMPUS SECURITY REPORT, AND INFORMATION ON REGISTERED SEX OFFENDERS

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

The campus crime statistics and the annual campus security report are available at the reference desk of the library and the College website at www.bcc.cuny.edu. If you wish to be mailed copies of the campus crime statistics and the annual campus security report, you should contact public safety at 718-289-5923, and copies will be mailed to you within 10 days. The U.S. Department of Education's website address for campus crime statistics is www.ed.gov/security/InstDetail.asp (then input the name of the school).

In accordance with the federal Campus Sex Crimes Prevention Act, registered sex offenders now are required to register the name and address of any college at which he or she is a student or employee. The New York State Division of Criminal Justice maintains a registry of convicted sex offenders and informs the college's chief security (public safety) officer of the presence on campus of a registered sex offender as a student or employee. You may contact the College's public safety office (Loew Hall, RM 505) at 718-289-5923 to obtain information about Level 2 or Level 3 registered sex offenders on campus. To obtain information about Level 3 offenders, you may contact the Division's registry website at www.criminaljustice.state.ny.us/nsor/sor_about.htm and then click on "Search for Level 3 Sex Offenders" or access the directory at the college's public safety department or police precinct. To obtain information about Level 2 offenders, you need to contact the public safety department, local police precinct in which the offender resides or attends college, or the Division's sex offender registry at 800-262-3257.

Dated: August 20, 2004

▪ APPENDIX B

NOTIFICATION OF STUDENT IMMUNIZATION REQUIREMENTS

Students who do not submit proof of measles, mumps and rubella (MMR) immunization or who fail to return the meningococcal meningitis response form within a statutory grace period shall be prohibited from attending the institution. For additional information, you should contact the Health Services Center located in Loew Hall, room 101, or call 718-289-5858.

Public Health Law 2165 requires that post-secondary students be immunized against measles, mumps, and rubella (MMR).

All registered full-time students and part-time students born on or after January 1, 1957, who are enrolled for at least six, but fewer than twelve semester hours (or equivalent) per semester in an approved degree program or registered certificate program must submit proof of MMR immunization. Students may be exempt from the required MMR immunizations for religious or medical reasons. To qualify for a religious exception, students must submit a signed statement, or in the event the student is a minor (under 18), a signed statement from their parent or guardian, that they hold sincere and genuine religious beliefs that prohibit immunization. To qualify for a medical exception, students must submit a written statement from a licensed physician or nurse practitioner indicating that such immunization may be detrimental to their health.

Public Health Law 2167 requires that post-secondary institutions provide written information about meningococcal meningitis to its students and that students complete, sign, and return a meningococcal meningitis response form. Public Health Law 2167 does not require that students be immunized against meningitis.

Public Health Law 2167 requires colleges to distribute written information about meningococcal meningitis disease and vaccination and for students to complete, sign and return to the college, a meningococcal meningitis response form that: (a) confirms that the college has provided the information about meningococcal meningitis; and (b) indicates that either: (1) the student has received immunization against meningococcal meningitis within the 10 years preceding the date of the response form; or (2) the student has decided against receiving the vaccination. This law applies to students who are enrolled in at least six semester hours (or the equivalent) per semester. No student may be exempt from receiving information or returning the response form.

▪ APPENDIX C

SPECIAL PROVISIONS FOR STUDENTS IN THE MILITARY

The following policies apply to students who leave CUNY to fulfill military obligations.

I. Students called up to the reserves or drafted before the end of the semester.

A. Grades. In order to obtain a grade, a student must attend 13 weeks (five weeks for summer session).

B. Refunds. A student called up to the reserves or drafted, and who does not attend for a sufficient time to qualify for a grade is entitled to a 100% refund of tuition and all other fees except application fees.

II. Students who volunteer (enlist) for the military.

A. Grades. Same provision as for students called up to the reserves. In order to obtain a grade, a student must attend 13 weeks (five weeks for summer session).

B. Refunds. The amount of the refund depends upon whether the withdrawal is before the 5th week of classes.

1. Withdrawal before beginning of the 5th calendar week (3rd calendar week for summer session): 100% refund of tuition and all other fees except application fees.

2. Withdrawal thereafter: 50% refund.

[A proportionate number of weeks may be used for Kingsborough Community College and LaGuardia Community College for each of the above provisions.]

III. Other Provisions for Military Service.

A. Resident Tuition Rates. These lower rates are applicable to all members of the armed services, their spouses and their dependent children, on full-time active duty and stationed in the State of New York.

B. Re-enrollment of Veterans. Veterans who are returning students are given preferred treatment in the following ways:

1. Veterans who were former students with unsatisfactory scholastic records may be readmitted with a probationary program.

2. Veterans, upon their return, may register even after normal registration periods, without late fees.

3. Granting of college credit for military service and armed forces instructional courses.

4. Veterans returning too late to register may audit classes without charge.

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

D. Readmission Fee. Upon return from military service, a student will not be charged a Readmission Fee to register at the same college.

E. Veterans Tuition Deferrals. Veterans are entitled to defer the payment of tuition pending receipt of veterans' benefits.

F. New York National Guard Tuition Waivers. Active members of the New York National Guard, who are legal residents of New York State and who do not have a baccalaureate degree, are eligible for a tuition waiver for undergraduate study.

▪ **APPENDIX D**

BOARD OF TRUSTEES

THE CITY UNIVERSITY OF NEW YORK

No. 8. A. THE CITY UNIVERSITY OF NEW YORK - AMENDMENT TO THE POLICY ON WITHHOLDING STUDENT RECORDS RESOLVED:

That the existing Board of Trustees policy with respect to the withholding of student records as last amended on February 22, 1993, Gal. No. 7.C., be amended as follows:

Students who are delinquent and/or in default in any of their financial accounts with the college, the university or an appropriate state or federal agency for which the university acts as either a disbursing or certifying agent, and students who have not completed exit interviews as required by the federal Perkins Loan Program, the federal Family Education Loan Programs, the William D. Ford Federal Direct Loan Program, and the Nursing Student Loan Program, are not to be permitted to complete registration, or issued a copy of their grades, a transcript of academic record, certificate, or degree, nor are they to receive funds under the federal campus-based student assistance programs or the federal Pell Grant Program unless the designated officer, in exceptional hardship cases and consistent with federal and state regulations, waives in writing the application of this regulation.

NOTE: Matter underlined is new.

EXPLANATION: The purpose of this amendment is to formally incorporate all of the applicable federal loan programs.

▪ APPENDIX E

NOTIFICATION UNDER FERPA OF STUDENT RIGHTS CONCERNING EDUCATION RECORDS AND DIRECTORY INFORMATION

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. See Section "6" below on your right to prevent the disclosure of directory information. The FERPA rights of students are:

(1) The right to inspect and review your education records.

Students should submit to the registrar, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. If the records are not maintained by the college official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed. All requests shall be granted or denied in writing within 45 days of receipt. If the request is granted, you will be notified of the time and place where the records may be inspected. If the request is denied or not responded to within 45 days, you may appeal to the college's FERPA appeals officer. Additional information regarding the appeal procedures will be provided to you if a request is denied.

(2) The right to request the amendment of the student's education records that the student believes are inaccurate or misleading.

You may ask the college to amend a record that you believe is inaccurate or misleading. You should write to the college official responsible for the record, clearly identify the part of the record you want changed, and specify why it is inaccurate or misleading. If the college decides not to amend the record as requested by you, the college will notify you of the decision and advise you of your right to a hearing before the college's FERPA appeals officer regarding the request for amendment. Additional information regarding the hearing procedures will be provided to you when notified of your right to a hearing.

(3) The right to consent to disclosure of personally identifiable information contained in your education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to college officials with legitimate educational interests. A college official is a person employed by the university in an administrative, supervisory, academic or research, or support staff position; a person or company with whom the University has contracted; a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another college official in performing his or her tasks.

A college official has a legitimate educational interest if access is reasonably necessary in order to perform his/her instructional, research, administrative or other duties and responsibilities.

Upon request, the college discloses education records without consent to officials of another college or school in which a student seeks or intends to enroll.

(4) You may appeal the alleged denial of FERPA rights to the:

General Counsel and Vice Chancellor for Legal Affairs, The City University of New York, 535 East 80th Street, New York, NY 10021.

(5) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the college to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are: Family Policy Compliance Office, U.S. Department of Education, 600 Independence Avenue, SW Washington, D.C. 20202-4605.

(6) The college will make the following "directory information" concerning current and former students available to those parties having a legitimate interest in the information: name, attendance dates (periods of enrollment), address, telephone number, date and place of birth, photograph, e-mail address, full or part-time status, enrollment status (undergraduate, graduate, etc.), level of education (credits) completed, major field of study, degree enrolled for, participation in officially recognized activities and sports, height and weight of athletic team members, previous school attended, and degrees, honors and awards received. By filing a form with the Registrar's Office, you may request that any or all of this directory information not be released without your prior written consent. This form is available in the Registrar's Office and may be filed, withdrawn, or modified at any time.

▪ **APPENDIX F**

FREEDOM OF INFORMATION LAW NOTICE

Requests to inspect public records at the college should be made to the Records Access Officer, Mary Rogan, Labor Designee and Legal Counsel to the President, who is located at Language Hall, RM27; 2155 University Avenue; Bronx NY, 10453; 718-289-5151. Public records are available for inspection and copying by appointment only at a location to be designated. You have a right to appeal a denial of a request for access to records to the CUNY General Counsel and Vice Chancellor for Legal Affairs. Copies of the CUNY Procedures for Public Access to Public Records pursuant to Article 6 of the Public Officers Law and the appeal form are available at the reference desk of the library and the college website.

▪ APPENDIX G

THE CUNY 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 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 individuals.

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.

Definitions

Workplace violence is any behavior that is violent, threatens violence, coerces, harasses or intimidates others, interferes with an individual's legal rights of movement or expression, or disrupts the workplace, the academic environment, or the University's ability to provide services to the public. Examples of workplace violence include, but are not limited to:

1. Disruptive behavior intended to disturb, interfere with or prevent normal work activities (such as yelling, using profanity, verbally abusing others, or waving arms and fists).
2. Intentional physical contact for the purpose of causing harm (such as slapping, stabbing, punching, striking, shoving, or other physical attack).

3. Menacing or threatening behavior (such as throwing objects, pounding on a desk or door, damaging property, stalking, or otherwise acting aggressively; or making oral or written statements specifically intended to frighten, coerce, or threaten) where a reasonable person would interpret such behavior as constituting evidence of intent to cause harm to individuals or property.
4. Possessing firearms, imitation firearms, knives or other dangerous weapons, instruments or materials. No one within the University community, shall have in their possession a firearm or other dangerous weapon, instrument or material that can be used to inflict bodily harm on an individual or damage to University property without specific written authorization from the Chancellor or the college President regardless of whether the individual possesses a valid permit to carry the firearm or weapon.

Reporting of Incidents

1. General Reporting Responsibilities

Incidents of workplace violence, threats of workplace violence, or observations of workplace violence are not to be ignored by any member of the University community. Workplace violence should promptly be reported to the appropriate University official (see below). Additionally, faculty, staff and students are encouraged to report behavior that they reasonably believe poses a potential for workplace violence as defined above. It is important that all members of the University community take this responsibility seriously to effectively maintain a safe working and learning environment.

2. Imminent or Actual Violence

Any person experiencing or witnessing imminent danger or actual violence involving weapons or personal injury should call the Campus Public Safety Office immediately, or call 911.

3. Acts of Violence Not Involving Weapons or Injuries to Persons

Any person who is the subject of a suspected violation of this policy involving violence without weapons or personal injury, or is a witness to such suspected violation, should report the incident to his or her supervisor, or in lieu thereof, to their respective Campus Public Safety Office. Students should report such incidents to the Office of Student Affairs at their campus or in lieu thereof, their campus Public Safety Office. The Campus Public Safety Office will work with the Office of Human Resources and the supervisor or the Office of Student Affairs on an appropriate response.

4. Commission of a Crime

All individuals who believe a crime has been committed against them have the right, and are encouraged, to report the incident to the appropriate law enforcement agency.

5. False Reports

Members of the University community who make false and malicious complaints of workplace violence, as opposed to complaints which, even if erroneous, are made in good faith, will be subject to disciplinary action and/or referral to civil authorities as appropriate.

6. Incident Reports

The University will report incidents of workplace violence consistent with the College Policies for Incident Reporting Under the Campus Security Policy and Statistical Act (Cleary Act).

Responsibilities

1. Presidents

The President of each constituent college of The City University of New York, the Chief Operating Officer at the Central Office, and the Deans of the Law School and the Sophie Davis School of Biomedical Education shall be responsible for the implementation of this policy on his or her respective campus. The responsibility includes dissemination of this policy to all members of the college community, ensuring appropriate investigation and follow-up of all alleged incidents of workplace violence, constituting a Workplace Violence Advisory Team (see #7 below), and ensuring that all administrators, managers, and supervisors are aware of their responsibilities under this policy through internal communications and training.

2. Campus Public Safety Office

The Campus Public Safety Office is responsible for responding to, intervening, and documenting all incidents of violence in the workplace. The Campus Public Safety Office will immediately log all incidents of workplace violence and will notify the respective supervisor of an incident with his/her employee, or notify the appropriate campus official of an incident with a student. All officers should be knowledgeable of when law enforcement action may be appropriate. Public Safety will maintain an internal tracking system of all threats and incidents of violence. Annual reports will be submitted to the President (at the same time as the report noted below) detailing the number and description of workplace violence incidents, the disposition of the incidents, and recommend policy, training issues, or security procedures that were or should be implemented to maintain a safe working and learning environment. These incidents will be reported in the Annual Report of the College Advisory Committee on Campus Security consistent with the reporting requirements of Article 129A Subsection 6450 of the NYS Education Law (Regulation by Colleges of Conduct on Campuses and Other College Property for Educational Purposes). Officers will be trained in workplace violence awareness and prevention, non-violent crises intervention, conflict management, and dispute resolution.

Officers will work closely with Human Resources when the possibility of workplace violence is heightened, as well as on the appropriate response to workplace violence incidents consistent with CUNY policies, rules, procedures and applicable labor agreements, including appropriate disciplinary action up to and including termination.

When informed, Public Safety will maintain a record of any Orders of Protection for faculty, staff, and students. Public Safety will provide escort service to members of the college community within its geographical confines, when sufficient personnel are available. Such services are to be extended at the discretion of the Campus Public Safety Director or designee. Only the President, or designee in his/her absence, can authorize escort service outside of the geographical confines of the college.

3. Supervisors

Each dean, director, department chairperson, executive officer, administrator, or other person with supervisory responsibility (hereinafter "supervisor") is responsible within his/her area of jurisdiction for the implementation of this policy. Supervisors must report to their respective Campus Public Safety Office any complaint of workplace violence made to him/her and any other incidents of workplace violence of which he/she becomes aware or reasonably believes to exist. Supervisors are expected to inform their immediate supervisor promptly about any complaints, acts, or threats of violence even if the situation has been addressed and resolved.

After having reported such complaint or incident to the Campus Public Safety Director and immediate supervisor, the supervisor should keep it confidential and not disclose it further, except as necessary during the investigation process and/or subsequent proceedings. Supervisors are required to contact the Campus Public Safety Office immediately in the event of imminent or actual violence involving weapons or potential physical injuries.

4. Faculty and Staff

Faculty and staff must report workplace violence, as defined above, to their supervisor. Faculty and staff who are advised by a student that a workplace violence incident has occurred or has been observed must report this to the Campus Public Safety Director immediately. Recurring or persistent workplace violence that an employee reasonably believes is not being addressed satisfactorily, or violence that is, or has been, engaged in by the employee's supervisor should be brought to the attention of the Campus Public Safety Director.

Employees who have obtained Orders of Protection are expected to notify their supervisors and the Campus Public Safety Office of any orders that list CUNY locations as protected areas.

Victims of domestic violence who believe the violence may extend into the workplace, or employees who believe that domestic or other personal matters may result in their being subject to violence extending into the workplace, are encouraged to notify their supervisor, or the Campus Public Safety Office. Confidentiality will be maintained to the extent possible.

Upon hiring, and annually thereafter, faculty and staff will receive copies of this policy.

Additionally, the policy will be posted throughout the campus and be placed on the CUNY website and on the college's website, as appropriate.

5. Office of Human Resources

The Office of Human Resources at each campus is responsible for assisting the Campus Public Safety Director and supervisors in responding to workplace violence; facilitating appropriate responses to reported incidents of workplace violence; notifying the Campus Public Safety Office of workplace violence incidents reported to that office; and consulting with, as necessary, counseling services to secure professional intervention.

The Office of Human Resources is responsible for providing new employees or employees transferred to the campus with a copy of the Workplace Violence Policy and Procedures and insuring that faculty and staff receive appropriate training. The Office of Human Resources will also be responsible for annually disseminating this policy to all faculty and staff at their campus, as well as posting the policy throughout the campus and on the college's website, as appropriate.

6. Students

Students who witness violence, learn of threats, or are victims of violence by employees, students or others should report the incident immediately to the Campus Public Safety Office. If there is no imminent danger, students should report threatening incidents by employees, students or others as soon as possible to the Campus Public Safety Office or Office of Student Affairs. Students will be provided with workplace violence awareness information (including information regarding available counseling services) upon registration each year.

7. Workplace Violence Advisory Team

A college President shall establish a Workplace Violence Advisory Team at his/her college. This team, working with the College Advisory Committee on Campus Security, will assist the

President in responding to workplace violence; facilitating appropriate responses to reported incidents of workplace violence; assessing the potential problem of workplace violence at its site; assessing the college's readiness for dealing with workplace violence; evaluating incidents to prevent future occurrences; and utilizing prevention, intervention, and interviewing techniques in responding to workplace violence. This team will also develop workplace violence prevention tools (such as pamphlets, guidelines and handbooks) to further assist in recognizing and preventing workplace violence on campus. It is recommended that this team include representatives from Campus Public Safety, Human Resources, Labor Relations, Counseling Services, Occupational Health and Safety, Legal, and others, including faculty, staff and students, as deemed appropriate by the President.

In lieu of establishing the Workplace Violence Advisory Team, a President may opt to expand the College Advisory Committee on Campus Security with representatives from the areas recommended above to address workplace violence issues at the campus and perform the functions outlined above.

8. University Communications

All communications to the University community and outside entities regarding incidents of workplace violence will be made through the University Office of University Relations after consultation with the respective President or his/her designee.

Education

Colleges are responsible for the dissemination and enforcement of this policy as described herein, as well as for providing opportunities for training in the prevention and awareness of workplace violence. The Office of Faculty and Staff Relations will provide assistance to the campuses in identifying available training opportunities, as well as other resources and tools (such as reference materials detailing workplace violence warning signs) that can be incorporated into campus prevention materials for dissemination to the college community. Additionally, the Office of Faculty & Staff Relations will offer periodic training opportunities to supplement the college's training programs.

Confidentiality

The University shall maintain the confidentiality of investigations of workplace violence to the extent possible. The University will act on the basis of anonymous complaints where it has a reasonable basis to believe that there has been a violation of this policy and that the safety and well being of members of the University community would be served by such action.

Retaliation

Retaliation against anyone acting in good faith who has made a complaint of workplace violence, who has reported witnessing workplace violence, or who has been involved in reporting, investigating, or responding to workplace violence is a violation of this policy. Those found responsible for retaliatory action will be subject to discipline up to and including termination.

▪ APPENDIX H

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.

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.

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