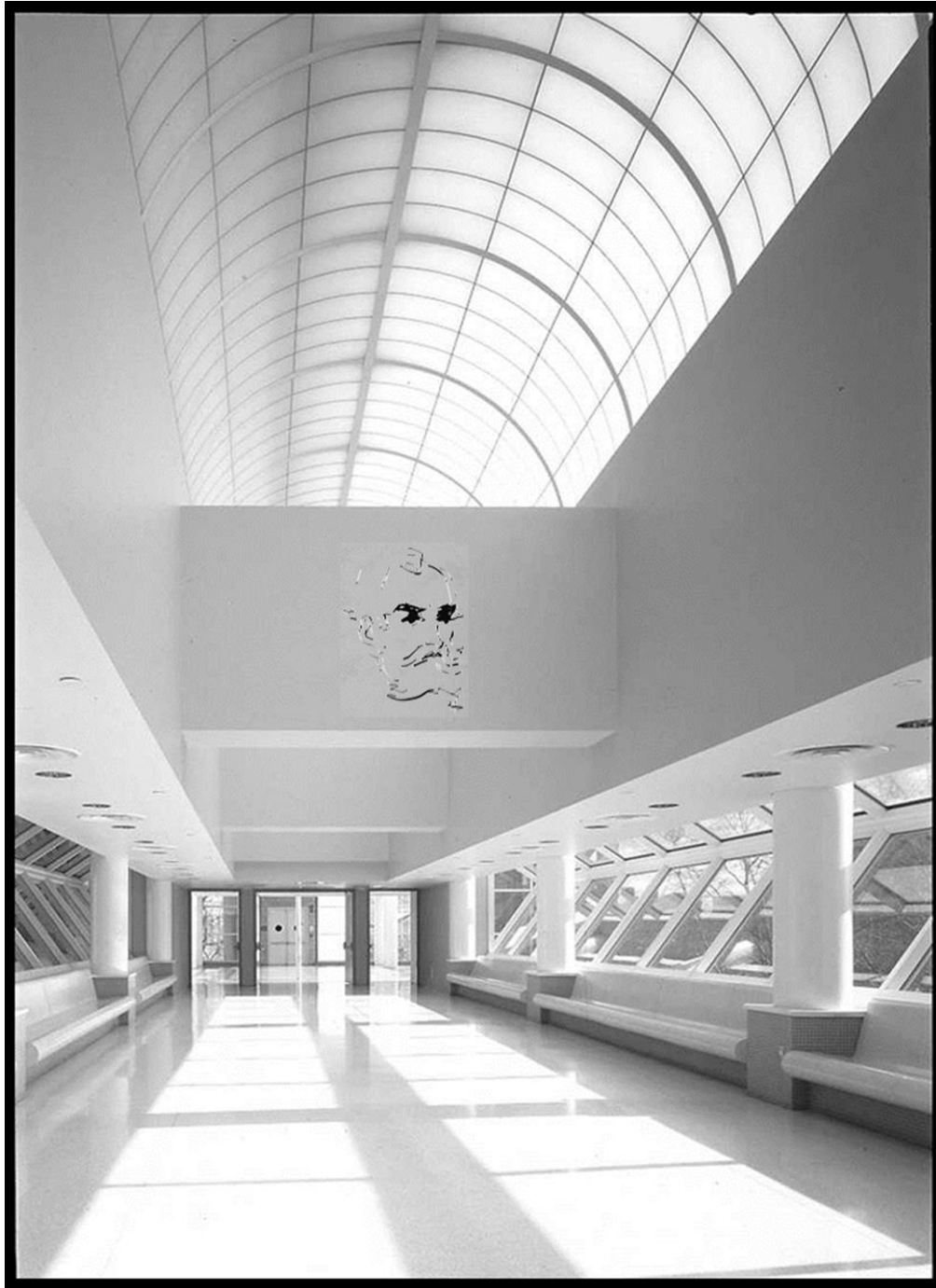


Hostos Community College

Division of Student Development and Enrollment Management (SDEM)

2014-2016 Student Handbook



Message from the Vice President for Student Development and Enrollment Management

Greetings,

Congratulations on taking one more step on your educational journey. Your decision to enroll at Hostos Community College represents a commitment to the future that will ultimately benefit not just yourself but your family and our community as well. In order to assist you with your transition to college life, I recommend the 2014-2016 edition of The Eugenio María de Hostos Community College Student Handbook made available by the Division for Student Development and Enrollment Management.

In this handbook, we attempt to answer most of the questions you may have about being at Hostos. This book will provide you with step-by-step information on how to apply for admission, sign up for placement exams, inquire about financial aid, and register for classes. Furthermore, if there is anything you don't quite understand, it will tell you where to go or whom to call to have your questions answered. The Hostos Student Handbook also provides information on the roles of college personnel who are here to assist you as well as college life. It also addresses your rights as a student. Please become familiar with the information in this booklet, for as in so many things in life, a little time invested early in the process can save you a lot of time and stress in the future.

You can also benefit from our student leadership programs and tutorial services. Furthermore, members of the counseling staff are available to discuss any academic and personal issues that may arise. The Hostos family is also proud of our great facilities, which include a state-of-the-art library, two theaters, a swimming pool, an art gallery, science laboratories, and a student computer lab. The college also offers student clubs that appeal to a wide variety of interests, as well as numerous extracurricular activities.

On behalf of the college community, I extend my best wishes and I look forward to helping you attain your educational goals at Hostos Community College.

Sincerely,

Mr. Nathaniel Cruz
Vice President for Student Development and Enrollment Management

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Disclaimer

The policies and procedures set forth in this handbook are subject to change without notice at any time, and at the discretion of the administration.

Supplement

This handbook is a supplement to the College Catalog which has more detailed information.

Accreditation and Affiliations

Eugenio María de Hostos Community College is accredited by the Middle States Association of Colleges and Schools and the Board of Regents of the University of the State of New York. The college offers career programs accredited by professional organizations such as the American Medical Association, Joint Review Committee on Education in Radiological Technology, and the American Dental Association. In addition, Hostos Community College is a member of the American Association of Community and Junior Colleges, the American Association of Higher Education, the American Council on Education, the Hispanic Association of Colleges and Universities, the American Education Research Association, the National Association for Bilingual Education, and other professional and learned organizations devoted to the advancement of education.

Non-Discrimination Policy

The City University of New York (“University” or “CUNY”) – and its Hostos Community College campus – are committed to a policy of equal employment and equal access in its educational programs and activities. Diversity, inclusion, and an environment free from discrimination are central to CUNY’s mission. It is CUNY’s policy to recruit, employ, retain, promote, and provide benefits to employees (including paid and unpaid interns) and to admit and provide services for students without regard to race, color, creed, national origin, ethnicity, ancestry, religion, age, sex (including pregnancy, childbirth and related conditions), sexual orientation, gender, gender identity, marital status, partnership status, disability, genetic information, alienage, citizenship, military or veteran status, status as a victim of domestic violence/stalking/sex offenses, unemployment status, or any other legally prohibited basis in accordance with federal, state and city laws. Harassment based on a protected category is a form of discrimination and is prohibited.

CUNY is also committed to providing reasonable accommodations when appropriate to individuals with disabilities, individuals observing religious practices, employees who have pregnancy or childbirth-related medical conditions, or employees who are victims of domestic violence/stalking/sex offenses.

Retaliation for reporting or opposing discrimination, cooperating with an investigation of a discrimination complaint, and/or requesting a reasonable accommodation is prohibited under CUNY's policy.

To access the CUNY policy on Equal Opportunity and Non-Discrimination, please go to the following link:

<http://www.cuny.edu/about/administration/offices/la/PolicyonEqualOpportunityandNonDiscriminationandProceduresDecember42014.pdf>

Inquiries and complaints about discrimination can be directed to the Chief Diversity Officer, Office of Compliance and Diversity, Room A-336, 718-518-4284, mdickinson@hostos.cuny.edu.

Introduction to Hostos

Mission Statement:

Consistent with the mission of The City University of New York to provide access to higher education for all who seek it, Eugenio María de Hostos Community College was established in the South Bronx to meet the higher educational needs of people from this and similar communities who historically have been excluded from higher education.

The mission of Eugenio María de Hostos Community College is to offer access to higher education leading to intellectual growth and socio-economic mobility through the development of linguistic, mathematical, technological, and critical thinking proficiencies needed for lifelong learning and for success in a variety of programs including careers, liberal arts, transfer, and those professional programs leading to licensure.

The College takes pride in its historical role in educating students from diverse ethnic, racial, cultural and linguistic backgrounds, particularly Hispanics and African Americans. An integral part of fulfilling its mission is to provide transitional language instruction for all English-as-a-Second Language learners along with Spanish/English bilingual education offerings to foster a multicultural environment for all students. Hostos Community College, in addition to offering degree programs, is determined to be a resource to the South Bronx and other communities served by the College by providing continuing education, cultural events, and expertise for the further development of the communities it serves.

About Eugenio María de Hostos, 1839-1903:

Puerto Rican educator, writer, and patriot Eugenio María de Hostos was born on January 11, 1839, in the island village of Rio Catias, Mayaguez, Puerto Rico. He attended elementary school in San Juan, and studied education and law in Spain at the Institute of Higher Education in Bilbao and the University of Madrid. He joined fellow students in efforts to liberalize Spain's colonial rule of Cuba and Puerto Rico and to abolish African slavery. In 1869, he left Madrid for New York City, where he joined other exiles in the Cuban Revolutionary Junta, working for the liberation of Cuba and Puerto Rico. Three years later, Hostos traveled to Latin America to recruit support for the liberation movement. In Peru, he protested the exploitation of Chinese

immigrants. In Chile, he championed the opening of educational opportunities for women, particularly in law and medicine. In Argentina, he campaigned widely for the construction of the first trans-Andean railroad.

The government of Chile established a school for Hostos to implement his advanced concepts of education. Under his leadership, Liceo Miguel Luis Amunátegui became one of the foremost educational centers in Latin America. During eight years in Chile, he wrote award-winning curricula in Spanish and History and published literary, artistic, and philosophical works.

After Spanish rule ended in Puerto Rico, Hostos returned to work once again for the island's independence. In 1898, he left for the Dominican Republic, where he was appointed Director of the Central College and Inspector General of Public Education. He died there in August of 1903. Eugenio María de Hostos is the author of such distinguished works as *La peregrination de Bayodn* (1863), *Lecciones de derecho constitucional* (1887), *Moral social* (1888) and *Tratado de sociologia* (1904). His life's work and ideals are a legacy and an inspiration for all students at Hostos Community College.

History of Hostos Community College:

Hostos Community College was created by an act of the Board of Higher Education on April 22, 1968, in response to the demands of Puerto Rican and other Hispanic leaders who urged the establishment of a college to meet the needs of the South Bronx and neighboring communities. In September 1970, Hostos admitted a charter class of 628 students at the site of a former tire factory at 475 Grand Concourse. Enrollment grew rapidly to more than 2,000 students by June of 1974. In addition, the State Legislature acted to ease an increasing space shortage by passing a special bill to acquire the "500 Building" across the Grand Concourse from the original site. In the same year, Hostos was granted full and unconditional accreditation following a highly favorable evaluation by the Middle States Association.

In 1976, the Landes Higher Education Act guaranteed Hostos' existence as a community college of excellence in New York City. Hostos takes pride in its well-equipped science, math, writing, and computer labs, its excellent physical education facilities, and its state-of-the-art theatres.

Campus Buildings:

- A Building / Allied Health & Sciences Building – 475 Grand Concourse
- B Building / 500 Grand Concourse
- C Building / East Academic Complex – 450 Grand Concourse
- D Building / Savoy Manor Building – 120 East 149th Street
- G Building / Administration Building – 135 East 146th Street
- T5 (Trailer Site 5) – 427 Walton Avenue
- T6 (Trailer Site 6) – 121 East 146th Street
- Prow Building – 560 Exterior Street
- Gateway Building – 560 Exterior Street

Programs of Study:

Hostos Community College offers a wide array of Associate degree and certificate programs for

its students.

Associate In Arts (A.A.) Degree Options:

- Liberal Arts
- Criminal Justice*

Associate In Science (A.S.) Degree Options:

- Accounting
- Accounting for Forensic Accounting
- Business Management
- Chemical Engineering*
- Civil Engineering*
- Community Health
- Electrical Engineering Science*
- Science for Forensic Science*
- Liberal Arts & Sciences
- Mathematics
- Mechanical Engineering

Associate in Applied Science (A.A.S.) Degree Options:

- Accounting
- Dental Hygiene
- Digital Design and Animation
- Digital Music
- Game Design
- Early Childhood Education
- Aging and Health Studies
- Nursing
- Office Technology (includes Administrative Assistant, Legal Administrative Assistant, and Medical Office Manager)
- Police Science
- Public Administration
- Public Interest Paralegal Studies
- Radiologic Technology

*Joint Program - Dual Admission

Certificate Programs:

- Practical Nursing (LPN)
- Administrative Assistant, Medical Office Manager, Legal Administrative Assistant

In addition, requirements for certification and licensure in these programs impose additional restrictions on the time required to complete them.

The Hostos Campus

Hostos Community College has evolved since the development of its Master Plan in 1986. This

plan entailed major construction to expand and improve the educational programs and services the college provides to its students and the community. Some of this expansion was accomplished with the completion of the Allied Health building in 1990, the East Academic Complex in 1994 and Savoy Manor in 1997. To accommodate the increasing number of students, in 2012 in River Avenue and Exterior Street, which Hostos is currently involved in a Master Plan revision process to guide the college's growth and expansion over the next ten years.

Hostos currently occupies several facilities at 149th Street and the Grand Concourse in the Bronx. One of these buildings, at 475 Grand Concourse, houses the New Student Health Center and several chemistry and biology laboratories, as well as administrative offices and classrooms.

Adjoining and integrated with the 475 Grand Concourse facility is the Shirley J. Hinds Allied Health and Science Complex. Dedicated in December 1990, this addition received several architectural awards. The structure contains a modern library with an online bibliographic system, and state-of-the-art laboratories for the college's programs in Radiologic Technology, Chemistry, Biology and Physics. Students in the Allied Health programs also avail themselves of clinical space at hospitals and clinics that are affiliated with these programs. The Hostos Children's Center, licensed by the State of New York, is also located in this building and has recently undergone a renovation that doubled its capacity to serve 120 children.

The building at 500 Grand Concourse contains classrooms, academic and administrative offices, and the administrative computing center.

Phase I of the 500 Grand Concourse building is completed and included in the construction of a new lobby, Admissions Satellite Center, and a 24-chair Dental Hygiene Patient Care facility on the first floor along with other upgrades to the building's infrastructure. The Plaza, located between the 500 building and the East Academic Complex has been converted into a Memorial Garden. The East Academic Complex building, which opened in the Fall of 1994, comprises over 279,000 square feet and adjoins the 500 Grand Concourse facility. This building houses the Business and Accounting Data Processing and Office Administration and Technology programs; the Humanities Department's programs in Africana Studies, Latin American and Caribbean Studies, Modern Languages, and Visual and Performing Arts programs; Physical Education, and numerous student organizations and club offices. In addition, the facility contains ten state-of-the-art micro computing labs, art and dance studios, a gymnasium, exercise and fitness centers, and a collegiate-size swimming pool. There are also two theaters – the Main Theater and the Hostos Repertory Theater with 892 and 367 seats respectively – as well as a museum-grade art gallery, and a modern college bookstore. A pedestrian bridge spanning the Grand Concourse connects the East Academic Complex to the Allied Health building. The most recent addition to the campus is the Savoy Manor building, which has been in use since 1997. Located at 120 East 149th Street, this building is over 43,000 square feet in size and houses the offices of the Registrar, Bursar, Financial Aid, Business, Admissions and Recruitment, and Counseling and the Division of Institutional Advancement.

Hostos Center for the Arts & Culture

The Hostos Center for the Arts & Culture is located in the East Academic Complex and consists of a museum-grade art gallery, a 367-seat Repertory Theater, and a 900-seat Main Theater, presenting artists of national and international renown. It is easily accessible from Manhattan, Queens and New Jersey and is a mere 15 minutes by subway from midtown Manhattan.

<http://www.hostoscenter.org/>

The Library at Hostos

As an academic department, the Hostos Community College Library functions as a dynamic center of teaching and learning. The Library provides information literacy tools that enhance the pursuit of knowledge by teaching our college community to retrieve, critically evaluate and synthesize information for academic, professional and personal pursuits.

In this thriving urban environment, we partner with each academic department to broaden and contextualize all areas of study, selecting and using the necessary instructional materials, related equipment and services that will assist the college in meeting its educational, cultural and social obligations.

As vanguards of information, the library faculty supports an environment of free and critical thought to realize the goals of a bilingual, metropolitan and multicultural community college.

Location:

The library entrance is located on the third floor of the Shirley J. Hinds Building, 475 Grand Concourse, Room A-308. For more information call the Circulation Desk, (718) 518-4222 or Reference Desk, (718) 518-4215. Faculty and staff may use materials in participating libraries in the metropolitan area. For more information, call (718) 518-4215.

Fall and Spring Semesters Schedule:

Monday - Thursday	9am-9pm
Friday	9am-5pm
Saturday	10am-5pm
Sunday	Announced each semester

The library offers extended hours during final examination periods. Summer hours are posted at the start of each summer session. Check library website for holidays and exceptions.

<http://commons.hostos.cuny.edu/library/about-us/>

Academic Support

Hostos Academic Learning Center (HALC):

The Hostos Academic Learning Center (HALC), located in C-596, is a complete learning environment that allows students to receive the academic help they need in a setting that is rich in resources and supports academic success. Throughout the academic year, the HALC programs activities that focus on the skills development of students, including tutorial support and self-guided tutorials

Tutorial services are available at the HALC in most introductory courses offered at Hostos. Tutors work with students either one-on-one or in small groups to provide general course review and pre-exam preparation.

For more information, please visit us in C-596 or call (718) 518-6624.

<http://www.hostos.cuny.edu/halc/>

Honors Program:

The Hostos Community College Honors Program provides an enriched academic, cultural and social experience to intellectually inquisitive and motivated students. The program offers students an academic environment that values and promotes critical thinking, analytical writing, and research and information competency skills through an innovative and challenging curriculum. Attendance at cultural events, conferences, honors seminars and an Honors Institute provide an intellectual community that encourages and supports students in pursuing their goals.

The program will offer greater academic opportunities to a previously underserved population, to prepare talented and ambitious students for the challenges of higher education, and to support a successful transition to senior colleges and expanded career options. A fundamental program goal is to promote self-confidence and increase self-esteem in students who need the encouragement to excel and the courage to continue their education and fulfill their life goals and dreams.

Honors Program Description:

In order to graduate with honors, students will be required to complete an honors option, consisting of a *minimum* of three Honors Courses or Honors Contracts. Students may work on only one Honors Course or Contract per semester.

Successful completion of the Honors Program has a strong emphasis on *participation*. Honors students will participate in four Honors Colloquia every semester and other official Honors events, outlined at the beginning of each semester. Students will also perform fifteen (15) hours of voluntary community service per semester as a means of underscoring the importance of civic responsibility.

Attendance at cultural events, academic seminars, and conferences will foster a multicultural academic environment in which all students will learn to appreciate the many cultures which they represent as well as prepare students to participate fully in a diverse global environment. The Honors Student, therefore, will participate in at least two (2) such extracurricular activities

per semester. While in the program, students will receive incentives and privileges associated with the Honors Program. All successfully completed honors contracts and honors courses will be indicated on the student's transcript by an "H" designation. Students who complete all Honors Program requirements will receive a transcript stating that they graduated with Honors.

The number of students accepted into the Honors Program is predicated on financial ability and will be determined each academic year.

Eligibility:

Full-time and part-time students may be considered for the Honors Program upon entering Hostos, as continuing Hostos students with no more than 30 hours of completed coursework, or as transfer students at the beginning of the second year. Successful completion of the CUNY basic skills assessment tests are required for application to the program.

First year admission

- A minimum of an 85 or better high school average;
- Combined SAT score of 1100 (pre-2004) or 1700 (post-2004);
- Attend a meeting with the Program Coordinator and/or Co-Directors;
- An essay describing educational goals and the importance of the Honors Program in achieving those goals; and two letters of reference.

Second year admission

- 3.2 cumulative G.P.A.;
- Attend a meeting with the Program Coordinator and/or Co-Directors;
- An essay describing educational goals and the importance of the Honors Program in achieving those goals; and
- Two letters of reference from Hostos Community College faculty.

Retention in the Program

- 3.2 cumulative G.P.A.;
- Demonstrate full participation in Honors Program official and unofficial events; and
- Completion of at least six credits per semester without any grades below "B-".
- HONORS BENEFITS

Advantages of being an honors student include:

- Academic and leadership development
- Use of the study room
- Small honors classes
- Help with registration
- Tutoring
- Personal advisors
- Participation in Summer Institute
- H on the transcript, recognition at graduation
- Laptop & iPad loan program
- Eligibility to apply for Honors Award Scholarship upon graduation

Program Funding

No financial assistance is available through the program, though an Honors Program Scholarship Award is available for outstanding students who have completed the Program. Students in the Honors Program are responsible for all other costs normally associated with college matriculation.

<http://www.hostos.cuny.edu/Administrative-Offices/Office-of-Academic-Affairs/Honors-Program>

Dean's List:

The Dean's List is a recognition from the Provost and Senior Vice President of Academic Affairs. A student does not [apply for](#) the Dean's List. Students are recognized by the Provost and Senior Vice President if they have the following qualifications:

1. GPA of 3.5 and above for fall AND spring academic year
2. 12 credits and above for fall AND spring academic year
3. No Ds, Rs, Fs, INC, FIN, WU, WN, or WA

The Dean's List ceremony is held once a year usually at the end of November. If the student qualifies for the Dean's List, the Provost and Senior Vice President invites the student to the Dean's List ceremony, and the student receives the Dean's List pin and the Dean's List certificate

<http://www.hostos.cuny.edu/Administrative-Offices/Office-of-Academic-Affairs/Dean's-List>

Phi Theta Kappa:

Phi Theta Kappa, the national honor society for community and junior college students, was first established in 1908. Induction into Phi Theta Kappa acknowledges outstanding scholastic achievement and is available to students who have attained a record of academic excellence, as defined by the national organization and the College.

The Alpha Kappa Tau Chapter of Phi Theta Kappa was initiated at Hostos Community College in 1985. In order to be eligible for induction, which takes place annually, students must meet the following criteria:

1. Enrollment at Hostos Community College at the time of induction.
2. Completion of a minimum of 12 academic credits by the end of the semester prior to induction.
3. Cumulative grade point average of at least 3.5.
4. Attainment of academic excellence and good moral character, as judged by the faculty.

Students are required to pay a one-time initiation fee to The National Honor Society and to submit a letter of recommendation from a faculty member.

<http://www.hostos.cuny.edu/Administrative-Offices/SDEM/Student-Leadership-Academy>

Disabilities

Americans with Disabilities Act:

The ADAAA defines disability as: (A) a physical or mental impairment that substantially limits one or more of the major life activities of such individual; (B) a record of such an impairment; or (C) being regarded as having such an impairment. Some physical impairments are visible, but many other physical as well as mental impairments are invisible to the typical observer. In either case, an individual may meet the ADAAA's definition of disability and qualify for services and accommodations provided by the college.

For additional information regarding the Americans with Disabilities Act Amendments http://www.eeoc.gov/laws/statutes/adaaa_info.cfm

Disability Documentation Guidelines:

Students diagnosed with a disability who request services or accommodations are required to provide appropriate and current documentation. In the case of multiple disabilities, students must provide documentation for each disability for which accommodations are requested. Prior documentation such as an Individualized Education Program (IEP) or a history of receiving accommodations from a former school does not necessarily validate the need for services or continuation of accommodations at the university level. This history can, however, be attached to the current documentation as part of a comprehensive assessment battery. The determination of reasonable accommodations on campus is based on satisfying the documentation guidelines outlined below and a clear demonstration of the functional limitations on the student's performance in an academic setting. These guidelines apply for all disability types recognized by the ADA.

- A qualified professional should conduct the evaluation and provide name, title, professional credentials, including information about state licensure or certification number.
- The evaluation should include the diagnosis (ICD-10 or DSM-IV) and be dated. The document will include the original signature of the professional responsible for the assessment of functioning.
- It is recommended that each student submit the most recent documentation of his or her disability. Disabilities may change in severity over time and documentation should support current accommodation needs.
- Students may be asked to obtain updated documentation if no recent documentation exists. Also, in some cases, students may be asked to go for further disability testing to gain more information on accommodation needs.
- Recommendations and rationale for accommodations and/or assistive technology must be based on the analysis of the functional impact of the diagnosis.
- Services, accommodations, and/or assistive technology will be determined on an individual basis upon documentation review and consultation with the disability service professional at each campus.
- Insufficient documentation may result in the delay of services and accommodations.

For more detailed information on documentation requirements for specific disabilities, please consult with the staff in the Accessibility Resource Center.

Accommodations a Student May Receive:

An accommodation is a modification that is intended to make a physical location, an academic program or a course, service or activity effectively accessible to a student with a disability. Accommodations are provided to students who complete an intake with the ARC Office and provide relevant documentation of disability limitations that warrant specific accommodations. The ARC staff works closely with faculty and external resources identified by the student and ARC to provide the most appropriate and effective accommodations based on documented need. Students who complete the intake process and provide documentation may receive the following accommodations based on individual need:

- Modified testing (for CUNY Placement, retest and regular course exams). This may include extra time; quiet/solitary setting; use of a reader and/or scribe; large print or brailled exams; Assistive Technology
- Access to one-to-one and/or small group tutoring and or tutoring in a distraction-free environment
- Lab Assistant
- Note-taker
- Sign Language Interpreter
- Reader
- Books in Electronic Format
- Large Print and Brailled Materials
- Assistive technology in instructional and support settings
- Classes moved to accessible locations
- Other academic accommodations based on student-specific disability and documented limitations

Requesting Accommodations:

Each semester students who are receiving services from the Center need to follow the procedures below in order to ensure accommodations are arranged for in a timely manner. This will prevent any problems with providing the full range of services a student is entitled to:

- Meet with the ARC staff before registering each semester to establish continuing eligibility for accommodations.
- Once you register, complete the Accommodation Request Form for ARC who will then prepare accommodation letters for your instructors.
- You will then be required to pick up these letters and present them to your professors.
- It is essential that students speak with professors about accommodations as early as possible in the semester so it is recommended that the Accommodation Request form be completed in the first two weeks of classes.
- One-on-one tutoring can be arranged through the center in partnership with the Hostos Academic Learning Center (HALC) and the Writing Center and should be requested as

soon as the HALC tutoring schedule is available. Availability of tutoring services on all courses is based on HALC and Writing Center resources.

In addition, the following chart provides a list of the notice time needed in order to provide specific types of services and accommodations. These timelines enable the Center to provide quality services in a fair and appropriate manner. If you do not meet the request deadline the office cannot guarantee that requested services or accommodations will be provided at the start of the semester.

Accommodation		Timeline for Request
1.	Sign language interpreter for courses	6-8 weeks before courses start
2.	Sign language interpreter for out-of-class events and activities	7-10 days before the event/activity
3.	Textbooks in digital format	6-8 weeks before courses start
4.	Course materials scanning	7-10 days
5.	Textbooks in Braille	1 semester
6.	Course Materials in Braille	2-4 weeks depending on nature of the material
7.	Classroom relocation	4-6 weeks before courses start
8.	Note-takers for courses	4-6 weeks before courses start
9.	Testing with accommodations	Approximately 1 week in advance of each test
10.	One-on-one tutoring	Within first four weeks of classes
11.	Other services and accommodations	Determined on a case-by-case basis based on earliest possible notice to the office.

Exam Accommodation:

One of the most common accommodations utilized by students with disabilities is exam accommodation. This accommodation allows students with eligible disabilities to take their exams in a less distracting environment away from the classroom and provides extended time on the exam. The letters of accommodation you obtained in the start of the semester and presented to your professors initiates this accommodation. This is why it is so important to complete the accommodation letters procedure within the first two weeks of the semester. The following guidelines are important to follow in order for the exam accommodation to be most successful:

- All students are required to fill out an Exam Request Form which can be picked up from the Accessibility Resource Center or obtained through the “forms” link on the website.
- The first portion of the form will be filled out by the student and the student needs to take the form to the professor to complete. The student is then responsible for bringing the Exam Request Form back to the Center once it has been completed by the professor.

- The student must take the exam at the same time the professor gives the exam in the class. If the student cannot take the exam at that time, then the student must reschedule another exam date or time with the professor. The professor must indicate the agreed upon alternate date for the exam on the Exam Request Form.
- In order to minimize problems understanding exam instructions or questions students should review the exam before entering the testing room. A reader for a student with a visual disability may be involved in this review but will not explain or interpret exam questions. Exam reviews will take place under the supervision of ARC staff. If a student with a hand function disability is using a scribe to write answers, the scribe will only write what the student dictates and not edit, interpret or enhance student answers.
- The Center closely monitors all students taking exams. If a student is caught cheating, the exam will be taken away, and the professor will be notified.
- Students are not allowed to have books, study notes, calculators, etc. with them while they are taking their exam, unless such materials are authorized in writing by the professor.

In addition, exam time will be reduced if the student:

- Is late for the scheduled exam start time.
- Receives any tutoring during the hours the exam is to be taken.
- Does any type of studying during the time the exam is to be taken.
- Meets with peers or ARC staff during the exam time. It is recommended these be done after the exam is completed.
- Takes more than two breaks of any kind during the exam.
- Exams will be returned to the professor if the student does not show up at all during the exam scheduled time.

Evening students can contact the Center so that exams can be scheduled at an alternate time. We recommend that evening students inform the Center as soon as the professor confirms the date and time of the exam.

Information and Questions:

For additional information, please access the ARC webpage at:

[http://www.hostos.cuny.edu/Administrative-Offices/SDEM/Accessibility-Resource-Center-\(ARC\)/General-Information](http://www.hostos.cuny.edu/Administrative-Offices/SDEM/Accessibility-Resource-Center-(ARC)/General-Information)

Please direct questions about the Accessibility Resource Center (ARC) to Interim Director Raymond Perez (Room D-101P) at 718-518-4459 or Rmperez@hostos.cuny.edu.

Complaints:

If you have a complaint regarding disability discrimination or the reasonable accommodation process, please contact the Chief Diversity Officer, Office of Compliance and Diversity, Room A 336, 718-518-4459.

Pregnancy and Related Conditions

Students' absences due to medical conditions relating to pregnancy will be excused for as long as deemed medically necessary by a student's doctor, and students will be given the opportunity to make up missed work. Students needing assistance can seek accommodations from the Accessibility Resource Center, located in the Savoy Building, Room D-101P (telephone: 718-518-4454).

Complaints:

If you have a complaint regarding pregnancy discrimination or the accommodation process, please contact the Chief Diversity Officer, Office of Compliance and Diversity, Room A 336, 718-518-4284.

CUNY Medical Withdrawal and Re-entry Policy and Procedures Governing Student Behavior that Presents a Direct Threat of Harm to Self or Others or Substantially Disrupts the Learning or Working Environment of Others

I. Introduction

The City University of New York ("CUNY") is committed to the academic success and personal growth of its students. As part of that commitment, CUNY and its constituent campuses are responsible for providing a safe learning and working environment for students, faculty, staff and other members of the University community. Some students may, because of a medical condition, engage in behavior that presents a direct threat of harm to themselves or to others, or substantially disrupts the learning or working environment of others. In such situations, the safety and security of the campus community, including the individual student, is paramount. This policy does not replace or supersede reasonable and appropriate security and health and safety measures, such as calling 911 or taking other immediate action in case of imminent threat to life or limb. In addition to taking action to protect the security and safety of the campus community, a college may address the student's conduct to determine if action under this policy or under the student disciplinary process is appropriate. When a student's conduct that directly Threatens or substantially disrupts the learning or working environment of others appears to relate to a medical condition, the campus may, at its option, address the student's conduct either in accordance with this policy, or through the student disciplinary process. If the student's conduct constitutes a threat solely to him or herself, it should be addressed under this policy rather than the disciplinary process.

II. Policy

A. As an alternative to disciplinary action that may be taken under Article XV of CUNY's Bylaws, a college of CUNY may bring a proceeding to require a student to withdraw from the University, or, under some circumstances, the student's home college and/or from residence in a college residence hall under this withdrawal policy and procedures when the student's behavior evidences a direct threat of harm to others, or when the student's

behavior substantially disrupts the learning or working environment of others. A direct threat means a significant risk of harm to health or safety.

- B. A student who threatens to commit or attempts to commit suicide, and who does not otherwise threaten direct harm to others or substantially disrupt the learning or working environment of others, shall not be subject to disciplinary action for that threat or attempt under Article XV of the CUNY's Bylaws. If a college determines that withdrawal of the student or retention of the student subject to specified conditions is appropriate because the student's behavior threatens direct harm to him or her Self, the procedures outlined below shall apply instead of disciplinary procedures.
- C. A student who withdraws or is withdrawn from the University, a college or college residence hall pursuant to this policy may apply for re-entry to the University, a college and/or to a college residence hall. The application for re-entry shall be made to the student's home college's Chief Student Affairs Officer, who shall determine whether the student still presents a direct threat of harm to him or herself or others or still presents a significant risk to substantially disrupt the learning or working environment of others. If the Chief Student Affairs Officer or designee determines, based on the assessment of a qualified, licensed mental health professional, that there is not a significant risk that the behavior that required withdrawal will be repeated, he or she shall approve the student's application for re-entry.

III. Procedures

A. Emergency Interim Removal

1. If a student's behavior presents an immediate, severe and direct threat to him or herself or others (by evidencing a likelihood of harm to him or herself or others), or is substantially disrupting the learning or working environment of others, the Chief Student Affairs Officer or designee (if such Officer is not immediately available) may direct an emergency interim removal of the student that restricts the student's access to the College's campus or residence hall, as appropriate, for an interim period before a final determination of the matter. The Chief Student Affairs Officer or designee shall consult with the University's Office of the General Counsel prior to making any such direction.
2. The fact that a student has threatened to commit suicide or attempted suicide, by itself, does not allow the Chief Student Affairs Officer or designee to direct an emergency interim removal. In all cases involving such students, the Chief Student Affairs Officer or designee must attempt to have the student individually assessed by a mental health professional as outlined below in A.3 before deciding whether to direct an emergency interim removal.
3. Except as permitted in III A. 1 above, before determining whether to require an emergency interim removal, the Chief Student Affairs Officer or designee shall take the following steps:
 - a. Exercise all reasonable efforts to meet with the student; and
 - b. In that meeting, offer the student the opportunity to be evaluated at the college's

expense by a qualified, licensed mental health professional, who may be an employee of a college of CUNY or CUNY or on retainer to a college of CUNY or CUNY. Whenever possible, that professional shall have had no prior contact with the student. The professional shall assess whether the student's behavior presents an immediate, severe and direct threat to him or herself or others or presents a significant risk to repeat behavior that substantially disrupts the learning or working environment of others, and, if so, whether the student's behavior may be the result of a medical issue. That professional shall present his or her findings to the Chief Student Affairs Officer or designee, who shall determine based on those findings and other evidence available whether emergency interim removal under these procedures is appropriate.

- c. If the student refuses to meet, and/or refuses to undergo such assessment or to keep a scheduled appointment, the Chief Student Affairs Officer or designee may require emergency interim removal without a meeting and/or mental health assessment if he or she reasonably concludes on the basis of the available evidence that the student's behavior evidences an immediate, severe and direct threat of harm to the student or others or is substantially disrupting the working or learning environment of others and presents a significant risk to continue that substantial disruption. The Chief Student Affairs Officer or designee shall consult with the University's Office of the General Counsel before making such a determination.
4. The emergency interim removal from the College and/or residence hall shall remain in effect until a final decision has been made pursuant to the procedures below, unless, before a final decision is made, the Chief Student Affairs Officer or designee determines that the reasons for imposing the interim removal no longer exist.

B. Withdrawal after Emergency Interim Removal

1. If a student has been subjected to an emergency interim removal from the college and/or residence hall, the college shall request retention with conditions or voluntary withdrawal within 7 calendar days of such removal. Should the request for retention with conditions or voluntary withdrawal request be refused, the College shall determine within 7 calendar days of such refusal whether to take further action against the student, including whether to initiate involuntary withdrawal proceedings or, disciplinary proceedings under Article XV of the CUNY Bylaws, as applicable under II A. above, and shall send notice of either such proceeding in accordance with the notice requirements of the applicable procedure within that 7-day period. For students who have been subjected to an emergency interim removal without having undergone the assessment procedures outlined in III A. 3 above, the College shall follow the assessment procedures outlined below in B.2. a. prior to determining its course of action.
2. In cases where the student has been subjected to an emergency interim removal without assessment, the procedure for determining whether withdrawal is appropriate is as follows:
 - a. The Chief Student Affairs Officer or designee

shall exercise best efforts to meet with the student to discuss the student's behavior and to hear the student's explanation of the alleged behavior. If, after hearing the explanation, the Officer or designee still wishes to consider the possibility of the student's withdrawal, he or she shall offer the student an opportunity to be evaluated, at the college's expense, by a qualified, licensed mental health professional, who may be an employee of a college of CUNY or CUNY, or on retainer to a college of CUNY or CUNY. Whenever possible, that professional shall have had no prior contact with the student. The professional shall make findings concerning whether the student's behavior presents a direct threat of harm to him or herself or others or presents a significant risk to repeat behavior that substantially disrupts the learning or working environment of others and if so, whether the student's behavior may be the result of a medical issue. The professional shall report such findings to the Chief Student Affairs Officer, who shall, based on those findings, and after consultation with the University's Office of the General Counsel, determine the appropriate action, including whether to request that the student withdraw from the University, the college and/or the college residence hall or whether to request that the student agree to specified conditions in lieu of withdrawal.

- b. If the student refuses to undergo the requested assessment, or fails to keep the scheduled appointment, and the Chief Student Affairs Officer reasonably concludes on the basis of the available evidence that the student's behavior presents a direct threat of harm to him or herself or others or substantially disrupts the learning or working environment of others and presents a significant risk to repeat behavior that substantially disrupts the learning or working environment of others, the Chief Student Affairs Officer may request that the student voluntarily withdraw from the University, the college and/or the college residence hall. The Chief Student Affairs Officer shall consult with the University's Office of the General Counsel before making any such request.
- c. If the student agrees to the request for voluntary withdrawal or to the specified conditions, the Chief Student Affairs officer or designee shall (i) discuss with the student the procedures for and consequences of voluntary withdrawal or the specified conditions, as applicable; (ii) discuss the circumstances with the student's parents or legal guardians as permissible by law and as appropriate; (iii) consult with the student's academic advisor or department, as appropriate; (iv) consult with the residence hall director, as appropriate; (v) refer the student to appropriate resources for treatment; and (vi) advise the student concerning the process for applying for re-entry, as well as on conditions for re-entry, if applicable and appropriate.
- d. If the student does not agree to the request for voluntary withdrawal or to the specified conditions, the Chief Student Affairs Officer shall determine, in consultation with the University's Office of the General Counsel, whether to take further action against the student, including whether to initiate involuntary withdrawal proceedings, or, in the case of students referenced in II A. above, whether to initiate disciplinary proceedings under Article XV of the CUNY Bylaws.

C. Withdrawal of Students Without Emergency Interim Removal

- I. Students Who Present a Direct Threat of Harm to Others or Substantially Disrupt the Learning or Working Environment of Others
 - a. Voluntary Withdrawal or Retention with Conditions
 - (1) In situations where a student's behavior evidences a direct threat of harm to himself or others or substantially disrupts the learning or working environment of others and presents a significant risk to repeat behavior that substantially disrupts the learning or working environment of others and the Chief Student Affairs Officer reasonably believes that the student's behavior may be connected to a medical issue, the Chief Student Affairs Officer or designee may request that the student voluntarily withdraw or agree to retention under conditions.
 - (2) If the student agrees to the request for voluntary withdrawal or to the specified conditions, the Chief Student Affairs officer or designee shall (i) discuss with the student the procedures for and consequences of voluntary withdrawal or the specified conditions, as applicable; (ii) discuss the circumstances with the student's parents or legal guardians as permissible by law and as appropriate; (iii) consult with the student's academic advisor or department, as appropriate; (iv) consult with the residence hall director, as appropriate; (v) refer the student to appropriate resources for treatment; and (vi) advise the student concerning the process for applying for re-entry, as well as on conditions for re-entry, if applicable and appropriate.
 - b. Involuntary Withdrawal
 1. If the student does not agree to the request for voluntary withdrawal or to the specified conditions, the Chief Student Affairs Officer shall determine, in consultation with the University's Office of the General Counsel, whether to take further action against the student, including whether to initiate involuntary withdrawal proceedings or disciplinary proceedings under Article XV of the LUNY Bylaws.
 2. Before initiating involuntary withdrawal proceedings under this procedure, the Chief Student Affairs Officer shall follow the assessment procedures outlined above in B.2.
- II. Students Who Present a Direct Threat of Harm Solely To Themselves
 - a. The College shall follow the assessment and other procedures outlined above in B.2 a.-d. In order to determine the appropriate course of action.

D. Involuntary Withdrawal Procedures

1. The following shall be the procedures for involuntary withdrawal:
 - a. Notice of the involuntary withdrawal hearing and the time and place of the hearing shall be personally delivered or sent by the Chief Student Affairs Officer or designee of the student's home college to the student at the address appearing on the records

- of the College, by overnight or certified mail, by regular mail, and, for students who have a college e-mail address, to that e-mail address. 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.
- b. The notice shall contain (i) a statement of the reasons involuntary withdrawal is sought (ii) the type of withdrawal sought (from the University, the college and/or from the college residence hall); and (iii) a statement that the student has a right to present his or her side of the story, to present witnesses and evidence on his or her behalf, to cross-examine witnesses presenting evidence against the student, to remain silent without assumption of guilt, and to be represented by legal counsel or an advisor at the student's expense.
 - c. CUNY shall constitute a Health Review Panel, comprised of qualified, licensed mental health professionals employed by a college of CUNY or by CUNY, or on retainer to a college of CUNY or CUNY. CUNY's Vice Chancellor for Student Development shall appoint the members of the Health Review Panel. Members of the Health Review Panel, in committees constituted separately for each hearing ("Health Review Committee"), shall be responsible for adjudicating all involuntary withdrawal hearings held according to these procedures. For each involuntary withdrawal hearing, the Vice Chancellor for Student Development or his designee shall constitute a three-person Health Review Committee from the Health Review Panel to adjudicate at that hearing. No member of the Health Review Committee shall have had prior contact with the student. All decisions of the Health Review Committee shall be made by majority vote.
 - d. The hearing shall be closed, unless the student requests an open hearing. However, the Health Review Committee may overrule a request for an open hearing if it determines that an open hearing would be inappropriate or disruptive in light of the nature of the evidence to be presented.
 - e. After the evidence is presented at the hearing, the Health Review Committee shall determine whether the College has proved, by a preponderance of the evidence, that the student's behavior presents a direct threat of harm to him or herself or others, or has substantially disrupted the learning or working environment of others and presents a significant risk of threatening further substantial disruption of the learning or working environment of others, and if so, what the appropriate remedy should be. The Health Review Committee may also set reasonable and appropriate conditions on re-entry. The decision of the Health Review Committee shall be made within five business days from the close of the hearing.

E. Appeals

An appeal from the decision of the Health Review Committee may be made to the President of the student's home college or the President's designee within thirty calendar days after the delivery of the decision appealed from. The President or designee shall make his or her determination on the appeal within fifteen business days from receipt of the appeal. The President's decision may be appealed to the Chancellor of the University or his or her designee

within thirty calendar days after the delivery of the President's decision on appeal. The Chancellor or designee's decision shall be made within fifteen business days from receipt of the appeal. The Chancellor (or designee's) decision shall be final. The bases overturning a decision of the Health Review Committee at both levels of review are limited to the following: (i) clearly erroneous factual findings; (ii) procedural irregularities; (iii) newly available evidence that would have affected the outcome; (iv) the remedy and/or conditions on re-entry were unreasonable or inappropriate.

F. Re-entry

1. A student who is withdrawn from the University, a student's home college and/or a college residence hall under this policy may be considered for re-entry.
2. A student wishing to be considered for re-entry should contact his or her home college's Chief Student Affairs Officer and provides appropriate documentation of behavioral change and resolution of the initial behavioral problem, including compliance with any conditions that may have been set for re-entry.
3. A student may apply for re-entry to the University, a college and/or a college residence hall no more than one time per term.
4. In assessing an application for re-entry, the Chief Student Affairs Officer or designee shall: (i) in cases in which he or she determines that an additional mental health assessment is necessary, refer the student for assessment to a qualified, licensed mental health professional, at the College's expense; (ii) receive, investigate, and examine appropriate relevant documentation, including assessments made by college-referred mental health professionals, and, if applicable, licensed treating mental health professionals; (iii) consult with the Health Review Committee, in cases in which the student's withdrawal was adjudicated by such a Committee; (iv) contact the student's parents or legal guardians as permissible by law, if appropriate; (v) provide an opportunity for the student to meet with the Chief Student Affairs Officer or designee to discuss re-entry.
5. If the Chief Student Affairs Officer or designee determines, based on the evidence presented, that there is not a significant risk that the behavior that required withdrawal will be repeated, he or she shall approve the student's application for re-entry. In such cases, the Chief Student Affairs Officer or designee shall initiate the re-entry process, provide the student with written conditions for continued attendance, and inform any relevant administrators of the student's re-entry.
6. If the Chief Student Affairs Officer or designee determines that the application for re-entry should be denied, he or she shall provide the student with a written explanation of the reasons for the denial and specify when the next request for re-entry may be considered.
7. A student may appeal the Chief Student Affairs Officer or designee's denial of re-entry to the college President or designee within thirty calendar days after the delivery of the decision denying re-entry. The President or designee shall make his or her determination on the appeal within thirty calendar days from receipt of the appeal. The President's decision may be appealed to the Chancellor of the University or his or her designee within thirty calendar days after the delivery of the President's decision on appeal. The Chancellor or designee's decision shall be made within thirty calendar days from receipt of the appeal. The Chancellor (or designee's) decision shall be final.

The basis for overturning a decision on appeal at either level shall be limited to a determination that the decision on reentry was clearly erroneous.

G. Effect on Academic Status

In the event of a withdrawal pursuant to this policy, a notation of withdrawal shall appear on the student's transcript for all classes taken during that semester. The Chief Student Affairs Officer at a student's home college may grant a student request that, in lieu of withdrawal, a notation of incomplete shall appear on his or her transcript for classes taken during that semester if and only if there is a reasonable prospect that the student will eventually complete such classes, subject to faculty approval for each such class. Regardless of the notation that appears on a student's transcript, the Chief Student Affairs Officer of the student's home college shall inform the Vice Chancellor for Student development of the student's withdrawal in order to effectuate a hold by the University Application Processing Center on the student's ability to transfer or otherwise seek admission to another college of CUNY.

H. Effect on Housing Status

If the student has been living in a college residence hall and will not be permitted to continue to do so, the student's contract will be canceled and fees refunded on a prorated basis.

I. Confidentiality

The results of examinations by mental health profession also to whom students are referred for assessment at any stage in the withdrawal or readmission process shall be confidential student records, except that if the results indicate that the student presents an imminent, severe, and direct threat of harm to him or herself or others, those results may be shared with the appropriate individuals in order to attempt to prevent the occurrence of such harm. The results of these examinations shall be admissible in involuntary withdrawal hearings but shall not be admissible in disciplinary hearings, unless the student places his or her health, including mental health, at issue in a disciplinary hearing.

J. Board Review

During the fall 2009 semester, the Chancellery shall conduct a review of the experience of the colleges with these procedures and shall report the results of that review to the Board of Trustees, along with any recommended changes.

<http://www.cuny.edu/about/administration/offices/sa/advocacyreferral/MedicalWithdrawalPolFINAL7-07.pdf>

Policy on Computer E-Mail Use

CUNY Computer User Responsibilities

The computer resources** of The City University of New York 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 must 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 resources you are using.
- 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 duplicate copyrighted material.
- 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 users. Such abuse includes the sending of abusive, anonymous, or unsolicited 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 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 insure compliance with regulations. Any user who is found to be in violation of these rules shall be subject to the following:

- Suspension and/or termination of computer privileges;
- Disciplinary action by appropriate college and/or University officials;
- Referral to law enforcement authorities for criminal prosecution;
- 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.

Revised 1/95. This statement is also available on CUNYVM as a file: ETHICS POLICY. If you have any questions about the statement please contact the CUNY Help Desk at (212) 541/0981 or via e-mail: ctrcu@cunyvm.cuny.edu.

Hostos Policy on Computer and Email Use:

The full text of the Hostos Community College Student Guidelines for Computer & Email Use can be obtained at the Office of the Dean of Students.

Environmental Health Safety Policy

General Policy

It is the policy of Hostos Community College of The City University of New York to maintain a safe environment for its faculty, staff, students, and visitors that will not subject them to an avoidable risk of injury or illness. It is further the policy of Hostos Community College to respect and protect the environment.

The applicable health, safety and environmental standards are contained in rules and regulations promulgated by Federal, State, and City agencies, which must be followed in establishing campus safety policies. In addition, the published standards of nationally recognized professional health and safety organizations serve as guidelines in areas not covered by government standards, rules, and expectations. For further information, contact Diahann McFarlane, Health & Safety Officer, 471 Walton Ave, Bronx NY 10451, Telephone 718-518-4349.

Freedom of Information Law (FOIL)

Procedures for Public Access of Public Records:

Requests to inspect public records at the college should be made to the Records Access Officer, Eugene Sohn, Esq., who is located at 475 Grand Concourse, Room A-322, telephone number (718) 518-4300. 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.

Policy on Drugs, Tobacco & Alcohol

Alcoholic Beverages Policy

No alcoholic beverage may be sold or given to anyone who appears to be impaired, nor sold to anyone one hour before the agreed termination time of an activity held within the College campus. An Alcoholic Beverage Commission (ABC) form may be obtained from the Student Activities Office.

Smoking Policy

The Board of Trustees of The City University of New York voted to ban smoking after January 1, 1995, inside all buildings owned, leased, or operated by the University. During the fall semester of 1994, the Hostos College Senate voted overwhelmingly in support of the Board's action. The resolution states that, "As the largest urban university in the country, the City

University is committed to promoting the health and well-being of its faculty, students, and staff. The health hazards of tobacco use are well-documented and directly linked to the death of an estimated 390,000 Americans a year". An explanation accompanying the resolution noted that "the significant health hazards associated with tobacco smoke for both smokers and non-smokers clearly indicate the necessity of creating a University smoke-free environment." Hostos Community College supports the smoking ban and vigorously enforces the policy.

Sanctions

The unlawful manufacture, distribution, dispensation, possession, or use of illegal drugs or other controlled substances and the unauthorized use of alcohol by University students/employees on the campus is prohibited. (TITLE 21 U.S. Code 801, ET. SEQ. and NYS PUBLIC HEALTH LAW, 3306). It is a violation of NYS Penal Law 240.40 for a person to appear in public under the influence of narcotics or a drug other than alcohol to the degree that he/she may endanger himself/herself or other persons or property, or annoy persons in his/her vicinity. It is also a violation of NYS Law 260.20(d) (4) for a person to give or sell an alcoholic beverage to a person less than 21 years old. Students are expected to comply with the above Federal and State regulations and Rules of Conduct printed in this Hostos catalog. Any student or employee 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 this Hostos catalog.

A student who is experiencing difficulty with alcohol or chemical dependency may be referred to the Assistant Dean for Student Development and Enrollment Management or the Counseling Office by members of the instructional staff or may seek assistance directly. The Vice President for Student Development and Enrollment Management may take 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.

Workplace Violence Policy

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/learning, research, scholarship and service. Members of the University community – students, faculty and staff – are expected to conduct themselves in a way that fosters a safe and secure environment. 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 action up to and including termination of employment – consistent with University policies, rules and collective bargaining agreements – and/or referral to law enforcement authorities for criminal prosecution.

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 individual(s).

The Hostos Community College community is required to read and comply with the Workplace Violence Policy which may be accessed at:

http://policy.cuny.edu/manual_of_general_policy/article_vi/policy_6.09/text/#Navigation_Location

Domestic Violence and the Workplace Policy

The City University of New York ("CUNY") disapproves of violence against women, men, or children in any form, whether as an act of workplace violence or in any employee's personal life. Domestic violence can spill over into the workplace, compromising the safety of both victims and co-workers and resulting in lost productivity, increased health care costs, increased absenteeism, and increased employee turnover. CUNY is committed to full compliance of all applicable laws governing domestic violence in the workplace, to promoting the health and safety of its employees, and to making a significant and continual difference in the fight to end domestic violence. CUNY will review this policy annually and will notify all employees and the New York State Office for the Prevention of Domestic Violence ("OPDV") of any revisions.

The Hostos Community College community is required to read and comply with the Domestic Violence and the Workplace Policy which may be accessed at:

http://policy.cuny.edu/manual_of_general_policy/article_v/policy_5.061/pdf/#Navigation_Location

Public Safety Policies & Procedures

Mission Statement:

The City University of New York Public Safety Service is dedicated to providing excellence in protection and service to the University community. As law enforcement officers, we shall continuously endeavor to ensure a safe and secure environment conducive to a positive social and educational process. This mission is exemplified by our departmental motto.

Service, Integrity and Pride:

At Hostos Community College, the safety and well-being of our students, faculty, and staff is always at the top of our agenda. However, a truly safe campus can only be achieved through the cooperation of all students, faculty, and staff. This information is a part of our effort to ensure that our collaborative endeavor is effective. We hope that you will read it carefully and use the information to help foster a safe environment for yourself and others on campus.

Current Campus Policies Regarding Procedures for Students and Others Reporting Criminal

Actions or Other Emergencies on Campus:

The Public Safety Department encourages the reporting of all criminal activity or medical emergencies occurring on campus. Reporting of criminal actions and other emergencies can be done by contacting the Department of Public Safety in person, by calling (718) 518-6888, or by dialing 6911 from any campus extension. While it is highly recommended that all criminal activity be reported to the Public Safety Department on campus first, reports can also be made to the New York City Police Department by dialing 911. Please bear in mind that you must first dial (9) to get an outside line from college phones, before dialing 911 for the New York City Police Department. Acts, that do not constitute a crime-e.g., smoking on the premises or failing to display an I.D. card when asked by a college official-will be handled administratively. An incident report will be written and will be sent to the appropriate Vice President.

Hostos Community College Public Safety Department is located in the 450 Grand Concourse building, also known as the East Academic Complex, Room C-030, on the Anthony Griffith (B) level. The department is responsible for 24-hour protection of all persons and property on the college grounds.

All campus public safety officers are service-oriented, law enforcement security professionals trained to handle security and safety matters on campus. Several members of the public safety department are trained in cardiopulmonary resuscitation (CPR) and defibrillator operations. All public safety personnel carry two-way radios and flashlight and wear distinctive uniforms.

Campus Peace Officers are sworn Peace Officers and have arrest powers granted to them by the Police Commissioner of the City of New York. Campus Peace Officers are designated as New York City Special Patrolmen/Peace Officers in accordance with Section 2.10 subsection 27 of the New York State Criminal Procedure Law.

College Security Assistants are defined as security guards in accordance with Article 7A of the Central Business Law. These officers do not have arrest powers above that of a private citizen.

Weapons:

No one within the University community except Peace Officers, pursuant to authorization of the College presidents, shall have in his or her 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.

Public Safety Protection Services Escort Service:

Escorts to subway stations, bus stops, or vehicles within the vicinity of the campus perimeter are provided by the Department of Public Safety to anyone leaving the campus, especially during the late evening and hours of darkness.

Filing of Orders of Protection:

The Department of Public Safety receives and files Orders of Protection brought in by any member of the College community. The information in the Orders of Protection, along with any other additional information, is provided to all Public Safety personnel in order to prevent and reduce the possibilities of a violation of such orders. Anyone in violation of an Order of Protection on campus will be arrested.

Lost and Found:

The Department of Public Safety secures items found or turned over to the office or our personnel. Anyone who loses anything on campus may stop by Room C030 and check with the office staff. Identification is required when recovering a lost item. All lost or recovered items will be kept for one semester. Weapons and illegal contraband are immediately vouchered with the New York City Police Department.

Lost ID's:

Students who lose or misplace their Hostos I.D. card must go to the Bursar's Office, present their current Bursar enrollment receipt and pay a \$10.00 replacement fee. Students should then proceed to the Department of Public Safety with the receipt for a new I. D. Faculty and staff members who lose their ID's must go to the Department of Personnel and obtain an employee verification form as well as a \$10.00 receipt from Bursar before proceeding to the Department of Public Safety.

Emergency Response Plan (ERP):

Hostos' Emergency Response Plan (ERP) attempts to place Hostos in a proactive position to protect students, staff, faculty and visitors in case of an emergency or disaster, and provides important information about specific emergency situations that could arise on or near campus. Students are urged to review the ERP at <http://www.hostos.cuny.edu/Administrative-Offices/Public-Safety/Department/Emergency-Response-Plan>.

Timely Warnings to The College Community:

In the event that it becomes necessary to alert students and staff of an emergency situation or occurrence of crimes listed in the Cleary Act on campus, correspondence from the Director of Public Safety will be distributed to the College community within 24/48 hours. The College community will be provided with specific information on such incidents, and the Director will attempt to answer any questions raised by faculty, staff, and students. The information will be disseminated in the form of flyers, telephone broadcasting, posters, electronic mail, etc. The identity of all victims will be kept confidential within the scope of the law or investigation.

A Word to the Wise:

The Department of Public Safety maintains a "Public Safety Incident Log Book." No community can be totally risk free. Crime takes place in our society and does not abate when one enters the confines of a college. The Department of Public Safety strongly recommends

that you stay alert and aware of what is going on around you, and remain security conscious and involved. If you see or hear something suspicious, please report the situation immediately. Thefts and other violations do occur at times. However, all of us can reduce the risks by thinking about our personal safety and taking practical precautions.

"Student Right to Know"

Students are urged to obtain a copy of the Jeanne Cleary Disclosure of Campus Security Policy and Campus Security Act from the Department of Public Safety, Room C-030.

Public Safety Web Site

For more information on the Public Safety Department at Hostos, please visit

<http://www.hostos.cuny.edu/publicsafety>.

For the Rules and Regulations for the Maintenance of Public Order Pursuant to Article 129A of the Education Law, please contact the Public Safety Department at Hostos.

Rules and Regulations for the Maintenance of Public Order Pursuant to Article 129-A of the Educational Law

In compliance with Chapter 191 of the laws of 1969, the Board of Trustees has adopted rules and regulations for the maintenance of public order on college campuses and other college property used for education purposes:

For a list of the Rules and Regulations for the Maintenance of Public Order Pursuant to Article 129A of the Education Law, please contact the Department of Public Safety at Hostos, Room C-030.

Statement on Public Order In compliance with Chapter 191 of the laws of 1969, the Board of Trustees has adopted rules and regulations for the maintenance of public order on college campuses and other college property used for education purposes: Rules and Regulations for the Maintenance of Public Order Pursuant to Article 129A of the Education Law.

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 process or facilities, or the rights of those who wish to avail themselves of any of the institution's instructional, personal, administrative, recreational, and community services.
2. Individuals are liable for failure to comply with lawful directions issued by representatives of the University/college when they are acting in their official capacities. Members of the academic community are required to show their identification cards when requested to do so by an official of the college.
3. Unauthorized occupancy of University/college facilities or blocking access to or from such areas is prohibited. Permission from appropriate college authorities must be obtained for removal, relocation and use of University/college equipment and/or supplies.

4. Theft from or damage to University/college premises or property, or theft of or damage to property of any person on University/college premises is prohibited.
5. Each member of the academic community, or an invited guest, has the right to advocate his position without having to fear abuse, physical, verbal, or otherwise, from others supporting conflicting points of view. Members of the academic community, and other persons on the college grounds, shall not use language or take actions reasonably likely to provoke or encourage physical violence by demonstrators, those demonstrated against, or spectators.
6. Action may be taken against any and all persons who have no legitimate reason for their presence on any campus within the university/college or whose presence on any such campus obstructs and/or forcibly prevents others from the exercise of 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/college must also notify the College Personnel Director of any criminal drug statute conviction for a violation occurring in the workplace not later than five (5) days after such conviction.
11. The unlawful possession, use, or distribution of alcohol by students or employees on University/College premises or as part of any University/College activities is prohibited.

II. Penalties

1. Any student engaging in any manner in conduct prohibited under substantive Rules 1-11 shall be subject to the following range of sanctions as hereafter defined in the attached Appendix: admonition, warning, censure, disciplinary probation, restitution, suspension, expulsions, ejection, and/or arrest by the civil authorities.
2. Any tenured or non-tenured faculty member, or tenured or non-tenured member of the administrative or custodial staff engaging in any manner in conduct prohibited under substantive Rules 1-11 shall be subject to the following range of penalties: warning, censure, restitution, fine not exceeding those permitted by the law or by the Bylaws of The City University of New York, or suspension with/without pay pending a hearing before an appropriate college authority, dismissal after a hearing, ejection, and/or

arrest by the civil authorities, and for engaging in any matter in conduct prohibited under substantive Rule 10 may, in the alternative, be required to participate satisfactorily in an appropriately licensed drug treatment or rehabilitation program. 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 the 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 matter 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.

III. Appendix: Sanctions Defined

- A. Admonition- An oral statement to the offender that he has violated university rules.
- B. Warning- Notice to the offender, orally or in writing, that continuation or repetition of the wrongful conduct, within a period of time stated in the warning, may be cause for more disciplinary action.
- C. Censure- Written reprimand for violation of specified regulation, including the possibility of more severe disciplinary sanction in the event of conviction for the violation of any University regulation within a period stated in the letter of reprimand.
- D. Disciplinary Probation- Exclusion from participation in privileges or extracurricular University activities as set forth in the notice of disciplinary probation for a specified period of time.
- E. Restitution- Reimbursement for damage to or misappropriation of property. Reimbursement may take the form of appropriate service to repair or otherwise compensate for damages.
- F. Suspension- Exclusion from classes and other privileges or activities as set forth in the notice of suspension for a definite period of time.
- G. Expulsion- Termination of student status for an indefinite period. The conditions of readmission, if any is permitted, shall be stated in the order of expulsion.
- H. Complaint to Civil Authorities.
- I. Ejection.

(Board of Trustees Minutes,1969,06-23,3,B. Amended: Board of Trustees Minutes,1980,10-27,7,A; Board of Trustees Minutes,1989,05-22,8,D; Board of Trustees Minutes,1990,06-25,6,C) (Quoted Section of Bylaws Amended: Board of Trustees Minutes,1971,03-21,1,a; Board of Trustees Minutes,1999,10-24,9,A)

<http://www.hostos.cuny.edu/Administrative-Offices/SDEM/Student-Life>

Notice of Access to Campus Crime Statistics, The Campus Security Report, and Information On Registered Sex Offenders:

The College Advisory Committee on Campus Safety will provide upon request all campus

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

The campus crime statistics and the annual campus security report are available at the reference desk of the library and the college website at <http://www.hostos.cuny.edu/publicsafety/>. If you wish to be mailed copies of the campus crime statistics and the annual campus security report, you should contact Chief Arnaldo Bernabe Director of Public Safety at 718-515-6888 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 Chief / Director of Public Safety, Arnaldo Bernabe, 450 Grand Concourse Bronx N.Y. 10451 room C-030, (718) 518-6888 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

Student Records

Notification Under FERPA of Student Rights Concerning Education Records And Directory Information

The Family Educational Rights and Privacy Act (FERPA) afford 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:

- 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.
- The rights 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.
- 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.

You may appeal the alleged denial of FERPA rights to the:
General Counsel and Vice Chancellor for Legal Affairs

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.

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.

Directory Information Non-Disclosure Form Directory information may be made available to any parties deemed to have a legitimate interest in the information unless the student files a "Directory Information Non-Disclosure Form" in the Office of the Registrar. Non-disclosure forms may be obtained in the Office of the Registrar, Savoy, Room D-207.

Withholding Student Records

CUNY Policy On Withholding Student Records: 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 disturbing 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.

The City University of New York Policies and Procedures Concerning Sexual Harassment, Assault, Stalking and Domestic, and Intimate Partner Violence Against Students

The City University of New York seeks to create and maintain a safe environment in which all members of the University community – students, faculty and staff – can learn and work free from the fear of sexual harassment, sexual assault and other forms of violence. The University's policies on Sexual Misconduct; Workplace Violence; and Domestic Violence in the Workplace apply to all acts of harassment and violence that occur on – or spill over to – the campus.

All Hostos Community College students, faculty, staff, and visitors are required to read and comply with these policies. You may access these policies as follows:

Policy on Sexual Misconduct (which includes sexual harassment, gender-based harassment and sexual violence):

<http://www.cuny.edu/about/administration/offices/la/Policy-on-Sexual-Misconduct-12-1-14-with-links.pdf>

Workplace Violence Policy:

http://policy.cuny.edu/manual_of_general_policy/article_vi/policy_6.09/text/#Navigation_Location

Domestic Violence and the Workplace Policy:

http://policy.cuny.edu/manual_of_general_policy/article_v/policy_5.061/pdf/#Navigation_Location

Inquiries and complaints about sexual misconduct and workplace violence can be directed to the Chief Diversity Officer, Office of Compliance and Diversity, Room A-336, 718-518-4284.

Procedure for Handling Student Complaints about Faculty Conduct in Academic Settings

Student Grievance with Faculty (See Appendix for Forms)

Adapted from the CUNY Board of Trustees resolution on student complaints procedures, effective February 1, 2007.

Hostos Community College and The City University of New York 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 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.

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 (e.g. Academic Standards, Sexual Harassment, etc.).

- 1. Informal Resolution.**

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

- 2. Formal Complaint.**

If the student does not pursue informal resolution, or if informal resolution is unsuccessful, the student may file a written complaint with the department chairperson

("Fact Finder"). If the chairperson is the subject of the complaint, the complaint may be filed with the academic dean.

- a. The written 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 a written request stating the reasons for that belief; if the request appears to have merit, the academic dean 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 appropriate campus persons 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.
- e. 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. 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.
- f. 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.

3. **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 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.

4. **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.

Procedure for Handling Student Complaints about a Student/Staff Member

Student Grievance with a Student/Staff Member (See Appendix for Forms)

All students are expected to act professionally at all times, respecting each other, staff, faculty and the campus. Students are given the responsibility to make sure that they comply with all rules and regulations set forth by the school in order to maintain a safe, clean, and respectful academic community here at Hostos Community College. Should a student feel that his/her learning environment has been compromised by another student, he/she has the right to file a Student Complaint with the Office of Student Life, located in D-101. The grievance process against a student/staff member is as follows:

1. Fill out a **Student Complaint Form**

- a. This form will detail the grievance as well as all parties involved, including the student(s) the grievance is against as well as any witness to the grievance, if any.
- b. This form gives the student the chance to write out his/her account of the grievance. We ask that students be as detailed as possible in their description of

- the grievance. However, a staff member from the Office of Student Life will interview the student to make sure all details are accounted for.
2. Once the student has filed the complaint and have spoken to the appropriate staff member (Student Life Specialist or designee) in the Office of Student Life, the Student Life Specialist will initiate the fact-finding process, contacting the other student(s) involved in the grievance including any witnesses, if any.
 - a. These students will be asked to meet with the Student Life Specialist to be interviewed in the Office of Student Life regarding the grievance.
 - b. These students will fill out a **Statement Form** detailing his/her account of the grievance.
 3. When all fact-finding has concluded, the Student Life Specialist will evaluate the grievance, and make the decision on whether the grievance can be closed or further investigation is needed.
 - a. When a grievance is closed, the Student Life Specialist will notify all students involved by mail.
 - b. If a grievance needs further investigation, the grievance may be referred to the Dean of Student Life for further assessment.

Open Meetings Law

Public Officers Law, Article 7
Section

100. Legislative declaration

101. Short title

102. Definitions

103. Open meetings and executive sessions

104. Public notice

105. Conduct of executive sessions

106. Minutes

107. Enforcement

108. Exemptions

109. Committee on open government

110. Construction with other laws

111. Severability

§100. Legislative declaration. It is essential to the maintenance of a democratic society that the public business be performed in an open and public manner and that the citizens of this state be fully aware of and able to observe the performance of public officials and attend and listen to the deliberations and decisions that go into the making of public policy. The people must be able to remain informed if they are to retain control over those who are their public servants. It is the only climate under which the commonweal will prosper and enable the governmental process to operate for the benefit of those who created it.

§101. Short title. This article shall be known and may be cited as "Open Meetings Law".

§102. Definitions. As used in this article: 1. "Meeting" means the official convening of a public body for the purpose of conducting public business, including the use of videoconferencing for attendance and participation by the members of the public body. 2. "Public body" means any entity, for which a quorum is required in order to conduct public business and which consists of two or more members, performing a governmental function for the state or for an agency or department thereof, or for a public corporation as defined in section sixty-six of the general construction law, or committee or subcommittee or other similar body of such public body. 3. "Executive session" means that portion of a meeting not open to the general public.

§103. Open meetings and executive sessions. (a) Every meeting of a public body shall be open to the general public, except that an executive session of such body may be called and business transacted thereat in accordance with section one hundred five of this article. (b) Public bodies shall make or cause to be made all reasonable efforts to ensure that meetings are held in facilities that permit barrier-free physical access to the physically handicapped, as defined in subdivision five of section fifty of the public buildings law. (c) A public body that uses videoconferencing to conduct its meetings shall provide an opportunity to attend, listen and observe at any site at which a member participates.

§104. Public notice. 1. Public notice of the time and place of a meeting scheduled at least one week prior thereto shall be given to the news media and shall be conspicuously posted in one or more designated public locations at least seventy-two hours before such meeting. 2. Public notice of the time and place of every other meeting shall be given, to the extent practicable, to the news media and shall be conspicuously posted in one or more designated public locations at a reasonable time prior thereto. 3. The public notice provided for by this section shall not be construed to require publication as a legal notice. 4. If videoconferencing is used to conduct a meeting, the public notice for the meeting shall inform the public that videoconferencing will be used, identify the locations for the meeting, and state that the public has the right to attend the meeting at any of the locations.

§105. Conduct of executive sessions. 1. Upon a majority vote of its total membership, taken in an open meeting pursuant to a motion identifying the general area or areas of the subject or subjects to be considered, a public body may conduct an executive session for the below enumerated purposes only, provided, however, that no action by formal vote shall be taken to appropriate public moneys: a. matters which will imperil the public safety if disclosed; b. any matter which may disclose the identity of a law enforcement agent or informer; c. information relating to current or future investigation or prosecution of a criminal offense which would imperil effective law enforcement if disclosed; d. discussions regarding proposed, pending or current litigation; e. collective negotiations pursuant to article fourteen of the civil service law; f. the medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation; g. the preparation, grading or administration of examinations; and h. the proposed acquisition, sale or lease of real property or the proposed acquisition of securities, or sale or exchange of securities held by such public body, but only when publicity would substantially affect the value thereof. 2. Attendance at an executive session shall be permitted to any member of the public body and any other persons authorized by the public body.

§106. Minutes. 1. Minutes shall be taken at all open meetings of a public body which shall consist of a record or summary of all motions, proposals, resolutions and any other matter formally voted upon and the vote thereon. 2. Minutes shall be taken at executive sessions of any action that is taken by formal vote which shall consist of a record or summary of the final determination of such action, and the date and vote thereon; provided, however, that such summary need not include any matter which is not required to be made public by the freedom of information law as added by article six of this chapter. 3. Minutes of meetings of all public bodies shall be available to the public in accordance with the provisions of the freedom of information law within two weeks from the date of such meeting except that minutes taken pursuant to subdivision two hereof shall be available to the public within one week from the date of the executive session.

§107. Enforcement. 1. Any aggrieved person shall have standing to enforce the provisions of this article against a public body by the commencement of a proceeding pursuant to article seventy-eight of the civil practice law and rules, and/or an action for declaratory judgment and injunctive relief. In any such action or proceeding, the court shall have the power, in its discretion, upon good cause shown, to declare any action or part thereof taken in violation of this article void in whole or in part. An unintentional failure to fully comply with the notice provisions required by this article shall not alone be grounds for invalidating any action taken at a meeting of a public body. The provisions of this article shall not affect the validity of the authorization, acquisition, execution or disposition of a bond issue or notes. 2. In any proceeding brought pursuant to this section, costs and reasonable attorney fees may be awarded by the court, in its discretion, to the successful party. 3. The statute of limitations in an article seventy-eight proceeding with respect to an action taken at executive session shall commence to run from the date the minutes of such executive session have been made available to the public.

§108. Exemptions. Nothing contained in this article shall be construed as extending the provisions hereof to: 1. judicial or quasi-judicial proceedings, except proceedings of the public service commission and zoning boards of appeals; 2. a. deliberations of political committees, conferences and caucuses. b. for purposes of this section, the deliberations of political committees, conferences and caucuses means a private meeting of members of the senate or assembly of the state of New York, or of the legislative body of a county, city, town or village, who are members or adherents of the same political party, without regard to (i) the subject matter under discussion, including discussions of public business, (ii) the majority or minority status of such political committees, conferences and caucuses or (iii) whether such political committees, conferences and caucuses invite staff or guests to participate in their deliberations; and 3. any matter made confidential by federal or state law.

§109. Committee on open government. The committee on open government, created by paragraph (a) of subdivision one of section eighty-nine of this chapter, shall issue advisory opinions from time to time as, in its discretion, may be required to inform public bodies and persons of the interpretations of the provisions of the open meetings law.

§110. Construction with other laws. 1. Any provision of a charter, administrative code, local law, ordinance, or rule or regulation affecting a public body which is more restrictive with respect to public access than this article shall be deemed superseded hereby to the extent that

such provision is more restrictive than this article. 2. Any provision of general, special or local law or charter, administrative code, ordinance, or rule or regulation less restrictive with respect to public access than this article shall not be deemed superseded hereby. 3. Notwithstanding any provision of this article to the contrary, a public body may adopt provisions less restrictive with respect to public access than this article.

§111. Severability. If any provision of this article or the application thereof to any person or circumstances is adjudged invalid by a court of competent jurisdiction such judgment shall not affect or impair the validity of the other provisions of the article or the application thereof to other persons and circumstances. For further information, contact: Committee on Open Government, NYS Department of State, 41 State Street, Albany, NY 12231.

Right to Peacefully Assemble - Designated Space Public Safety Advisory

The college administration recognizes the rights afforded to all persons under the First Amendment. However, it also recognizes the rights of those who wish to avail themselves of the institution's instructional, personal, administrative, recreational and community services.

Members of the college community who wish to exercise their right to assemble peacefully may do so by using the area between the 500 Grand Concourse building and the 450 Grand Concourse Building, known also as the plaza. This area is available from 7:30 a.m. until dusk and can be made available until 10 p.m. Faculty, Staff and Students do not require a New York City Street Activity Permit for the use of this area.

A college space reservation form must be completed and submitted to the College Space Reservation Committee. Request for the use of college space by any member of the college community is approved on a first come first serve basis.

Additional, information regarding the college space reservation process can be obtained from the college's Theater Manager, Director of Student Activities and / or the Director of Public Safety.

The "Plaza area" offers the greatest amount of visibility to members of the college community wishing to exercise their right of peaceful assembly, without obstructing and/or interfering with the institution's educational processes.

External Organizations and/or groups wishing to demonstrate near the college must obtain a New York City Street Activity Permit.

Article 129A of the Education Law and the New York State Penal prohibit the blocking of University / College entrances and/or exits as well the unauthorized occupancy of any University and/or College facility.

A person who violates these laws and/or statutes may be subject to administrative sanctions and/or arrest.

Rules of Public Order on Campus Policy August 2001

CUNY Policy on Academic Integrity

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

I. Definitions and Examples of Academic Dishonesty

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

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

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

- Copying another person's actual words or images without the use of quotation marks and footnotes attributing the words to their source.
- Presenting another person's ideas or theories in your own words without acknowledging the source.
- Failing to acknowledge collaborators on homework and laboratory assignments.
- Internet plagiarism, including submitting downloaded term papers or parts of term papers, paraphrasing or copying information from the internet without citing the source, or "cutting & pasting" from various sources without proper attribution.

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

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

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

Examples of falsification include:

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

II. Methods for Promoting Academic Integrity

2.1. Packets containing a copy of the CUNY Policy on Academic Integrity and, if applicable, the college's procedures implementing the Policy, and information explaining the Policy and procedures shall be distributed to all current faculty and, on an annual basis to all new faculty (full and part-time) These packets also shall be posted on each college's website. Orientation sessions for all new faculty (full and part-time) and students shall incorporate a discussion of academic integrity.

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

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

use of such services.

III. Reporting

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

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

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

II. Procedures for Imposition of Sanctions

2.1. Determination on academic vs. disciplinary sanction

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

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

4.2 Procedures in Cases Involving Only Academic Sanctions

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

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

Student Admits to the Academic Dishonesty but Contests the Academic Sanction

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

Student Denies the Academic Dishonesty

In a case where a student denies the academic dishonesty, a fact-finding determination shall be made, at each college's option, by an Academic Integrity Committee established by the college's governance body or by the Student-Faculty Disciplinary Committee established under Article XV of the CUNY Bylaws. Each college's Academic Integrity Committee shall adopt procedures for hearing cases. (If a college opts to use its Student-Faculty Disciplinary Committee for this purpose, that Committee shall use Article XV procedures.) Those procedures, at a minimum, shall provide a student with (i) written notice of the charges against him or her; (ii) the right to appear before the Committee; and (iii) the right to present witness

statements and/or to call witnesses. Those procedures also shall provide the faculty member with the right to make an appearance before the Committee. The Committee may request the testimony of any witness and may permit any such witness to be questioned by the student and by the administrator presenting the case. Academic Integrity Committees and Student-Faculty Disciplinary Committees, as applicable, shall issue written decisions and send copies of their decisions to the college's Academic Integrity Officer. The Academic Integrity Officer may not serve on a college's Academic Integrity Committee.

4.3 Procedures in Cases Involving Disciplinary Sanctions

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

If the college seeks to have both a disciplinary and an academic sanction imposed, the college shall proceed first with the disciplinary proceeding and await its outcome before addressing the academic sanction. The student's grade shall be held in abeyance by using the PEN grade established for this purpose, pending the Committee's action. If the Faculty-Student Disciplinary Committee finds that the alleged violation occurred, then the faculty member may reflect that finding in the student's grade. The student may appeal the finding in accordance with Article XV procedures and/or may appeal the grade imposed by the faculty member in accordance with section

If the Faculty-Student Disciplinary Committee finds that the alleged violation did not occur, then no sanction of any kind may be imposed.

Where a matter proceeds to the Faculty-Student Disciplinary Committee, the Academic Integrity Officer shall promptly report its resolution to the faculty member and file a record of the resolution in the student's confidential academic integrity file, unless, as explained below, the suspected violation was held to be unfounded.

Required Action in Cases of No Violation

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

Implementation

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

Faculty Report Form

It is necessary to complete this form to report an incident of suspected and/or resolved academic dishonesty. Make a copy for your records and forward the original, along with copies of all available supporting documentation, to the:

Office of the Academic Integrity Officer
[Fill in name of college]

Instructor Name: _____

Dept: _____ Tel. No: _____ e-mail: _____

Course: _____ Section: _____ Semester: _____

Student Name: _____ Student ID#: _____

Date of Incident: _____

Type of Incident: _____ Cheating _____ Plagiarism _____ Other _____

Description of Incident: _____

Did the student admit to the charge of cheating, plagiarism or other act of academic dishonesty?
Yes _____ No _____ Student could not be contacted _____

Explanation _____

Explanation of recommended sanction _____

Signature of Faculty Member _____ Date _____

Resolution of the Case after Adjudication

Academic sanction _____

Disciplinary sanction _____

Signature of Academic Integrity Officer _____ Date _____

Student Support Services (SDEM)

Transfer Center

The mission of the Transfer Center is to assist students in making successful transitions to four-year institutions by promoting early awareness of transfer opportunities, collaborating with other campus entities, and by motivating and empowering students to become actively engaged in their future. Our objective is to provide support services that will assist students with

adjusting to their new college environment, determining their educational goals, and encouraging individual development and growth.

The office has a resource center that offers an array of materials to assist with the transfer process including:

- Four-year college course catalogs and applications.
- Guides and reference materials to four-year colleges and universities.
- Information about majors.
- Information about transfer scholarships and financial aid.
- Updated information about Open Houses and Campus Visits.
- Profiles of competitive and honors programs.
- Access to on-line applications, career exploration websites and Transfer Information & Program Planning System (TIPPS).
- Unofficial graduation audit and transfer advisement

Throughout the semester, the office organizes activities such as senior college fairs where students can obtain information about admissions requirements, scholarships and financial aid opportunities. Transfer workshops and campus tours to local four-year colleges and universities are also offered. Students who have decided to apply for transfer to another college should arrange for an official Hostos transcript to be sent to the college.

For more information:

The Transfer Services Office
Savoy Building, Room D-101
Telephone (718) 518-4319

Career Services Office

The Career Services Office provides individualized career preparation assistance that includes; career counseling, cooperative education placement and employment preparation services. Career counseling and planning is available with use of the Career Cruising program and other assessments to assist students with developing a career plan and clarifying major choice. Employment readiness services consist of student preparation which includes; assistance with resumes, cover letters, applications and videotaped mock interviews. The Employment Counselor develops jobs and coordinates on and off-campus interviews for part-time and full-time employment. He also offers post placement support to current students and recent graduates. The Co-op program staff work collaboratively with faculty to prepare and place students in paid field experiences and internships related to their major. All students who register in the office may use the Career Resource Lab that provides access to a fax machine, a phone for job networking, several local journals with current job search-related information, career videos and DVDs. In addition, career programs and online assessment inventories may be completed in the lab.

Monthly workshops are offered for "Rewards Points" in all focus areas which include: career planning, interviewing skills; resume and cover letter preparation and the web-based job search. On-campus recruitment takes place approximately three times a month and a job fair is hosted on-campus annually.

The Suited for Success Resource Room houses business suits and accessories for students in need of interview attire. Metro cards are available to provide students with carfare for interviews.

Students are encouraged to visit the Career Services Office to learn more about opportunities available to them. Career development, as well as employment opportunities related to the chosen curriculum, is essential to the education provided at Hostos. The services of the program are available to all enrolled students and recent graduates.

For more information:

The Career Services Office
Savoy Building, Room D102
Telephone: (718) 518-4471; (718) 518-4468

College Discovery Office

College Discovery (CD) is a university wide special program. The program offers academic support and counseling services to students who have a high potential to succeed but were never provided the academic preparation to pursue college level work. CD Program students are supported from admissions to graduation by staffs that are committed to helping students achieve their full potential as individuals and to discover, develop and apply their talents to pursue a career.

To be considered for CD a student must fill out the on-line CUNY admissions application and answer the questions in the SEEK/CD section.

CD students are entitled to the CD Book stipend for up to six (6) academic semesters when registered full time and three (3) summer semesters when registered for at least (6) credits. In addition, CD pays a portion of the Student Activity Fee. Upon completion of the Associates Degree, a student can transfer to the SEEK program at a CUNY Senior College. As a SEEK student, the student will continue to receive funding and support services for an additional four semesters, for a total of 10 semesters.

CD students must participate in and complete a five (5) week special summer program prior to fall admissions. The only exceptions are attendance to complete high school requirements and/or the CUNY Language Immersion Program; no other exceptions can be made. Students who attend the summer program also receive a stipend. During the freshman year students are required to attend tutoring and supplemental instruction and/or attend workshops to complete and pass remedial courses. If a student's GPA is above 3.0 he/she will be invited to become part of the CD Academic Excellence Cohort. These students are mentored to pursue leadership and scholarship opportunities offered by the college and the university. The program offers a host of support services that include academic advisement, registration and personal counseling services from an assigned CD Counselor. The assigned CD counselor also teaches CD freshman orientation course (SSD 100) which students are required to take regardless of their curriculum choice.

To be eligible for the College Discovery Program a student must be a first time freshman, have a high school average below 80, a NYC resident and have a household income that falls within

the income guidelines established by the State of New York. Acceptance into the CD program is once a year and must be prior to fall matriculation only.

For more information:

College Discovery Program
Savoy Building, Room 101.
Telephone: (718) 518-4486 or 4265

Health and Wellness Office

The mission of the Health and Wellness Office is to provide comprehensive health programs that emphasize wellness and cost-effective, readily accessible services tailored to the needs of the college community. Understanding and meeting the physical, spiritual, and emotional health related needs of students is a major focus of the office. The following services are available to students:

- First Aid Emergency Treatment.
- State Mandated Vaccinations on Measles, Mumps, and Rubella (MMR).
- Hepatitis B vaccinations for students matriculated in the Allied Health Sciences.
- Blood Pressure Screening.
- Blood Sugar Screening.
- Over-the-counter Medications.
- Condoms.
- Counseling on Sexually Transmitted Diseases/Infections.
- Counseling on general health Issues.
- Referrals to general health centers/providers or the Department of Health.
- Programming health activities with community health organization (Wellness Festival, World AIDS Awareness, Blood Drive, Workshop related to Health Promotion and Disease Prevention).

Immunizations

Compliance with Public Health Law 2165 and Public Health Law 2167 are required of all potential college students in the state of New York. Students must provide the following before registering for classes at the College:

- Measles, two doses (administered after 12 months of age).
- Mumps, one dose (administered after 12 months of age).
- Rubella, one dose (administered after 12 months of age).
- OR Lab print-out of Measles, Mumps, and Rubella titers proving immunity.
- Completion of the Meningococcal Meningitis Response Form.

The Health Services Office is staffed by a Registered Nurse

For more information:

Health Services Office, Room A-334C
Telephone: (718) 518-6542

Hostos Children's Center, Inc.

The Hostos Community College Children's Center, Inc. is a privately incorporated, campus-based childcare center licensed by the New York City Department of Health and regulated by

New State. The Center undergoes a periodic comprehensive inspection and all Center employees must fulfill the clearance requirements mandated by the city and state of New York. These requirements include fingerprinting, screening for child abuse by the New York State Clearance Register and an annual physical examination.

The Center services children of matriculated Hostos students and legal guardians attending Hostos Community College. *Children ages two (2)–to four – (4) are eligible for day services.* Universal Pre-K is available. *Childcare tuition fees are subsidized for all students.*

The Hostos Children's Center provides a safe, caring, bilingual education and supportive environment for the children. Cultural diversity, first and second language acquisition, and age appropriate practices are viewed as the foundation blueprint in meeting the educational, social, emotional, and physical needs of children and their communities. *Due to New York State regulatory requirements, the Center cannot offer short term drop-off services.*

Enrollment is contingent on the order of the initial requests and available slots. However, the admission policy reserves the right to balance the groups based on age and facility assignment for licensing compliance. All children are eligible for enrollment regardless of ethnicity, color, religion, gender or national origin.

Hostos students interested in placing children at the Center are expected to complete and submit an initial application, which is entered into the Center's database. As space becomes available, applicants are then contacted and advised to follow through with the enrollment process in a timely manner.

Registration Process

Once space has become available, applicants are notified by phone, via E-mail, and regular mail with information regarding registration dates. At this time, applicants are advised that the registration process occurs on a "*first-come first-serve*" basis, as admission is limited to space availability. Prospective enrollees should prepare to begin the registration process several months prior to each semester.

The Registration Process is conducted in several phases. If a parent or guardian is unable to participate in the initial enrollment process, they are cautioned that there may not be available vacancies during the final period.

Currently, the Center does not offer a Flex Hour Day Program. Children enrolled in the day program must attend a minimum of 7.50 hours per week.

For those interested in attending summer classes, the Children's Center provides a summer program if a sufficient numbers of children are available for service. The hours of operation during the summer months are: Mon - Thurs. 8:00 a.m. - 4:00 p.m.

For more information:

Children's Center, Room A-109

Telephone: (718) 518-4176

Hostos Athletics, Recreation and Intramural

Athletics, Recreation and Intramural programs are viewed as essential components of higher education, supplementing the educational process through enhancements of physical mental and emotional development. Students who participate in recreational sports tend to develop positive self-images, awareness of strengths, increased tolerance and self-control, stronger social interaction skills and maturity.

Athletics, Recreation and Intramural programs are a vital part of the Hostos College experience. Our Athletics Center exists to serve the entire College community by providing the environment and means for a person to enhance his or her quality of life through physical activity. Emphasis is on participation, with a steadfast commitment to the fundamental values of fair play and sportsmanship.

Hostos adheres strictly to the National Junior College Athletic Association (NJCAA) code, as well as City University of New York Athletic Conference (CUNYAC), whereby student participation in intercollegiate athletics is an avocation. Athletics programs foster the physical and educational wellbeing of student-athletes at all times, reflecting the highest standards of dignity and honor that characterize participation in competitive sports in a collegiate setting.

Our recreational and intramural programs offer a range of options for members of the Hostos community, individually or as part of a team, so participants may achieve the physical, mental, and social benefits of participation. The Aquatic and Fitness Centers as well as the Dance Studio and Gymnasium are quality facilities that have an outstanding staff and an environment conducive to the enrichment of community life on campus, and an allegiance to the highest moral principles in every aspect of sportsmanship and wellness.

In alignment with Hostos mission, we believe that participation in athletics and recreational programs provide excellent preparation for achievement in our society. Participants learn how to compete effectively and with integrity in any environment, appreciate the value and benefits of teamwork, and how to be motivational leaders. These lessons instill and strengthen qualities that add to success in our students' personal development as well as their future endeavors.

<i>Athletic Teams</i>	<i>Intramurals</i>	<i>Recreation</i>
Men's Basketball	Co-ed Basketball	Open Gym
Men's Soccer	Co-ed Indoor Soccer	Open Swim
Women's Basketball	Co-ed Volleyball	Open Fitness
Women's Volleyball		

For more information:

The Athletics Department, Room C-380
(718) 518-6551

Personal & Academic Counseling

The Carlos Gonzales Counseling Center provides personal counseling for students on an individual and group basis. Counseling is provided in a private and supportive environment in which students may focus family problems, personal development concerns and other matters

of importance to them. Counseling services are available in English, Spanish, French, and German. The Counseling Center maintains a close collaborative relationship with the instructional faculty, who are a source of many student referrals. Counselors are available to consult with faculty on issues affecting student academic performance and retention.

The process begins in a number of ways after a student is admitted to the college. For some, it is initiated through the College Orientation course (see SSD 100, Freshman Orientation) where students are informed about essential academic policy and procedures, and learn academic and personal success skills. Through this course students may develop a relationship with a counselor. Freshmen or continuing students may make appointments by calling or coming to the Center.

Counseling is a process in which professional skills, knowledge and experience are applied in a collaborative effort that actively involves students in helping themselves. Students can expect counselors to promote a mutually trusting and respectful relationship in which they can discuss their concerns in a frank and open manner. They can also expect to learn new skills and ways of understanding and managing their lives. All sessions are confidential.

Issues students typically may want to address with a counselor:

- Academic and social pressures of college.
- Personal trauma, loss or unresolved personal problems.
- Academic difficulties.
- Domestic violence.
- Feelings of anxiety or depression.
- Improving self-confidence.
- Managing stress.
- Problems in relationships.
- Problems with substance abuse.
- Thoughts about suicide.
- Parenting issues.

Referrals

Counselors may refer students to one of the many resources available outside the College.

For more information:

Counseling Office, Room C-330

Telephone (718) 518-4351

Email: infocounseling@hostos.cuny.edu

Emergencies

In circumstances when a student needs to see a counselor because of serious emotional or personal problems, no appointment is necessary. Intake staff will perform a brief screening and facilitate an immediate meeting with a counselor if appropriate. In some cases a counselor may contact Campus Safety to arrange for the City's Emergency Services to come to the College to assist.

Accessibility Resource Center (ARC):

The Role of the Office

The Americans with Disabilities Act (ADA) prohibits discrimination based on disability and requires the College to be physically and programmatically accessible. Beyond the basic requirements of the ADA, Section 504 of the Rehabilitation Act and New York State and New York City statutes, the college's Accessibility Resource Center (ARC) provides services to assist students with a disability maximize their potential for success. Based on an intake interview and documentation provided by a student, a variety of accommodations may be provided to assist qualified students to attain their academic objectives. Intake and counseling are provided in English and Spanish.

What is a Disability?

As the ADA defines it, a disability means, with respect to an individual, (A) a physical or mental impairment that substantially limits one or more of the major life activities of such individual; (B) a record of such an impairment; or (C) being regarded as having such an impairment. Some physical impairments are visible, but many other physical as well as mental impairments are invisible to the typical observer. In either case, an individual may meet the ADA's definition of disability and qualify for services and accommodations provided by the college. Some examples of invisible impairments are: arthritis, epilepsy, traumatic brain injury, cancer, Multiple Sclerosis, asthma, AIDS, and heart disease, hearing loss and deafness, blindness, low vision, respiratory disorders, learning disabilities, Chronic Fatigue Syndrome, Fibromyalgia, Attention Deficit Disorder, and a wide range of psychiatric or mental health impairments including depression, Post-Traumatic Stress and other Anxiety Disorders, schizophrenia and bipolar disorder. There are other invisible impairments as well that may qualify a student for services.

How to Apply for Student Services and Student Accommodations

In order to receive services and accommodations students must identify themselves to the college and document their disability according to CUNY guidelines. The most effective way to initiate the process of assessing eligibility for accommodations is to do so prior to or during the admission process. Some students wait until registration or after classes begin to self-identify, which can delay the provision of services and accommodations. Under the ADA, both the student and the college must carry out their responsibilities in a timely manner, so the sooner a student self-identifies, the sooner the college can provide needed accommodations.

In summary the steps a student needs to take to receive services and accommodations are:

- Identify him/herself to the Office during the Admission process or as soon as possible
- Participate in the intake process
- Provide the necessary disability documentation
- Provide additional, specific documentation of need for accommodations
- Participate in and complete the Accommodations Plan

Services a Student May Receive

Any student with a disability may receive services from ARC upon providing the appropriate documentation. In addition to planning and coordinating accommodations, the office provides counseling to assist students to deal with the full range of academic, career and personal issues

that confront individuals in college. The Academic Achievement Center, Career Services and Counseling Services are routinely utilized as part of a comprehensive response to student needs and interests. Consultation with faculty is an essential component of academic support services for students. The office also maintains a close working relationship with external State and not-for-profit vocational rehabilitation and disability services agencies and organizations in order to facilitate student referral and use of their services. These agencies include the Office of Vocational and Educational Services for Individuals with Disabilities (VESID) and the Commission for the Blind and Visually Handicapped (CBVH). In summary, SSWD services include:

- Pre-admission Counseling
- General Academic and Personal Counseling
- Academic Advisement and Planning
- Coordinated Consultation with Faculty
- Needs Assessment for Disability-related Referral
- Coordinated Referral to and Follow-up with College and External Resources
- Other Support Services.

Accommodations a Student May Receive

An accommodation is a modification that is intended to make a physical location, an academic program or a course, service or activity effectively accessible to a student with a disability. Accommodations are provided to students who provide additional, relevant documentation of disability limitations that warrant specific accommodations. The ARC staff works closely with faculty and external resources identified by the student and the office to provide the most appropriate and effective accommodations based on documented need. Students who provide the appropriate documentation may receive the following accommodations based on individual need:

- Modified testing (for CUNY Placement, Retest and regular course exams). This includes extra time; quiet/solitary setting; use of a reader and/or scribe; taped, large print or brailled exams; Assistive Technology
- One-to-one and/or small group tutoring and/or tutoring in a distraction-free environment
- Lab Assistant
- Note-taker
- Sign Language Interpreter
- Electronic versions of text and other books
- Scanned reading materials
- Large print and brailled Materials
- Assistive technology in instructional and support settings
- Classes moved to accessible locations
- Other academic accommodations based on student-specific disability and documented limitations

Technology Resources

A major strength of the office is the extensive selection of personal computers and assistive technology available to students. This includes accessible personal computers, assistive software such as JAWS, Zoom Text, text HELP, Kurzweil 1000 and 3000, voice recognition software, scanners, laptop computers to borrow, CCTV's and other equipment. Assistive technology is also available in the College Library and the Open Computer Lab. Students with vision impairments, learning disabilities and other reading-related limitations as well as students with hand function impairments, seizure disorders and other limitations may find adaptive solutions to their limitations through the use of assistive technology. The office also provides Computer Literacy and Internet use training as well as Assistive Technology training in the office's Technology Resource Center for Students with Disabilities. The office works closely with the College Library to assist students with disabilities develop or enhance information technology skills so crucial to success in college and employment and for life-long learning.

Office Location

The ARC office is located in the Counseling Center in the Savoy Building, Room D101P. Both the building and the service and accommodation provision areas are accessible to individuals who use wheelchairs.

Office Hours

The office is open Monday through Thursday from 9:00 a.m. to 5:00 p.m.; Friday from 9:00 a.m. to 2:00 p.m. Evening Appointments are arranged on an as needed basis.

Compliance

The College's ADA/504 Compliance Officer works with ARC to ensure that compliance issues are addressed in a timely manner. The officer is located in Room A-336 and may be reached at 718-518-4284.

The external resource for filing disability discrimination complaints is the U.S. Department of Education's Office for Civil Rights.

Voter Registration Site

The Accessibility Resource Center provides voter registration application forms. The ARC office provides assistance with completion of forms on a walk-in basis to students who come to request services for the first time and re-admit students. Posters announcing these services are placed in the ARC area. Assistance with completion of forms will be offered to students who are physically unable to fill out the forms themselves.

For more information

Telephone: (718) 518-4454

Staff may be reached via this number or by email at the following address:

Mr. Raymond Perez, Services Manager; rmperez@hostos.cuny.edu

Ms. Simone Sylvester, LEADS Counselor, ssylvester@hostos.cuny.edu

Ms. Maria Pantoja, Disability Accommodation Specialist, mpantoja@hostos.cuny.edu

For additional useful information, please visit the SSWD website at

[http://www.hostos.cuny.edu/Administrative-Offices/SDEM/Accessibility-Resource-Center-\(ARC\)/General-Information](http://www.hostos.cuny.edu/Administrative-Offices/SDEM/Accessibility-Resource-Center-(ARC)/General-Information)

Student Activities

Purpose

The role of the Office of Student Activities (OSA) is to create and promote out-of-classroom experiences for students. Student Activities interacts closely with the members of over forty (40) student organizations, assisting their leaders in the areas of leadership skills training and event programming. Our collaborative efforts also include working with the elected leaders of the Student Government Association (SGA) to register clubs and manage the student electoral process. The Office of Student Activities (OSA) provides a wide-array of services to the college community. Some of the most common services are (1) to develop extra-curricular activities for the college community; (2) to serve as a general advisor to the SGA; (3) to certify student organizations on campus; (4) to assist student organizations in the planning and development of activities; (5) to alert the college community of activities organized by student organizations and SGA; and (6) to manage the funds for student organizations and other entities that received awards from the Hostos Association. In essence, the office seeks to promote the creation of cultural, educational and social events that captivate, educate, entertain and effectively serve the college community. During the academic year, the office coordinates and implements conferences, visits to legislative offices, and offers workshops on various student development topics. During the summer, the office works closely with the newly-elected student government members to help them become acquainted with the responsibilities that they are about to undertake.

Location

The Office of Student Activities is located in the C-Building (450 Grand Concourse), Room 371

For more information:

Phone: (718) 518-6561

Fax: (718) 518-6560

E-mail: osaho@hostos.cuny.edu

Office Hours

The Office of Student Activities is available to provide services to students as follows:

Monday, Tuesday and Friday 9:00 am - 5:00 pm

Wednesday and Thursday 9:00 am - 6:30 pm

The Hostos Student Leadership Academy

The Student Leadership Academy works to promote the promising talents of individual student leaders through civic minded activities, community service, cultural influx and developmental leadership training.

The goal of the Academy is to promote leadership as a skill necessary to every person, and to be utilized in every aspect of one's life.

Student Learning and Development Outcomes

- Leadership Development
- Meaningful Interpersonal Relationships
- Collaboration
- Social Responsibility
- Effective Communication
- Enhanced Self-Esteem
- Self-Appraisal
- Clarified Values
- Satisfying and Productive Lifestyles
- Appreciating Diversity
- Independence
- Intellectual Growth
- Personal and Educational Goals
- Healthy Behavior
- Spiritual Awareness

The tools utilized to achieve the goals and objectives of the Academy

- Self-Assessment and Reflection
- Skill Building
- Problem Solving
- Mentoring
- Community Involvement/Service
- Public Policy
- Intercultural Issues
- Service Learning and Servant Leadership
- Cultural Activities
- Student Leadership of Programs
- Targeted Training and Development
- Student Recognition
- Scholarship Development
- Transcript and Portfolio Development
- Capstone Experiences

The Student Leadership Academy has several programs:

Hostos Student Ambassador Program

- Ambassadors are required to maintain a GPA of 3.25 or higher and take six or more credits each semester.
- Each Ambassador commits to one year of service and agrees to serve 40 hours of community service each semester that they are in the academy.
- Ambassadors are the first line of students utilized as a resource of Hostos, CUNY and the Bronx. They attend conferences, give testimony at hearings, and support the administration and CUNY central at a variety of events and locales.
- Student Ambassadors also provide mentorship, support, do community outreach and plan and implement Community service activities for the larger group.

- In order to become a student ambassador you must go through a rigorous interview process and provide letters of recommendation, a resume and documentation of unique and service oriented activities that you have been a part of in your life.
- The Student Leadership Advisory Council provides guidance and support to the members of the academy and takes on a mentorship role with individual students throughout their stay at Hostos Community College. (Members of the Student Leadership Advisory Council is made up of faculty, staff, alumni and the Student Leadership Coordinator.
- The Hostos Student Ambassadors receive specialized training in workshops specifically designed for their needs on Fridays from 3:30 to 5:30 PM. Workshops are provided in debate, public speaking, voice and diction, mask making, ethics and etiquette, leadership skills, parliamentary procedure, effective mentorship, writing skills and job skills preparation. In addition, winter and summer workshops are offered to help enhance the skills of the members of the academy.

* Workshops are mandatory for Hostos Student Ambassadors and are open to participation by SOS Team Members.

** The Academy also offers a weekly Leadership Film Series for all students at the college. (Hostos Student Ambassadors host the weekly Wednesday night event from 6-9 PM.)

Student Orientation Services Team (SOS)

- SOS Team Members have a GPA of 2.8 or higher and are required to be registered for at least six credits per semester.
- A SOS Team Member commits to one year of service and makes a generous commitment of 40 hours to provide support to students during registration, orientations, college tours and job fairs, (amongst other things.)
- The SOS Team is currently a feeder group for the Hostos Student Ambassadors and if after a semester of service an SOS Team Members shows a great commitment to service and maintains or improves their GPA they can be promoted, through a tier system into the Ambassador Program.
- The SOS Team receives specialized team training in workshops specially designed for them. They also receive a toolkit that will help them to produce results as a team player.
- Team Training Workshops are mandatory for SOS Team Members and are open to participation by any other member of the Academy that would like to participate.

Emerging Leaders Program

- There is no GPA requirement for recruits who participate in the Emerging Leaders Program.
- The initiative is to provide students, who may want to participate in doing community service activities or may benefit from receiving special training, with the opportunity to do so, without overwhelming them in their efforts to work to improve themselves academically.
- The hope is that by giving student who have struggled the opportunity to participate in specialized programming, they may be more inclined to be active on campus, may receive unique mentoring from Ambassadors or SOS Team Members and can grow and develop into valuable assets to the college community as well as improving themselves academically.

- The Emerging Leaders Program will represent a third tier in Hostos Leadership Academy's Membership and members of this group will be eligible for promotion into the SOS Team, based upon meeting certain criteria.

Hostos Community College Volunteer Corps

- Make a difference by being the difference
- Have you ever felt that there was more to do than just go about your daily routine? Ever wondered how it might feel to help a stranger in need? Have you ever volunteered before with your religious organization, school or neighborhood organization? Want to make a difference today?
- Are you interested in serving the community or volunteering on the Hostos campus? Whether you have a specific idea in mind or you are simply searching for a way to be active in the community and get involved, we would love to have you participate! Stop in at the Hostos Student Leadership Office in room C-392 to pick up, fill out and hand in a completed Volunteer Interest Form.

Office of the Hostos Student Leadership Academy
 East Academic Complex, Room C-392
 (718) 518-6541
 E-mail: StudentLeadershipAcademy@hostos.cuny.edu

Student Life Office/Dean of Students' Office

The Office of Student Life (OSL) is grounded in the development and maintenance of student programs that provide opportunities for academic, personal and professional growth through leadership activities, internships, orientation, counseling, wellness programs, career exploration and athletics. At the same time, OSL strives to increase awareness about institutional policies and procedures. Participating students acquire the skills they need to work independently and in groups, where they benefit from an exchange of ideas in a richly diverse environment. Students are encouraged to interact with each other, faculty, staff and members of the local community.

In addition, OSL is responsible for generating a comprehensive calendar of events; processing student inquiries, complaints, judicial proceedings and notifications; and serving as an administrative agent for the Academic Standards Committee in the Academic Appeal review process. This unit also ensures that at-risk students are advised, receive an academic plan of assistance and are registered.

Location

Dean of Students/Student Life
 120 East 149th Street, Rm. D-101
 Bronx, New York 10451
 (718) 518-6557

Veterans Affairs

Veterans and dependents of veterans are entitled to a variety of benefits. To apply under the provisions of the G.I. Bill V an Educational Benefits you. Must complete a form that is available and may be submitted electronically on the internet www.gibill.va.gov or mailed to the Department of Veterans Affairs, V A Regional Office, P.O. Box 4616, Buffalo, NY 14240-4616.

To apply for Vocational Rehabilitation Benefits the veteran must obtain approval from a VA counselor at the Veterans Administration,
245 West Houston Street, New York, NY 10014.

It is necessary for every veteran and dependent attending Hostos to report to the Veterans' Liaison, Office of the Registrar, each successive session (that is, in September, January, and June) with the Certificate of Release or Discharge from Active Duty Form (DD214) or Certification of Eligibility Form (DD2384/2384-1) to initiate the veteran's and dependent's enrollment status to the V.A. The receipt of benefits takes approximately twelve weeks.

Veterans applying for benefits must be able to document their service in the military, marital status, and number of dependents they support.

To obtain information regarding the certification process, you may contact:
Veterans Coordinator
Office of the Registrar Savoy Bldg., Room D-207
(718) 518-4417

The Department of Veterans Affairs has a national Home Page on the World Wide Web (internet) where you can get information about V.A. educational benefit programs. The National Home Page address is www.gibill.va.gov or call toll-free at 1-888-GI-Bill1/1-800-827-1000. If you are hearing impaired, call toll-free at 1-800-829-4833. You may also log on to www.cuny.edu/veterans for education support services. We give our full support to all veterans.

Office of Student Programming for Veteran and Reservists

The Office of Student Programming for Veteran and Reservists has been established to provide an array of specialized educational support and student development related services for veterans and reservists. Services include organizing and developing student leadership training and mentorship training; collaborating with faculty to provide guidance and support on programming initiatives, conducting orientations on academic policies and procedures; providing guidance and support on programming initiatives that increase awareness of veterans and reservists students at the college; assisting academic support; developing and conducting extra-curricular activities for veterans and reservists affairs at the college; and serving as liaison for community service referrals. Personal and academic counseling are available in the Office of Counseling Services.

The Office of Student Programming for Veteran and Reservists:
120 East 149th Street, Room D-101
Phone Number: (718) 319-7955

Special Programs

Continuing Education and Professional Studies

The Continuing Education and Professional Studies Department at Hostos Community College offers academic, workforce, and personal development course designed to address the educational, cultural and economic needs of the South Bronx, and Upper Manhattan communities. Our quality courses, taught by knowledgeable and caring professors, can lead to new employment opportunities, new careers, and new interests. We offer courses and certificate programs for adults and children on weekdays, evenings, Saturdays and Sundays. Our courses are available at a reasonable cost. You may be eligible for tuition assistance through various voucher programs. We invite you to join the thousands of others who have enjoyed the caring, family-like atmosphere and academic excellence that have made Hostos unique among community colleges.

For more information:

(718) 518-6656

Email: cedu@hostos.cuny.edu

CUNY in the Heights, located at 108 Cooper Street in the Inwood/Washington Heights community of upper Manhattan offers both credit and non-credit classes including certificate programs in a host of professions.

For more information:

(212) 567-7132

Email: cunyintheheights@hostos.cuny.edu

The Adult Learning Center:

The Adult Basic Education Program provides adults with the opportunity to build their basic skills and connect with future educational opportunities and employment. The program is for individuals who are 19 yrs. of age or older and who have not completed high school and/or are in need of building their English language skills. The ABE Program offers a free pre-GED/ GED in English and Spanish as well as English for Speakers of Other Languages.

For more information:

(718) 518-6746

Email: cedu@hostos.cuny.edu

Alumni Relations

The Alumni Relations Office at Hostos Community College offers an array of services designed especially for our graduates and provides a variety of ways for the alumni to stay connected to their alma mater. The main objectives of the office are: to promote interest of the alumni in the general welfare of the College, its students, faculty and staff; to keep the alumni current on matters concerning the college, and to assist the College in efforts to obtain funding from public and private sources.

To support the mission of keeping an open and active relationship with graduates, the Alumni Relations Office, in conjunction with the Public Safety Department, has developed the Alumni ID Card. The ID card is a passport to many benefits after graduation and gives the alumni access to selected areas in the College, including:

- Library Services - Browsing and in-house use of the library for personal and business needs; reference assistance with research and search strategies; instructional support for use of print and non-print sources; and full access to the Hostos Library's online electronic collection.
- Career Development Services - Important resources for employment and advancement tools.
- Athletic and Recreational Facilities - Access to the newly renovated and fully-equipped Fitness Center, Olympic-sized pool, plus free attendance to all athletic events: men's basketball, women's basketball, volleyball and soccer games.
- Cultural Events - Twenty percent discount tickets to most cultural events sponsored by the Hostos Center for the Arts and Culture. Come and visit the Alumni Relations Office located at 120 East, 149th St. Room 214, Telephone: 718-518-4180.
- Continuing Education Department – Fifteen percent discount for you and your family to most courses offered by the Hostos Continuing Education Department.
- Computer Center – Access to use the Hostos Computer Center. To purchase a printing card, please visit the Hostos Library.

Public Relations

The Eugenio María de Hostos Community College Office of Public Relations, in the Division of Institutional Development, is responsible for designing, developing and implementing strategic communications and media relations programs that support the mission and core values of the College.

Among its responsibilities, the Office of Public Relations manages the College's web news pages; advises faculty and staff on responding to media interview requests; serves as liaison to local, national and international media outlets; publicizes and promotes campus events; helps, organizes and promotes activities that support recruitment, institutional branding, fundraising and marketing; conceptualizes, and produces publications, including the Hostos Connection (the College's official newsletter), press releases, statements, talking points and opinion pieces; works and collaborates closely with the President and his/her Executive Cabinet to maintain good communication and working relationships with community leaders, organizations and political leadership at the local, state and federal levels; and among other responsibilities, maintains regular contact with key academic and administrative areas of CUNY, in order to stay current on strategic priorities, issues and policies.

Contact: Soldanela Rivera Lopez
Communications Consultant
Office of Institutional Development
Eugenio María de Hostos Community College

of The City University of New York
120 East 149th Street, Rm. 214 E
Bronx, NY 10451.
Tel. (718) 518-4355.
Fax #: (718) 518-4240.

COPE - College Opportunity to Prepare for Employment

The COPE program is funded by and operated in collaboration with the Family Independence Administration of the City of New York Human Resources Administration. Services are available to anyone who is a current or former CUNY student or applicant and who is either receiving public assistance, Safety Net Assistance or who meets federal income guidelines for families with income under 200% of the federal poverty level. The program provides: Enhanced academic and comprehensive support services; individual and group advisement on a variety of issues; Metro cards for students employed at least 20 hours (if they qualify); Fair Hearing requests and assistance; the policies and procedures, preparing school letters and ACD 548 forms; Attendance verification letters, monitor attendance and compliance of students assigned to work/ study or internship, WEP Assistance, Legal Aid Assistance for HRA related issues, Employment counseling, coaching and placement.

The mission of COPE is:

To facilitate program completion and to provide our students with the opportunity of obtaining a challenging job, which in turn will foster financial independence, self-confidence and personal growth.

For more information:

María Cano, Director
(718) 518-4362
Lourdes Gomera, Coordinator
(718) 518-4339

CLIP - CUNY Language Immersion Program

The CUNY Language Immersion Program (CLIP) offers students the opportunity to study English intensively for a period of time before they enroll in formal college courses. This program includes ESL instruction, computer-assisted learning, tutoring, books and other materials, field trips, college orientation, and advisement. Because of the intensity of the language instruction (25 hours a week), students do not take additional college coursework while they are attending the Language Immersion Program.

CLIP Highlights:

- The Hostos CLIP program is recommended for entering freshmen who have already been admitted to a CUNY college and who need additional English as a Second Language classes prior to entering college. CLIP is also for students who have not been successful in their college ESL courses (did not pass one semester of ESL at the community college level or failed the same ESL course two times at a senior college).

- Students may choose a day or evening schedule. Classes meet Monday through Friday. Day classes meet from 9:00 a.m. to 2:30 p.m. Evening classes meet from 5:00 p.m. to 10:00 p.m.
- Students can enroll in the program for up to one year or for one semester only. There are three cycles of classes: two sessions of 15 weeks in Fall and Spring, and a six-week cycle in the Summer. Students are given the Freshman Skills Assessments Tests before leaving CLIP so that they can be placed in the appropriate classes when they return to their college.
- Students do not use their financial aid in CLIP. The cost of the program including books and materials is \$180.00 in Fall or Spring, and \$75.00 in the Summer. Students on public assistance pay \$45.00 for Fall or Spring, and \$18.00 for the Summer. SEEK and College Discovery students pay \$45.00 for fall or spring semester and \$18.00 for summer. (Fees are subject to change)

For more information contact:

Fatiha Makloufi, Director

fmakloufi@hostos.cuny.edu

Parys Lebron, CLIP's Office Manager

plebron@hostos.cuny.edu

Room C-553

Hours: 9:00 a.m. to 6:00 p.m. daily

Telephone: (718) 518-6645 or -6657

Fax: (718) 518-5745

CUNY Baccalaureate Program

Established in 1971, the CUNY Baccalaureate Program (CUNY BA/BS) is a small, University-wide individualized degree program intended for self-directed, academically strong students who have well-formulated academic and career goals. Students who are admitted to the program work out an individualized area of specialization with guidance from a CUNY faculty member who agrees to serve as a mentor. Students also complete the Program's liberal arts core distribution and other degree requirements. They are also able to incorporate independent studies and internship into their degrees, and may be able to earn up to 15 credits for documenting learning experiences that occurred prior to entering college. Although students in the Program are matriculated at one CUNY College, they are free to pursue their studies and take courses at any other CUNY college including, in some cases, the CUNY Graduate Center.

To be eligible to apply, students must seeking to design a unique or interdisciplinary area of concentration (that is, wanting to do something different from one of the majors offered by one of the CUNY colleges) and must have completed at least 15 college credits with a grade point average of 2.5 or higher. Students can apply to one of the CUNY colleges at the same time as applying to the CUNY BA Program. Students can stay matriculated at Hostos Community College until they reach 60 credits (many students will be able to complete their Associate's degree on the way to completing the Bachelor's degree). The CUNY BA and BS degrees are fully accredited and are awarded by the City University rather than by one of the individual CUNY colleges.

For more information contact:

CUNY Bacalaureate Program
(212) 817-8220
www.cunyba.cuny.edu
365 Fifth Avenue
New York, New York 10016

Latin American Writers Institute

LAWI Founded in 1987 by Professor Isaac Goldenberg while teaching at City College, the Latin American Writers Institute (LAWI) has become, over its first twenty years of existence, a strong supporter of Latino writers whose work appears in Spanish, English, or both languages. In 1991, LAWI received the Manhattan Borough President's "Excellence in Arts Award."

Hostos Community College became the Institute's new home in 1992. LAWI is the central advocacy and service organization for the dissemination of the work of Latino writers in the United States. LAWI offers established and emerging Latino writers many services related to their professional careers. It also develops new talent and encourages understanding of and public interest in new writers by hosting and sponsoring writing workshops, readings, and conferences. LAWI publishes books under its imprint, The Latino Press, and it also publishes *Hostos Review / Revista Hostosiana*, a journal devoted mainly to Latino culture and to building links between Latino writers, artists and intellectuals living in the United States and their counterparts in Latin America and other parts of the world. LAWI also publishes *LAWI Noticias*, a weekly multilingual electronic newsletter devoted to disseminating news regarding Latino and Latin America literary, artistic, and cultural activities in the United States and abroad.

It features reviews of publications by Latino writers; sections on literary contests, grants and residencies; calls for manuscripts and new magazine listings, news regarding other literary organization, writing workshops, and publishing opportunities. *LAWI Noticias* is sent to writers and followers of Latino literature in the United States and abroad, including universities, libraries and cultural and literary centers. Also, LAWI's information services and collaborations in organizing readings, conferences, and workshops are made available to professors, journalists, reviewers, translators, editors, and publishers. In keeping with LAWI's goal of increasing intercultural understanding, its activities are designed for a multiethnic audience. The institute seeks to recognize and encourage cultural diversity in its membership and all of its programs.

Study Abroad Programs

Study Abroad Programs provide opportunities for CUNY students, faculty, and staff to increase their understanding of the history, culture, educational system, and language of other communities and countries throughout the world. In addition to creating an institutional environment that promotes respect for cultural and linguistic differences, these programs cultivate skills that prepare participants to compete in the global economy.

For more than a decade Hostos has collaborated in a series of very successful study abroad/academic exchange programs with institutions of higher education in the Hispanic Caribbean and various European countries.

A study abroad program is three to four weeks in duration. From Monday through Friday, there are four hours of classroom lectures in the morning, and supplementary educational and cultural experiences are provided in the afternoon. The classes feature lectures by distinguished scholars from the host university. The supplementary experiences include visits to artists' studios, museums, historical sites, and other places of interest. These field trips enable students to adapt quickly to the language and culture of the host country and support their research and classroom learning.

Cultural enrichment activities also contribute significantly to the academic experience. Pre-departure field trips/visits to the Dominican and Puerto Rican communities of New York City are included as part of the course. The curricula focus on the most relevant aspects of the history, art, culture and education of these communities, and their place in the Hispanic Caribbean. In the Dominican Republic, students visit the National Palace and meet some of the most notable intellectuals, scholars, and artist of the country. The course is also designed to provide insight into the American educational system through comparative analysis of a foreign educational system from the perspective of social, cultural, political, economic, and religious contexts.

Each course is part of the college's curriculum and has been ratified by the college's governance structures. Participants register for credit-bearing courses and attend classes at the host institution. The following are examples of typical courses offered in study abroad programs: History, Culture, Art and Education of the Dominican Republic and Puerto Rico and Beginning/ Intermediate Spanish for Non-native Speakers.

Highlights of the programs include lectures by renowned scholars and original study abroad documentaries about Dominican identity, culture, and history. Students who express interest in conducting research receive instruction and participate in projects under the supervision of faculty members and experts in the field. Their findings are published and disseminated at conferences, seminars, and cultural enrichment activities.

Throughout the years, study abroad programs have flourished as these have established a remarkable record of success at Hostos, as indicated by the 100% retention and passing rates among program participants. Students have always rated the study abroad program as excellent.

Programs for High School Students

College Now

College Now is a collaborative program of the City University of New York (CUNY) and the New York City Department of Education (DOE) which aims to give students a jumpstart on their college education while helping them succeed in high school courses. At Hostos Community College, College Now motivates and prepares South Bronx high school students for the reality of higher education and the college experience by offering them an opportunity to take college-level courses and earn college credits.

Each semester, over 500 high school students from over 35 South Bronx high schools register for College Now classes. In addition to offering college credit courses after-school (including

Intermediate Algebra, Introduction to Criminal Justice Administration, Introduction to Business, General Psychology and Expository Writing), College Now has also piloted a college awareness workshop entitled Think College Now, created a Young Men's Leadership Institute for 9th and 10th grade students, and co-sponsored (P) SAT Prep courses with the Peter Jay Sharp Foundation.

College Now at Hostos Community College partners with the following high schools: Academy for Scholarship and Entrepreneurship; Alfred E. Smith; Banana Kelly High School; Bronx Academy of Letters; Bronx Expeditionary Learning High School; Bronx Guild; Bronx International; Bronx Leadership Academy; Bronx Leadership Academy II; Bronx School for Law, Government, and Justice; Community School for Social Justice CUNY Prep; Fannie Lou Hammer; FLAGS; Frederick Douglas Academy III; Harlem Renaissance High School; Health Opportunities High School High; School for Medical Science; High School for Violin and Dance; Hostos Lincoln Academy; International Community High School; Millennium Art Academy; Morris Academy for Collaborative Studies; Mott Haven Village Preparatory High School; New School for Arts and Sciences; New World High School; Pablo Neruda Academy; Schomburg Satellite Academy; School for Excellence Urban; Assembly School for Careers in Sports; and Validus Preparatory Academy.

For more information:

Elizabeth Wilson

Coordinator, College Now

ewilson@hostos.cuny.edu

(718) 518-683

Liberty Partnership Program

The Liberty Partnership Program is an after-school, weekend and summer program for high and middle school students here at Hostos Community College the Liberty Partnership Program objective is not only to assist students in developing their academic skills but also to introduce them to a college environment.

We offer enrichment courses geared to arouse attention in the pursuit of careers in Computers, Introduction to Medical Careers, Math, Science, Martial Arts, Film Making, Mouse Certification, Knitting, Calligraphy / Script Writing, Swimming [life guard certification training], Music [all instruments] and Capoeira. In addition, we encourage students to explore the Arts through various hands on activities and trips. Liberty Partnership Program is designed to improve a student's academic capability. Our classes range from the basics as Math and Science to the more non-traditional courses of Digital Photography. & Career Workshops which are all accredited courses. Additionally, the program offers Summer Youth Employment opportunities on the Hostos Community College campus.

The program is a partnership between Community Based Organizations, high school students, parents, faculty, businesses, the Department of Education and institutions of higher education. The program is staffed by college faculty, high school teachers, Liberty alumnus and undergraduate students that serve as tutors and mentors. The partner schools are: Hostos Lincoln Academy of Science High Middle school, Health Opportunities High School

Liberty Partnerships Program has a partnership with the American Red Cross. This affiliation between us has allowed our students to take part in an American Red Cross Lifeguard Training, CPR, and Babysitting Certifications. Also, a working relationship with the Bronx district attorney office on our yearly crime victims summit, and we are members of Health Occupation Students of America [HOSA].

For more information:

Room C-491

Telephone: (718) 518-4188

Admissions Information

The Office of Admissions at Hostos Community College encourages prospective students to meet with an admissions counselor regarding their higher education goals. The counselor will help students examine their objectives, review admissions requirements, policies, and procedures.

How to Apply

The Application Process

All applicants must complete the appropriate City University of New York online Application and provide the required documents, as specified below. Failure to file the correct application will result in a delay in processing for admission and may possibly incur additional fees and subject students to disciplinary action. Be sure to read the instructions carefully and submit all necessary documentation.

International Transfer Students can meet with an Admissions Counselor and file their online application. However, they must mail their application fee (if they did not pay by credit card), official transcripts and translations (when applicable) directly to the University Application Processing Center (UAPC).

For information:

Hostos Community College

Office of Admissions

500 Grand Concourse

Bronx, NY 10451

or email: admissions@hostos.cuny.edu

Office of Admission Services

1114 Avenue of the Americas (15th floor)

New York, NY 10036

(212) 997-2869

or email a request to: admissions@hostos.cuny.edu

Note: You should apply as early as possible. However, your application will be considered whenever you apply provided the College is still open for the semester of interest. Freshmen applications allow students to apply to six college programs. Transfer applications allow students to apply to four college programs. Transfer students will be admitted to one college ONLY, the first choice for which they are eligible. Freshmen will be admitted to all eligible CUNY Colleges.

Freshman Online Application Process

Students who have never attended a college, university, or post-secondary institution since graduating from high school/secondary school or receiving an equivalent (GED) in the U.S. or abroad should complete the CUNY online Freshmen Application and indicate Hostos as the first choice by logging onto www.cuny.edu/undergraduate. Students can also visit the Admissions Office for assistance with filing online.

The freshman application requires the following:

1. An official high school transcript or the general equivalency diploma (GED) and scores with a minimum score of 2250 (formerly 225). The following are not acceptable:
 - A high school certificate
 - An IEP diploma
 - At - home - study diploma
 - Correspondence High School diploma
2. A \$65 money order application fee payable to UAPC (University Application Processing Center). Students can also pay the application fee online with a credit card.
3. Students educated outside the United States should refer to the "Students Educated Abroad" section for additional information and requirements.

Transfer Student Online Application Process

Students who have attended a college, university, or other post-secondary institution in the U.S. or abroad since graduating from high school/ secondary school or receiving the equivalent (a GED) should file a CUNY Online Transfer Application and indicate Hostos as the first choice by logging onto www.cuny.edu/undergraduate. Students can also visit the Admissions Office for assistance with filing online. A transfer online application requires the following:

1. An official high school transcript or the general equivalency diploma (GED) and scores with a minimum score of 2250 (formerly 225). The following are not acceptable:
 - A high school certificate
 - An IEP diploma
 - At - home - study diploma
 - Correspondence High School diploma
2. An official transcript from all post-secondary institutions, colleges or universities attended since graduating from high school/secondary school or earning a GED.
3. A \$70 money order application fee payable to the UAPC (University Application Processing Center). Students can also pay the application fee online with a credit card.

4. Students currently attending another CUNY college do not have to pay the \$70 fee. The transfer application must include the courses in progress. Once grades are posted, an official transcript from that college must be mailed to the Admissions Office.

Transfer Credits

Students may transfer credits earned at other accredited colleges in the U.S. or outside the U.S., provided that (1) the courses were taken at institutions that are accredited by one of the regional accrediting commissions recognized by CUNY and (2) the courses are comparable to those offered at Hostos Community College. The Credit Evaluator evaluates transfer credits at the Office of Admissions and Recruitment prior to the first semester of attendance. The maximum number of credits that may be transferred is thirty (30). Credits may be accepted if a grade of at least "C" was obtained. Students seeking entry into any program offered at Hostos must adhere to any additional departmental requirements. Also, prior college work cannot exceed timelines established by the Department Chairs and/or their designees.

Students Educated Abroad

A student educated abroad must submit one of the following:

- Secondary school transcripts, notas del Bachillerato, baccalaureate, mark sheets or secondary external examination certificates (i.e. CXC, GCE, WASC, EAS, etc.) and/or other CUNY recognized secondary school equivalent, when appropriate,
- Official transcripts from any college, university, or other post-secondary school attended since graduation from high school/secondary school.

Guidelines for Official Translation of Documents

Documents written in languages other than English must be accompanied by an official translation, on letterhead, prepared using the same format as the original document. All translations must be in compliance with the translation guidelines of the International Admissions Unit of UAPC (University Application Processing Center). Contact the Admissions Office to obtain a copy of "Guidelines for Official Translation of Documents".

International Student Admissions Process

International students should review and follow the above submission of documents requirements for "Freshman", "Transfer" and "Students Educated Abroad" sections in order to apply for a 1-20 Certificate. Prospective students should be aware that a 1-20 Certificate can only be issued to a student after he/she has been completely processed and accepted into the college through the University Application Processing Center (UAPC).

International Student Initial Attendance to Hostos:

If you have never been to the United States, you or your sponsor must demonstrate the financial capability to fund living and attending school in the US. The total amount necessary for issuance of a 1-20 is \$22,442 per academic year. The following documents are suggested for establishing proof of financial capability: Bank statements / letters (with the balance and/or account activity), letter from employer (stating annual salary), tax returns.

- Affidavit of support (Form 1-134) - this form is to be filled out by the student's sponsor. You can download this form through the Citizenship and Immigration website at: www.cis.gov.
- Once we have received this information, we then issue the 1-20 Certificate.

International Transfer Student:

If you are under an F-1 Visa already and are just transferring schools, you will need to follow the admissions process first. Once you have received a letter of acceptance to Hostos you need to come to the International Student Office and request our Transfer Release Form. You should bring with you:

- Passport & 1-94 cards.
- All previous 1-20 Certificates issued to you.
- Either you or your sponsor must demonstrate the financial capability to fund living and attending school in the US. The total amount necessary for issuance of an I20 is \$22,442 per academic year.
- Affidavit of Support (Form 1-134) from your sponsor. You can download this form from the CIS website at: www.cis.gov. Be advised that your 1-20 Certificate cannot be issued to you until your previous school transfers it through the SEVIS program. Students doing a Transfer of the 1-20 Certificate have until 15 days from the start of the semester to complete this process.

The International Student Services Office is located in the Admissions and Recruitment Office in the Savoy Building, Room D-210. You can direct any questions or concerns you have to the International Student Advisor by calling (718) 518-4439.

Second Degree

Students with an Associate degree from Hostos may apply to Hostos Community College for a second undergraduate degree, provided it is different from the first degree. Applicants should complete an undergraduate online transfer application for admission and submit to the Admissions and Recruitment Office (1) official transcript(s) of all previous college work and (2) a \$70.00 money order payable to UAPC. Students can also pay the application fee online with a credit card.

Non-Degree

Students who are not pursuing a degree but wish to enroll in courses at Hostos may be admitted as non-degree students. Students must apply directly to the Hostos Admissions and Recruitment Office. Non-degree students do not work toward a degree and are limited to courses on a space-available basis. Non-degree students are not entitled to financial aid.

Non-degree students must submit the following

1. An official high school transcript or the general equivalency diploma (GED) with a minimum score of 2250 (formerly 225). The following are not acceptable:
 - A high school certificate
 - An IEP diploma
 - At-home-study diploma
 - Correspondence High School diploma
2. A transcript from all post-secondary institutions, colleges or universities attended since graduating from high school/secondary school or earning a GED.
3. A \$65 money order application fee payable to Hostos Community College.

Senior Citizens

Bona fide residents of New York City who are 60 years of age or older may be admitted by following the regular degree-seeking student application process. Senior citizens may study

tuition-free at the college upon the payment of a \$65 fee on a space-available basis.

Additional Admission Requirements

Testing

The CUNY Skills Assessment Tests assess reading comprehension, mathematics, and writing to determine students' readiness in these basic academic areas. Based on their performance, students may be required to take remedial courses to strengthen their academic skills, or ESL courses to develop their English language proficiency. After successful completion of coursework in any of these areas, students are retested. For specific information regarding the CUNY Skills Assessment Test and other testing issues, please see the section on Student Assessment and Testing in this catalog.

Immunization

Measles, Mumps, Rubella

The City University of New York policy, in accordance with Public Health Law (PHL 2165), requires that all students who register for six (6) or more billable credits and who were born after December 31, 1956, submit proof of two measles vaccines and one mumps and rubella vaccination in order to attend the University. To ensure full compliance, colleges must adequately notify students of these requirements upon entering the University. The following is the minimal requirement for students to complete the registration process and continue in attendance:

- Partial Compliance: One proof of measles, mumps, and rubella vaccinations and a doctor's appointment for the second measles vaccination. The second proof of measles vaccination must be submitted by the 30th or 45th day of the semester.
- The Registrar's office will alert students in partial compliance that their attendance, academic record, and financial aid eligibility can be affected if they do not complete the immunization process.
- A second letter is mailed to students in partial compliance before the 15th day of class, informing them that (1) they will be excluded from class beginning on the 31st or 46th day of the semester and that (2) free, on-campus immunization is available.
- Students who do not comply with the minimal requirements must be excluded from class and will not be allowed to return until they are in full compliance. An administrative withdrawal grade ("WA") will be placed on the student's academic record in lieu of a regular grade. Three (3) steps are needed to reverse the "WA" grade before the end of the semester, thereby allowing the student to return to class and receive a letter grade from the instructor:
 1. Present proof of immunization to the Nurse Practitioner before the end of the semester (last day of classes);
 2. Obtain approval (signed reversal form) from the instructor to return to class;
 3. Submit reversal form to Registrar's Office before the end of the semester. It is essential that all steps be completed to reverse "WA" grades. The "WA" grade is not reversible beyond the semester in question. Even if students satisfy the immunization requirement during the following semester, "WA" grades will remain on their transcripts as permanent grades.

Meningitis

In accordance with PHL 2167, students must be provided written information about meningococcal meningitis and students must complete, sign, and return a meningococcal meningitis response form. PHL 2167 does not require that students be immunized against meningitis. *Note:* For more information, refer to "CUNY Immunization Requirements" in the Policy and Procedures section of this catalog.

Residency in New York City and New York State

The residency process qualifies students for the lower tuition rate. Residency is determined by combining the length of time a student has resided in New York State and/or New York City and the immigration status of non- U.S. citizens. In the residency verification process, the Office of Admissions and Recruitment determine the tuition to be charged to students. The University has approved two forms to document the student residency determination:

1. Residency Form
2. Alternate Lease Statement (a Hostos form adopted by CUNY)

Residency Verification Process

A community college student may qualify for the resident tuition rate if s/he is a U.S. Citizen; permanent resident or in another recognized immigration status and meets both of the following conditions on or prior to the first day of class:

- a. Continuously maintained his/her principal place of abode in the State of New York for a period of twelve (12) consecutive months immediately preceding the first day of classes. (A student who has attended a high school in New York City or State for the two semesters immediately prior to the first day of classes satisfies this condition).
- b. Continuously maintained his/her principal place of abode in New York City for at least the last six (6) months immediately preceding the first day of classes. (A student who has attended a high school in New York City in the semester immediately prior to the first day of closes satisfies this condition).

Residency Flags- Students may not qualify for the NYC/NYS resident tuition rate if:

1. Student is not a U.S. citizen or a permanent resident.
2. Student's parents reside outside the city or state.
3. Student previously attended college as a nonresident.
4. Student resides outside the state.
5. Students who have immigrant or non-immigrant status (F-1 status, pending refugee, paroled pending, working visa, etc.).
6. Students who are undocumented (except for students with a New York State High School Diploma or GED and students that were enrolled in CUNY for the Fall 2001 semester and qualified for resident tuition at that time).
7. Student has resided in New York State for less than one (1) year. Students verifying residency must complete the City University Residency Form. The form can be picked up at the Admissions and recruitment Office, Savoy room D-210 or the Admissions Satellite Center at 500 Grand Concourse.

Special Situation – County charge backs at Community Colleges

Community colleges require, as a condition for registration, that every New York state resident who resides outside of New York City present a certificate of residence issued no

earlier than two months prior to the first day of classes. The certificate is valid for a period of one year. In the event the county of residence declines to issue the certificate on the basis that the student is not a county resident, the student may appeal to the New York Secretary of State.

Students verifying residency must complete the City University Residency Form. The form can be picked up at the Admissions and Recruitment Office, Savoy room D-210 or the Admissions Satellite Center at 500 Grand Concourse. Any student who receives a negative residency determination must receive, along with this determination, a copy of the College's appeal procedures. They can be obtained in the Admissions and Recruitment Office, Savoy room D210. Students wishing to appeal a negative residency determination must notify the Admissions and Recruitment Office within ten days of notification that he or she has been determined to be a non-resident. A student appeal form will be submitted to the University's Office of the Vice Chancellor for Legal Affairs and General Counsel.

CUNY Affirmative Action Policy

Hostos does not discriminate on the basis of age, sex, race, color, creed, national origin, physical or mental disability, sexual orientation, marital status, alienage or citizenship status, or veteran's status.

Student Assessment & Testing

General Information

As a part of The City University of New York (CUNY), Hostos requires that all entering students take the CUNY Assessment tests in reading and writing, and mathematics to demonstrate their proficiency and readiness to do college level work. A test of Spanish proficiency is given to students for appropriate placement in Spanish-language courses.

No student is permitted to register without taking the required placement tests or showing acceptable proof of exemption accepted by the University.

Entering Freshmen

Results of the CUNY and Hostos tests are used to determine placement into the appropriate level of classes in reading, writing, English as a Second Language (ESL), mathematics, Spanish, or foreign language.

Students who do not pass their placement exam(s) are placed in appropriate remedial or developmental courses and will have an opportunity to retake the tests after completing those courses. Students should consult with an advisor/counselor to ensure that they meet the course requirements of specific majors.

Transfer Students

Students who are transferring from a college outside of CUNY must take the reading, writing, and mathematics skills assessment tests, unless otherwise exempted. Students transferring from another CUNY college must have their placement test results transmitted to the Office of

Student Assessment through UAPC. Students are responsible for ensuring that the sending college enters the test results into the UAPC system. Students transferring from another CUNY college may not retake placement tests not passed previously as part of the admissions process.

Exemptions from Testing

Entering students are exempt from the reading and writing tests if they achieve a score of 480 or above on the verbal part of the SAT, 20 or above on the ACT, or 75 or above on the English Language Arts Regents. Likewise, students are exempt from the mathematics skills test if they achieve a score of 480 or above on the mathematics part of the SAT; 20 or above on the ACT, or 75 or above on the Sequential II or Sequential HI or Math A or Math B Mathematics Regents Examination.

Students who have already earned a Bachelor's degree from an accredited college or university may be exempt from testing. Determination of this exemption is made by the University at the time the student applies for admission. Students with a Bachelor's degree from a college in which the language of instruction was other than English will be given the CUNY Skills test for placement purposes only.

Students transferring from a non-CUNY college without a Bachelor's degree may also be exempted from the CUNY Assessment Tests in reading and writing if they have passed a college-level English course with a grade of C or better. (Courses in which English was taught as a foreign language are not eligible for this exemption.) Similarly, students may be exempted from the CUNY Assessment Test in Mathematics if they have passed a college-level mathematics course with a grade of C or better. Determination of these exemptions is made by the University at the time the student applies for admission.

All students who are exempt from the mathematics assessment test, regardless of the nature of the exemption, are required to take that test for placement into the appropriate mathematics courses.

CUNY Testing Requirements for Graduation

In order to graduate from Hostos Community College or any other community college in CUNY, students must pass the reading, writing and mathematics tests. Students should seek detailed information from their academic advisor(s) about specific graduation requirements in their major.

CUNY Proficiency Examination (CPE)

As of November 22, 2010, the CPE is no longer a requirement for graduation for all past, current and future CUNY students. Therefore, students no longer will take the CPE for any reason. Students who previously failed the CPE can graduate. Also, the CPE is no longer a requirement for transferring to a senior college within CUNY.

Testing Requirements for Transfer to a CUNY Senior College

Students planning to transfer to a CUNY senior college, directly or at a later time, must pass all three basic skills tests. Therefore, students are strongly advised to take and pass the writing, reading, and mathematics skills tests prior to applying for transfer. CUNY senior

colleges will not admit students who have not passed all of the basic skills tests. Students are urged to seek more detailed information about graduation and transfer requirements from their academic advisors.

Computerized Testing

Skills tests in reading and mathematics and Spanish placement are administered by computer. No special computer skills are required in order to take these tests. At the time of testing, students will receive complete instructions in the use of the facility.

For more information contact:

Office of Student Assessment
500 Grand Concourse Room B-207
Telephone: (718) 319-7921

Additional Information about Testing

The Office of Student Assessment website on the Hostos website contains current information about the CUNY skills tests and the CPE. The URL is: www.hostos.cuny.edu/oaa/assessment. The site contains information about the specific tests, as well as the most current requirements. Students are also advised to consult the CUNY testing website: www.cuny.edu/academics/testing. The CUNY website contains the most current and up-to-date information about the CUNY tests and current policy.

Tuition and Financial Aid

Tuition Fees

New York State Residents

New York State Residents, Undergraduate

Matriculated:

Full-time (per semester) \$2,400.00

Part-time (per billable equivalent credit) \$210.00

Undergraduate (all others):

Non-degree: (per billable equivalent credit).....\$265.00

Senior citizen fee (per semester or session) \$65.00

All Students: (including non-degree and senior citizens)

Consolidated Services Fee: (per semester or session) \$15.00

Non- State Residents & Foreign Students

Undergraduate (includes students enrolled prior to 6/1/92, or enrolled as first time freshmen, or non CUNY transfer students for semesters or sessions beginning on or after 6/1/92)

Matriculated:

Full-time (per billable equivalent credit) \$320.00

Part-time (per billable equivalent credit) \$320.00

Undergraduate (all others):

Non-degree: (per billable equivalent credit) \$420.00
All Students: (including non-degree and senior citizens)
Consolidated Services Fee: (per semester or session) \$15.00

Qualifying for the Community College Resident Tuition Rate

This section describes the requirements necessary for consideration as a resident student and the documentation necessary to prove residency. Residency Verification Process-A community college student may qualify for the resident tuition rate if he or she meets all of the following considerations:

- a. Continuously maintained his or her principal place of abode in the State of New York for a period of twelve consecutive months immediately preceding the first day of classes. (A student who has attended a high school in New York City or State for the two semesters immediately prior to the first day of classes satisfies this condition.)
- b. Students who are disabled as defined by the American with Disabilities Act (ADA) and are attending part-time (at least 3 academic credits per semester or the equivalent) can be certified for part-time TAP award for any approved term.
- c. Continuously maintained his or her principal place of abode in the City of New York for at least the last six months immediately preceding the first day of classes. (A student who has attended a high school in New York City in the semester immediately prior to the first day of classes satisfies this condition.)

Special Situation

County charge backs at community colleges:

Community colleges require, as a condition for registration, that every New York State resident who resides outside of New York City present a certificate of residence issued no earlier than two months prior to the first day of classes. The certificate is valid for a period of one year. In the event the county of residence declines to issue the certificate on the basis that the student is not a county resident, the student may appeal to the New York Secretary of State. Students verifying residency must complete the City University Residency Form. The form is distributed at the Admissions & Recruitment Office, B Building, room 103. No Residency Form will be accepted after the end of the semester for which the student is applying for a determination. A full-time undergraduate student is one who is enrolled for 12 credits, or billable equivalent, or more.

A part-time student is one who is enrolled for fewer than 12 credits or billable equivalent.

The tuition fee rate to be charged shall be determined by a student's status as a full-time or part-time student and his or her residency and degree status.

The schedule of tuition fees shall apply to all scheduled sessions, regardless of duration, subject to such special tuition fee rates as may be established by the Board.

A child of a member of the permanent staff of the Board, or a child of a deceased or retired member of such staff, who has served for more than five years on an annual salary, or a child of an employee of the City of New York or of a city agency who is required to live outside the City of New York in the performance of official duties, shall be charged resident rates.

The resident rate shall be applicable to a student of another college or university that grants exchange resident rates to a student of a college within The City University of New York. Evidence of satisfactory educational qualifications must be presented and the approval of the President of such college within the City University is required.

Special Fees for all Students, Matriculated & Non-Matriculated

Application for Admission (non-refundable)
 Freshman..... \$65.00
 Transfer Students \$70.00

Student Activities Fee

Per Semester/Session:
 Full-time \$61.75
 Part-time \$28.25

Technology Fee

Per Semester/Session:
 Full-time \$125.00
 Part-time..... \$62.50

University Student Senate (Per Semester/Session) ... \$1.45
 Consolidated Service Fee (Per Semester/Session.....\$15.00

Transcripts	\$7.00
(No charge for transcripts sent to another CUNY College)	
Late Registration	\$25.00
Change of Program	\$18.00
Duplicate of ID Card or other college record	\$10.00
Readmission (Effective January 1, 2014)	\$20.00
Nonpayment service fee	\$15.00
Returned check processing fee	\$20.00
Special examinations	
First	\$15.00
Each additional	\$5.00
Senior Citizens Fee	\$65.00
Cooperating Teachers	\$25.00
Duplicate Diploma	\$30.00

Student Notification Regarding Payment of Collection Costs

If you do not make full payment on your tuition and fees and other college bills and your account is sent to a collection agency, you will be responsible for all collection costs, including agency fees, attorney fees and court costs, in addition to whatever amounts you owe the college. In addition, non-payment or a default judgment against your account may be reported to a credit bureau and reflected in your credit report.

Refunds for Tuition

All refunds of the tuition charges appearing in the College's catalog, as well as registration material, regardless of whether paid by cash or money order, are subject to the Refund Entitlement Schedules established by The City University of New York Board of Trustees. Any refunds due are also subject to the review by the College of all student accounts. Authorized refunds will be returned to students in the form of a check at the completion of such review.

Other Refunds:

Official withdrawal from other than summer session courses before the scheduled opening date of the session: 100%

Official withdrawal within one week after scheduled opening date of the session: 75%

Official withdrawal during second week after scheduled opening date of the session: 50%

Official withdrawal during third week after scheduled opening date of the session: 25%

Official withdrawal after completion of third week after scheduled opening date of the session: None

Please note:

- a. These percentages apply to the Fall & Spring semesters only. For summer sessions, please refer to the registration calendar contained in the schedule of classes, and/or the College website for refund information.
- b. As per CUNY policy students withdrawing during the first three weeks (before the census date) are not entitled to financial aid.
- c. All tuition and fee schedules are necessarily subject to change without notice, at any time, upon action by the Board of Trustees of The City University of New York, regardless of its tuition and fees schedules in effect at the time of registration. Information on any such changes can be obtained in the Office of the Registrar, the Bursar, the Dean of Students, and Hostos web site.

Financial Aid

The following represents the most recent and/or revised information regarding available financial aid programs for Hostos Community College students. It replaces all information contained in prior Hostos College Catalogs.

Hostos Community College participates in the following financial aid programs:

- Federal Pell Grant (FPG)
- Academic Competitive Grants (A.C.G.)
- Federal Direct Loan
- Federal Direct Plus
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Federal Work Study (FWS)
- Federal Perkins Loan (FPL) State
- Tuition Assistance Program (TAP)
- Aid for Part-time Study (APTS)
- Part-Time TAP (PTAP)
- College Discovery (CD)

General Information

The Financial Aid Office provides a myriad of student aid related services, ranging from assistance with financial aid forms to job referrals. It serves an average of 5000 to 8000 students annually, awarding Hostos' students well over \$30,000,000 per year. Financial aid counseling is provided through group workshops conducted throughout the academic year. Individual counseling is also available by appointment. Student aid related literature is available at the Financial Aid Office. Students are encouraged to take advantage of these services, and to call the Financial Aid Office at (718) 518-6555 or visit our Web site www.hostos.cuny.edu/ofa.

Types of Financial Aid at Hostos Community College:

- Grants: Funds that do not have to be repaid.
- Work Study: Provides employment opportunities to assist students in paying their educational expenses.
- Loans: Borrowed money that must be repaid.

Eligibility Criteria

In general, the student must be currently enrolled in their chosen major, making satisfactory progress, and meeting academic standards. The student must not owe a refund on a Federal Pell Grant (FPG) or a Federal Supplemental Educational Opportunity Grant (FSEOG), or be in default on any loans: Federal Family Education Loan (FFEL), Federal Direct Lending Program, Perkins Loan, as well as any other types of emergency loan.

In general, student aid is awarded on the basis of need. Need is the difference between the student's estimated cost of attendance - including but not limited to tuition, fees, books, transportation, housing and the amount the student and/or his family can afford to pay. For federal student aid programs, a federally approved formula called the Expected Family Contribution (EFC) is used to calculate the amount that a family is expected to pay toward educational expenses. This ensures equity in the awarding process throughout the City University system.

Students with Disabilities

Since July 1, 1998 students with disabilities have been eligible for partial state aid (TAP). Students with disabilities that necessitate additional educational costs should call the Office of Services for Students with Disabilities at (718) 518-4454 or the Financial Aid Office at (718) 518-6555.

Citizenship

To be eligible for student aid, a student must be a U.S. citizen, U.S. national or a U.S. permanent resident who possesses I-151, I-551, or I-551C or other eligible non-citizen with an arrival/departure record (I-94) within the following designations: Asylum Granted Refugee, Parolee, Cuban-Haitian Entrant. Individuals in the U.S. with an F1, F2, J1, or J2 Student Visa are not eligible for federal aid.

Student Eligibility

Students can be enrolled in any enrollment status to receive funding from the first Pell Grant Award. However, in order to receive funding from the second scheduled Pell Grant Award, students must have earned at least 24 credit hours AND be enrolled at least half-time (6 credits).

This means that you must be taking your 25th credit in the semester in which you receive any part of your 2nd scheduled Pell Grant Award.

Transfer Students

For students who transfer from one college to another, the new college will have to take into consideration the Pell Grant award received at the prior college and credits attempted. Have now met the 1st year Award Year requirement (for the first 3 credits that will be paid out of the 1st scheduled award) and you are now eligible to be paid under the 2nd Scheduled Award (for the remaining 6 credits).

An eligible student may receive an Academic Competitiveness Grant (ACG) of up to \$750 for the first academic year of study and up to \$1,300 for the second academic year of study. To be eligible for each academic year, you must:

- be a U.S. citizen
- be a Federal Pell Grant recipient
- be enrolled full-time in a degree program
- be enrolled in the first or second year of your program of study at a two-year or four-year degree- granting institution (such as CUNY);
- have completed a rigorous secondary school program of study (after January 1, 2006 if a first-year student, and after January 1, 2005, if a second-year student)
- If a first-year student, not have been previously enrolled in an undergraduate program; and
- If a second-year student, have at least a cumulative 3.0 grade point average on a 4.0 scale for the first academic year

In New York State, a Regents Diploma with Honors or Advance Designation will serve as evidence of a rigorous secondary school program. A student may also qualify through completion of a prescribed set of courses taken, or two Advance Placement (AP) courses with a minimum score of three (3) on the AP exams or two International Baccalaureate (IB) courses with a score of four (4) on the IB exams.

Transfer Students

If you transfer from another college to Hostos, your financial aid does not automatically transfer with you. Procedures vary depending on the particular student aid program and the time the transfer occurs. Please inquire at the Financial Aid Office.

Method for Selection

Two basic application forms are currently used to process student aid requests. The Renewal FAFSA for retiming students and Free Application for Federal Student Aid (FAFSA) on the WEB are to determine an applicant's eligibility for Title IV Aid (Federal Pell Grant, ACG, Federal SEOG, and Federal Perkins).

The TAP/APTS Application, TAP on the WEB application and CUNY Supplement form is used to process both New York State and campus based aid. A student can also apply for state aid and CUNY supplement on the Internet by using FAFSA on the Web.

A minimum of four weeks is required to process these applications. It is the student's

responsibility to review the information contained in the application for completeness and accuracy prior to mailing or submitting it online to the processing agent. Deadlines and specific program procedures are posted on the Financial Aid Office bulletin board or on the Web page. Please refer to them for updates and/or legislative changes.

Federal Programs

Federal Academic Standards: Students are required to maintain satisfactory academic progress in their chosen major toward the completion of a degree to receive Federal Student Aid (Title IV). In addition, the student must achieve the minimum GPA required for probationary status at the institution. After two years of enrollment at the College, students must have earned at least a "C" average, its equivalent or academic standing consistent with the requirements for graduation. Students must also accumulate credits toward the degree according to the following standards:

Title IV Satisfactory Progress Quantitative Measure: Students will be measured against the above-mentioned standard at the end of each term as well as the quantitative measure listed below.

- A. 150% CAP: Students are required to complete their course-work in no more than 150 percent of an academic program's published length. The following formula may be used: See example below for an associate degree program of 64 credits. [(Academic Program's published length in credits) x1.5 =96] total credits.

A.A. Degree [64-credit degree x (1.5)]

Attempted Credits	Accumulated	Conditional
12	8	0.0
24	6	0.0
36	24	10.5
48	32	21.0
60	40	31.5
72	48	42.0
84	55	52.5
96	64	64.0

Remedial courses

Recipients are permitted a maximum of thirty (30) credits in remedial courses. ESL courses are excluded from this rule.

General Documents Required

When you apply for student aid, you should have certain records on hand. The U.S. income tax form(s) is the most important record. Other documents include social security forms, public assistance records, alien card, and proof of independence. Financial aid applications are subject to a Federal Edit System whereby applicants are selected to document the accuracy of their information. In some cases, financial aid applicants may be required to undergo a verification process in which data on major portions

- B. Regular Standard: If a student has attempted fewer than 150% of the total program

credits, his or her accumulated (or earned) credits must be equal to or greater than two-thirds of the cumulative credits attempted at the College.

Attempted Credits

All attempted credits are reflected on the student's file. Accumulated credits are credits that the student has earned toward the completion of the degree program. "W's, (WA, WF, AND WU), "F"s, "R"s, "INC"s, and "FIN"s transfer credits, and repeated courses reported on a student's grade transcript are counted as attempted credits. Second degree students shall have their status initialized for Federal Student Aid (Title IV) by using the number of credits accepted towards the second degree as cumulative attempted credits and cumulative earned credits. WN's grades are not counted for Title IV eligibility.

Financial aid forms must be documented for accuracy and reasonableness. Failure to comply with the verification process will render the applicant ineligible for Federal Student Aid (Title IV).

Federal Student Aid Programs

Federal PELL: Students registered for one or more credits will be considered for an award. Awards are prorated according to the following: a student's enrollment status, based on federal appropriations, the College's cost of attendance, and the applicant's EFC. Awards for eligible applicants range from approximately \$555 to \$5,550 annual.

Two Pell Grants in an Award Year

Students can now receive two Pell Grant Awards within one Award Year, if certain criteria are met. The first scheduled Pell Grant Award is the yearly amount initially provided and the second scheduled Pell Grant Award is the additional amount you could receive based on successfully completing over 24 credits in an award year. An example of an award year is July, 2014 to June 30, 2015.

The purpose of implementing the Two Pell Grant Option is to give students the opportunity to accelerate their progress towards their degrees by giving them access to Pell Grant funding each semester they attend college including summer terms. Students who received their first Pell payment in the 2008-2009 award year or after will be limited to 18 terms of full-time payments or its equivalent for part-time study. Students can track their remaining Pell Grant eligibility on www.NSLDS.ed.gov (National Student Loan Data Base) or through their Student Aid Report.

Pell Grant Awards

During the 2015-16 Award years, the maximum Pell Grant award is \$5,775. Students that meet the standards below can get up to \$11,550 maximum. Students can also review their estimated annual award amount, based on their EFC and enrollment status using the Federal Pell Grant Chart. Your EFC can be found on your Student Aid Report (SAR) at www.fafsa.gov. (Pell Charts are available at the Financial Aid Office).

Here's an example of how this works:

Let's say you are enrolled in 9 credits for Fall and 12credits for Spring. You still have 3

credits left to meet the Award Year requirement of 24 credits. So, you take 9 credit hours in the summer term.

	Fall	Spring	Summer	Total
Credits Registered & successfully completed	9 credits	12 credits	9 credits	30 credits
% of Pell award payment	37.5% from 1 st award	50% from 1st award	12.5% from 1st award & 25% from 2nd award	100% from 1st award 25% from 2nd award

All previously mentioned requirements apply. For further information, call PELL directly at 1-800-433-3243, or visit their website at: www.pellgrantsonline.ed.gov or contact the Financial Aid Office at (718) 518-6555 or visit us online at www.hostos.cuny.edu/ofa

Academic Competitiveness Grants (ACG) (Academic Year 2010-2011 will be the last year federal government will program.)

The prescribed set of courses must include four years of English, three years of Math (including Algebra I and higher level courses such as Algebra II, Geometry, or Data Analysis and Statistics), three years of science (including at least two courses in Biology, Physics, or Chemistry) three years of Social Studies, and one year of a Foreign Language. Most potential recipients will be notified by the U.S. Department of Education and will be given a web site link that will help them determine whether they have completed a "qualifying rigorous secondary school program". A student's college will then be notified and will verify eligibility. If you are not notified by the Department of Education and you think you may be eligible, contact your college financial aid office to determine your eligibility.

For the ACG program, the amount of your grant, in combination with your Federal Pell Grant, other resources and estimated financial assistance, may not exceed your financial need (*cost of attendance* minus *EFC* equals financial need). A student may not receive more than one ACG or National SMART Grant award in each academic year for which the student is eligible. All annual award amounts for an academic year may be reduced if sufficient funds are not available for all eligible students nationally in an award year.

Campus Based Aid Programs

The three programs discussed in this section are called Campus Based Aid Programs because they are administered directly by The City University of New York and the Hostos Financial Aid Office. Previously mentioned requirements apply. Although each program is different, they have these characteristics in common:

- The amount of aid you receive depends on your financial need, the amount of other aid you will be receiving, and the availability of funds at the College. Once all program funds have been depleted, no more awards can be made from that program.
- Each college determines its own deadlines to apply for Campus Based Aid.
- There are no guarantees that an applicant will be granted an award, even if s/he can demonstrate need or if the applicant received an award previously.
- Generally, applicants must be enrolled for at least six credits per semester.

Federal Supplemental Educational Opportunity Grant (FSEOG) is intended for undergraduates with exceptional need. Priority is given to students with low Expected Family Contributions (EFCs) and to students who are receiving Federal Pell Grants. An FSEOG does not have to be repaid. Award amounts are based on the availability of funds, based on federal allocations, costs of attending and the applicant's EFC. Awards for eligible applicants range from approximately \$100 to \$4,000.

The Federal Work Study (FWS) Program provides employment opportunities for qualified job candidates. The program encourages community service and provides funds to help pay educational expenses. A great variety of work experience is available for students who are interested in working off campus. Jobs on campus are limited and subject to federal allocations, cost of attendance, and the applicant's EFC. Awards for eligible applicants range from approximately \$800 to \$4,000.

Federal Perkins Loan is a low interest (5%) loan for undergraduate students with exceptional financial need. Federal Perkins Loans are made through The City University of New York and the Hostos Financial Aid Office. Based on federal allocations, cost of attendance and the applicant's EFC. Awards for eligible applicants range from approximately \$800 to \$4,000. The City University is the lender and the loan is made with government funds. If the student borrower drops to less than six credits in a semester or leaves school, s/he is entitled to a six-month grace period before beginning repayment. The repayment period may extend over a period of ten years. An additional ten years may be granted at the discretion of the institution if the borrower submits an application. This extension applies to loans made after October 1, 1980 in accordance with the regulations of the Department of Education. Payments are not required for up to the first three years of active U.S. military service, or service in the Peace Corps, Vista, or a similar national program. This also applies for borrowers with disabled dependents. First time borrowers after July 1, 1987 have nine months in which to begin repayment. Loan deferments are available for individuals that work in certain public service employment. For further details, please contact the Financial Aid Office at (718) 518-6555 or the Student Receivables Office at (718) 518-4359

How does withdrawing of all my classes affect my financial aid?

Effective Fall 2000, students earn their Financial Aid based on the period of time they remain enrolled.

During the first 60% of the term, students earn Title IV funds in proportion to the time they are enrolled, except students who withdraw prior to completion of the third week of the semester are not eligible for Title IV funds as per CUNY policy. If a student received more aid than s/he

earned, the unearned portion must be returned to the Department of Education. If a student received less aid than the amount earned, s/he may be eligible for a late disbursement.

The portion of aid the student is entitled to receive is based on a percentage by comparing the total number of days in the semester to the number of days completed before the withdrawal. For example, if you completed 20% of the semester, you would have earned 20% of your Title IV aid. If you received 100% of your title IV aid you would have to return the unearned portion. Students who remain enrolled beyond the 60% point of the term are considered to have earned all their aid and do not have to return any of the Title IV funds upon withdrawal.

New York State Student Aid

Eligibility Criteria: In addition to the previously mentioned citizenship requirements, student aid applicants must be New York State residents for twelve months preceding the award year, have taxable incomes below a certain specified amount, and meet satisfactory academic standards. Only courses in declared major are eligible for state aid. Courses not required for major will not qualify for state aid.

High School Graduation Requirement: First-time recipients in the 1996-97 academic year or thereafter must have graduated from high school, have a GED or other equivalent of high school certificate, or have received a passing score on a federally approved ability-to-benefit (ATB) test.

Students first receiving state aid (TAP) in the 2006-07 academic year who do not have a certificate of graduation from a recognized school Within the United States' providing secondary education (a high school diploma or recognized equivalent) must attain a passing score on a federally approved ability-to benefit (ATB) test. Note: this provision was contained in the TAP appropriations bill and is to be interpreted as only pertaining to TAP eligibility, not for other state programs.

Academic Standards: For the purpose of receiving state aid, students must adhere to the College's previously mentioned academic standards and to the following state standards as well. Students will be permitted a maximum number of six full time semesters (three years) of TAP to earn an associate degree. Students enrolled in the College Discovery Program may be eligible for an additional semester of TAP eligibility. Please contact the College Discovery Office at (718)-518-4475.

**New York State Financial Aid Academic Requirements states that:* To qualify for a TAP or APTS award, you must be enrolled for a minimum of 12 billable credits (of which 6 must be academic credits). For part-time TAP and APTS eligibility you must be enrolled for a minimum of 6 to 11 billable credits (of which 3 must be academic credits). All courses must meet graduation requirements for your major/curriculum.

Pursuit of Program: Students are required to complete the specified minimum number of credits/billable equivalent credits each semester:

Academic Progress Chart for Undergraduate Students receiving their first TAP award PRIOR to Fall 2006 (to be used in conjunction with the program)

pursuit chart of New York State financial assistance regulations effective
September 1981, Amended in July 1996):

Before Being Certified for This TAP Payment	1 st	2 nd	3 rd	4 th	5 th	6 th	7 th
a student must have a prior semester course % completion of	00	50	50	75	75	100	100
must have accrued at least this many credits	00	00	06	18	31	45	60
with at least this Grade Point Average	0.00	0.00	1.00	1.20	2.00	2.00	2.00

Change to Satisfactory Academic Progress Chart

A change in legislation has created a uniform chart used to determine a student's satisfactory academic progress. The following chart must be used by all institutions for first-time undergraduate students beginning with the 2006-07 academic year.

Academic Progress Chart for Undergraduate Students receiving their first TAP award in the 2006-07 academic year:

Before Being Certified for This TAP Payment	1 st	2 nd	3 rd	4 th	5 th	6 th	7 th
a student must have a prior semester course % completion of	00	50	50	75	75	100	100
must have accrued at least this many credits	00	03	09	18	30	45	60
with at least this Grade Point Average	0.00	0.50	0.75	1.30	2.00	2.00	2.00

Below is the NEW Satisfactory *Academic Progress* (**SAP chart guideline for Fall 2014 –Spring 2015**).

For non-remedial students receiving first NYS award payment in 2007-08 and thereafter

Before Being Certified for This TAP Payment	1 st	2 nd	3 rd	4 th	5 th	6 th
A Student Must Have Accrued at Least This Many Credits	03	06	15	30	45	60
With at Least This Grade Point Average	0.00	1.5	1.8	2.0	2.0	2.0

Please bear in mind that additional changes will be forthcoming. We will publish them when they become available. For any questions please contact the Financial Aid Office.

Satisfactory Academic Progress: Students are required to accumulate the following specified minimum number of credits and achieve the following specified cumulative grade point average to be eligible for the TAP award number indicated below.

Satisfactory Academic Progress Update: N.Y.S. student aid recipients must have achieved at least a C average accumulated or its equivalent after completing the second academic year. Additional information may be obtained from the Financial Aid Office or online at: www.hostos.cuny.edu/ofa.

Other Academic Related Issues: Students who withdraw from all courses during a semester will lose eligibility for state aid in the next semester. Students who fail to meet the above standard and can demonstrate that exceptional circumstances beyond their control impacted negatively on their academic achievement, may be eligible for a onetime waiver. A waiver will

be considered if there is a reasonable probability that the student will regain good academic standing and the student is able to present full documentation to substantiate an appeal. Students who wish to apply for a TAP Waiver must first receive counseling and obtain assistance from the Financial Aid Office.

Billable/Equivalent Credits: All developmental courses are charged as billable equivalent credits. Only the credit-bearing portion of the course counts toward the degree, and may be paid for with financial aid funds. The difference between the academic and billable credits does not count toward a degree and may impact on financial aid.

Note: Students who receive a retroactive withdrawal may have to pay back financial aid funds received for the period when they withdraw.

Types of New York State Aid

Tuition Assistance Program (TAP): provides tuition assistance to full-time matriculated students. Students must be registered for twelve (12) billable equivalent credits in their chosen major and with six (6) or more academic credits for the semester. Awards are based on the New York State net taxable income. The New York State Higher Education Services Corporation (NYSHESC) directly notifies the applicant of his/her award status. Based on state allocations, awards for eligible applicants range from approximately \$100 to \$1,575 per academic year. Students who apply early and present their TAP notification before their appointed registration date will receive a credit towards their tuition liability. Students who receive their TAP notification later will be responsible for paying their tuition at registration. The Student Receivables Office will notify the student by mail of their TAP reimbursement. For questions concerning TAP refund contact the Student Receivables Office at (718) 518-4359.

The Supplemental Tuition Assistance Program (STAP) was created to provide additional support for students who require remediation. Since the 1995-1996 school year, STAP has been available for first-time recipients enrolled in an approved remediation program conducted in the summer.

Aid for Part-Time Study Program (APTS): Students who intend to register for 6 to 11.5 billable equivalent credits and have not utilized their six semesters of TAP are eligible to apply for an APTS award. Unlike the STAP and TAP programs which are entitlements, the APTS Program has limited funds and is directly administered by The City University of New York and the Hostos Financial Aid Office. When these funds are exhausted, additional awards cannot be made for the academic year. Based on state allocations, awards for eligible applicants may range from \$45.00 to \$505.00 per semester.

Part Time TAP (PTAP): State Education Law was amended to create a Part-Time Tuition Assistance Program (PTAP) for students attending SUNY, CUNY and not-for-profit independent degree granting colleges in New York State. This program is similar to the CUNY PTAP Pilot which ended at the close of the 2005-06 academic years.

Eligibility Criteria:

A student may receive PTAP if he or she has:

- enrolled as a first-time Freshman in the 2006-07 academic year or thereafter;

- earned 12 or more credits toward graduation in each of two consecutive semesters by the time the first PTAP award is sought;
- at least a 2.00 cumulative grade point average;
- satisfied all program requirements for NYS TAP awards except for full-time attendance (refer to the previous section on TAP eligibility criteria);
- Enrolled for at least 6 but fewer than 12 semester hours with at least 3 of these being degree credits.

Note: No students will be eligible to receive a PTAP award until the 2007-08 academic years. There was no legislation to continue PTAP benefits for CUNY students who were receiving PTAP awards under the CUNY PTAP Pilot.

Award Amounts: A PTAP award is calculated as a proportional fraction of a normal full-time TAP award based on the number of part-time credits a student is registered for.

Partial TAP for Disabled Students

Students who are disabled, as defined by the 1990 Americans with Disabilities Act (ADA), do not have to attend school full-time to be eligible for TAP awards. These students are eligible for partial TAP award if they are attending part-time (at least three credits per semester or the equivalent). Students with disabilities that necessitate additional educational costs should call the Accessibility Resource Center (ARC) at (718) 518-4454 or the Financial Aid Office at (718) 518-6555.

Other New York State Aid Programs

- Contact the NYSHESC at (518) 473-7087 for information and/or an application for the following scholarships: Scholarships for Academic Excellence
- Regents Professional Opportunity Scholarships
- Math & Science Teaching Incentive Scholarships
- Regent's Awards for Children of Deceased or Disabled Veterans (CV).
- Robert C. Byrd Honors Scholarship
- Memorial Scholarships
- Persian Gulf/Vietnam Veterans Tuition Awards
- World Trade Center Memorial Scholarship
- New York State Volunteer Recruitment Service Scholarship

Special Programs

College Discovery (CD): This is a special program that provides assistance in the form of counseling, tutoring, and financial aid to eligible students. It is limited to those who are admitted to the College as a College Discovery student. Based on state funding and allocations, awards for eligible applicants range from approximately \$340 to \$1,000. For additional information, you may contact the College Discovery Office at (718) 518-4475.

Note: Due to the terrorist attacks that occurred on September 11, 2001, new relief programs have been established. For a complete listing, please check the Financial Aid Web site at www.hostos.cuny.edu/ofa

Special Provisions for Students in the Military: As of this printing, students called for military service before the end of the semester qualify for 100% refund of tuition and all other fees,

except application fees. For more detailed information, see: Registrar Policies & Procedures", section on Total Withdrawal for Military Reasons. Students may qualify for late disbursements of their Title IV award. Please contact the Financial Aid Office or call (718) 518-6555 for further information.

Institutional scholarship and grants vary in amounts. For information contact the Financial Aid Office at (718) 518-6555.

Registrar's Office

The Office of the Registrar, Savoy Building, Room D207, Telephone 718-518-6771 <http://www.hostos.cuny.edu/oor/> the repository of all official student academic records. The Registrar also manages registration and certifies degree candidates. The following are explanations of the various items pertaining to a student's college records and descriptions of services that are available to all students, faculty, and staff of the College.

Student Records

The Office of the Registrar is the repository of the students' academic college record. The staff of the Registrar's Office will provide students with information related to their college records and refer those students requiring additional assistance to the proper College official.

Official transcripts of work taken at other institutions (including high schools) that were presented for admission or for evaluation of credit, become the property of the College and cannot be copied or reissued. If a transcript of this work is needed, it should be obtained directly from the other institution.

Student Identification Number

When students file the initial application to attend Hostos, they are asked to supply the College with their social security number, which is kept confidential. This number is used to prevent the misfiling of student records and to enable the college to utilize its data processing facilities for maintaining these records. Entry to the data bank is by numeric identification of the student. In addition, a PIN number (Personal Identification Number) is also assigned to each student. The PIN number will facilitate a student's access to his or her academic profile.

Degree Status

Students admitted to CUNY and Hostos and who are enrolled and pursuing the course of study leading to a degree or certificate in their selected field are matriculated degree students.

Non-Degree Students

Students who wish to register for classes but are not interested in earning a degree or in pursuing a certificate program should file an "Application for Non-Degree Status." A student from outside the College may apply as a non-degree student for courses on a space-available basis. However, prerequisites and co-requisites, if any, must be met for each course. Furthermore, it is the non-degree student's responsibility to check that any courses taken are acceptable at his or her home College.

Change of Degree Status

Non-degree students, who desire to change their status to degree at some point in the future; will be subject to the college degree and college compliance requirements and must be in matriculated status at least one semester prior to the semester of graduation. Furthermore, the aforementioned students must apply for degree status by filing an Admissions application with the Admissions and Recruitment Office.

Readmission

Degree and Non-degree students may not be readmitted until they have been separated from the University for at least one semester or the equivalent calendar time. All readmission applications must be on file in the Registrar's Office one month prior to the first day of classes and validated with the appropriate fee of \$10.00 (non-refundable). Students who attended another institution after leaving Hostos must submit an official transcript from the other institution before readmission with advance standing is considered

Changes of Information

Changes of Name and/or Address

Any change of name or address must be reported to the College on a form available online or from the Registrar's Office. In the case of a change of name because of marriage or divorce, the student should report the change, provide appropriate documents, and indicate the name to be used on College records. In the case of a change of name because of a court order, it is necessary for the student to produce the court order at the time of reporting the change. The court order will be returned to the student.

Change of Curriculum

Students who wish to change their career and/or educational objectives are required to obtain permission from the coordinator of the program in which they intend to study. This should be done during the advisement period and prior to the fourth week of classes of the current semester. Furthermore, the aforementioned students should report to the Office of the Registrar to obtain the appropriate Change of Curriculum form.

Leave of Absence

Students, who decide, upon consultation with their advisor, to arrange for a leave of absence from Hostos, must file a properly completed application for the leave. The major purpose for filing an application for a leave of absence is to clear the student's record, making it possible for him or her to return to the college with relative ease and to set down clearly the terms of the student's future matriculation and financial aid. Applications for a leave of absence are available at the Office of the Registrar.

Maximum Student Course Load

The maximum course load for a student is not to exceed 18 academic credits or a combination of 18 academic and billable equivalent credits. Science laboratories, clinical and physical education courses will be counted as credits.

The Dean of Academic Affairs must approve exceptions to this 18-credit-maximum policy. Students requesting exceptions must present their latest transcript. There are two possible

reasons for making exceptions:

1. The student completed all 18 academic credits or 18 billable equivalent credits attempted in the previous semester;
2. A student (who is not on probation) needs additional credits in order to complete graduation requirements.

A fee for accelerated study will be charged for students registered for credits beyond the established College limit of 18 academic credits per semester.

Eligibility for Commencement

Hostos Community College grants degrees at the end of each fall and spring terms and summer session. A commencement ceremony is held each year in June: for degrees awarded during that academic year. Students planning to graduate at a particular time are responsible for maintaining an appropriate course load and completing degree requirements.

Applying for Graduation

Prospective graduates must file a "Request for Graduation" at the Registrar's Office prior to the sixth week of the semester in which the student intends to graduate. Filing dates are posted each semester and are also printed in the academic calendar.

The application triggers a review of the student's academic record to determine whether it is possible for the student to complete degree requirements by the end of that term or session. Only after the "Request for Graduation" form has been filed can the Registrar's Office begin processing the necessary information for final certification of graduation.

Transcripts

To secure a transcript, students must complete a transcript request form. The quickest and most convenient way to request a transcript is to order it online. The college has authorized Credentials Inc. to accept transcript orders over the Internet. In addition, transcripts can also be requested in person at the Registrar's Office or by submitting a request by mail. For details, visit the Transcripts website at www.hostos.cuny.edu/oorltranscripts. A \$7.00 fee is charged for each transcript. The fee is waived for transcripts sent to units of The City University of New York.

For students currently attending or have attended a CUNY college, UAPC will automatically request all CUNY transcripts. Applicants will be notified by UAPC if they are unable to obtain their transcript. Students must submit the UAPC transcript request letter to the Registrar's Office along with their request for an official transcript.

Transcripts, whether for transfer, employment, or any other reason, are never sent automatically. Each transcript must be specifically requested in order to safeguard the privacy of each student's official records from unauthorized review.

Official transcripts bear the College seal and signature of the Registrar, and are not issued to students or alumni.

Note: The College reserves the right to withhold all information on the record of any student who has not fulfilled financial and other responsibilities to the College, including payment of

student loans.

Certified Statements

Certified statements, required for such things as proving current or past attendance, may be obtained without charge upon filing an application available from the Office of the Registrar. Note: The College reserves the right to withhold all information on the record of any student who has not fulfilled financial and other responsibilities to the College

Permits

Note: In keeping with the regulations of the Commissioner of Education of the State of New York, a minimum of 30 academic credits of the total required in a degree program must be completed at Hostos Community College.

E-Permits to attend another CUNY College

Students are responsible for securing a bulletin / catalogs from the prospective host college and fulfilling whatever requirements it may establish for enrollment verification. Students who wish to take courses at another CUNY college while matriculated at Hostos must have a GPA of 2.0, have passed all three CUNY skills exam in order to attend a CUNY four year college, have no stops on their record, have all required immunizations, and are limited to the maximum number of credits allowable at the home college. In addition, all e-Permit courses taken must meet degree requirements.

Students who register and subsequently cancel their permit without deleting their course are subject to penalty grades from the HOST College that will appear on their Hostos transcript and are subject to tuition liabilities. Students who do not complete their registration at the host college (e.g. closed or cancelled course) must provide documentation from the HOST College that they did not register. In addition, the student must cancel the course on the e-Permit system, and officially drop from the course at the home college. *Note:* Student must adhere to the applicable deadline for filing of an ePermit for both the HOME College, as well as the deadline of the HOST College. Under no circumstances will the issuance of an e-Permit be permitted upon the elapse of the stated deadlines.

Procedures for Hostos Students to file an e-Permit Request.

The City University of New York has put in place an e-Permit system designed to help students find, get approval for, and register for courses at other CUNY colleges. Permits must be submitted online through the CUNY portal at www.cuny.edu. Chairs or Coordinators must approve requests to take a course on permit at another CUNY college. Students are kept informed of the progress of their permit request throughout the approval process. If a request is rejected, a student will be notified electronically of the reason for the disapproval.

Once on the University Home Page, students initially will have to register for a Portal ID and Password, by clicking on "Register" and following the directions. Once registered and logged in, students will find themselves on their own "My Page," that has a link to the e-Permit system prominently displayed.

Grades for courses taken on permit at another CUNY college are posted to students' records and are counted in the computation of a student's GPA (effective Fall 2004). Students receiving

a failing grade (WU, WN, *WN, F, FIN) under no circumstances will benefit from the F-grade policy.

Those students receiving TAP must bring a letter from the HOST College in which they have enrolled certifying their enrollment status. This letter should be submitted to the HOME College Registrar prior to the fourth week of the semester. Under no circumstances shall more than 30 earned credits granted from another institution be applied toward graduation from Hostos; this includes advanced standing credits.

Through the e-Permit website, students can find listings and descriptions of courses at all CUNY colleges. The CUNY online schedule of classes, accessible through the e-Permit website, enables students to easily determine whether a selected course is being offered in that semester, whether it fits into the student's schedule, and whether seats are still available. Students are encouraged to use the e-Permit application by login on to www.cuny.edu.

Permits to take courses at Hostos: Students from Other CUNY Colleges

Students from other CUNY colleges who wish to take courses at Hostos need to follow the e-Permit procedures and may register on a space-availability basis. Students on permit from another CUNY college will pay tuition at their home college.

Note: At the end of the semester, an official transcript will be forwarded to the home college.

Permits to take courses at Hostos: Students from Non CUNY Colleges / Institutions

Students from institutions other than CUNY must apply for Non-degree Status at the Admissions Office prior to registration. Students may register for courses on a space-availability basis.

Procedures for filing a Permit Request to take a course at a Non-CUNY College

1. Obtain a non-CUNY permit form through your Home College Registrar's Office.
2. To be eligible for a Permit, you must:
 - a. Be matriculated and currently in attendance at Hostos Community College.
 - b. Be in good standing - not academically dismissed.
 - c. Have all required immunizations at the Home College completed.
3. Take the Permit Form to the appropriate department Chairperson / Coordinator for approval and signature.
 - a. Inform the department which course(s) you wish to take at the Host College.
 - b. The Chairperson or Coordinator will determine if the course(s) is equivalent to a course(s) offered at the Home College. (This process may be expedited by presenting a catalog from the Host College.)
4. Registrar Processing
 - a. After academic approval, the Permit Form must be brought to the Registrar's Office at Hostos Community College.
 - b. The Registrar's Office will affix its official seal or authorizing stamp. You should take the Permit Form with you when you register at the Host College.
 - c. When the course(s) is completed, the student should contact the Host College Registrar's Office to ensure that his/her grade is transferred to Hostos Community College -Office of the Registrar. While the grade for a course taken outside of CUNY will not be posted to a student's record and will not count in

the computation of a student's GPA, credit for the course cannot be given until the grade is received in the Registrar's Office at Hostos Community College.

5. Financial Aid Approval: The student must obtain the approval of a financial aid counselor who will indicate whether the non-CUNY coursework is eligible for financial aid.
6. Tuition payment: If you are going to take a permit course at a Private or State College (non - CUNY), payment must be made to the Non-CUNY HOST College. Be sure to bring the Non-CUNY Permit Form with you.
7. There may be a limit to the number of permit credits allowed by your Home College. Please check the Home College catalog.
8. Permits will not be issued to the following:
 - a. Non-degree students
 - b. A readmitted matriculated student who is not currently enrolled or who does not need the permit courses for graduation.
 - c. An incoming newly matriculated student who requests a permit for the semester or summer session preceding his/her effective date of admission.

Withdrawal from the College

Students who find it necessary to withdraw from the college must obtain and file a withdrawal form with the Registrar's Office. Student should not drop out or withdraw from course(s) without filing the appropriate form. An unofficial withdrawal will result in the student receiving a grade of "F" or "WU", which will be computed in the cumulative grade point average as a grade of "F". Students that never attended will receive a grade of "*WN". Official withdrawals will receive grades of "W". The date the form is filed with the Registrar's Office is the official withdrawal date, not the day you stop attending classes. Students may officially withdraw until the end of the tenth week of classes.

Total Withdrawals after the Official Deadline for Medical Reasons

Students seeking to withdraw totally from the College for medical reasons after the official withdrawal deadline may appeal for a special leave through the Counseling Department in Room D-102, Savoy Building. Requests for medical leave are reviewed by a counselor and approved by the Director of Counseling Services.

Total Withdrawal for Military Reasons

The Board of Trustees policies on the treatment of students who leave CUNY to fulfill military obligations established the following rules:

- I. Students called 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 (5 weeks for summer session),
 - B. Refunds. A student called up to the reserves or drafted who does not attend for a sufficient amount of time to qualify for a grade is entitled to 100% refund of tuition and 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 (5 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 the 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.

III. Other Provisions for Military Service: Please consult with the Veterans Liaison in the Office of the Registrar.

Grading Policy

Hostos Community College awards letter grades to denote the level of achievement for each course. Effective FALL 2006, the grading system is as follows:

Letter	Grade Range	Point Value
A	93-100	4.0
A-	90-92	3.7
B+	87-89	3.3
B	83-86	3.0
B-	80-82	2.7
C+	77-79	2.3
C	70-76	2.0
D	60-69	1.0
F	Failure	0.0

Grade Point Average (CPA)

To compute the Grade Point Average, multiply the number of points shown for the letter grade by the number of credits for that course. Divide the total number of points earned in all courses by the total number of credits.

(Refer to above chart.) For example:

Course Points	Grade	Point Value	Credits	Grade
ENG 110	B-	2.7	3	8.1
FRE 101	A	4.0	4	16.0
VPA 192	C+	2.3	3	6.9
TILT 103	B+	3.3	3	13.2
HIS 210	F	0.0	3	0.0
	Total	12.3	16	44.2

Grade Point Index (44.2 quality points divided by 16 credits) equals 2.76, or approximately an "B-" average.

Other Grades

AUD - Audit Policy:

Matriculated and non-degree students may audit a course on a seat availability basis. Students are cautioned to consider the effect of auditing a class that is required for their major or is a pre/co-requisite of another course. Auditors will be charged full tuition and required fees.

Audited courses cannot be used to qualify for full-time part-time status, financial aid, veteran's benefits, or foreign student status. No credit will be given and a grade of "AUD" will be recorded. "AUD" grades cannot be changed to any other grade.

To audit a course a student must:

- Obtain written permission from the Department's Chairperson or Unit Coordinator.
- Provide Registrar's Office with written approval declaring auditor status no later than the last day of the add/drop period.
- Audit status cannot be changed to credit status nor can credit status be changed to audit status after the last day of the add/drop period.

INC - Incomplete:

This grade indicates that the objectives of a course have not been completed for good and sufficient reasons, and that there is a reasonable expectation that the student can, in fact, successfully complete the requirements of the course. For an instructor to grant an INC, the student must have met the instructor's requirements for the course, completed most of the coursework and have a passing semester average. Whether or not the student is registered at Hostos, the INC becomes a FIN grade if the missing coursework is not completed by the last day of classes of the semester immediately following the semester in which the INC grade was assigned. The FIN grade is computed into the GPA as an F. The student should not re-enroll for the same course while the INC grade is pending.

W - Withdrawal without penalty:

This grade indicates that a student has officially withdrawn from the course, until the end of the tenth week of classes.

WU - Unofficial Withdrawal:

Unofficial Withdrawal and/or Excessive Absences, signifying that the course was not completed. Student attends at least one class session. Replaces NC grades assigned prior to 1980. This grade is included in the computation of the GPA and counts as a failure (F).

WN - Withdrawn, never Attended:

This grade was only used during fall 2008- summer 2009; grade is included in the computation of the GPA and counts as a failure (F).

WN-Withdrawn, never attended:

Effective fall 2009, this grade is not included in the computation of the GPA.

WA:

All students born on or after January 1, 1957, whether degree or non-degree, who register for six or more credits/billable equivalent credits are required to demonstrate proof of immunization for measles, mumps, and rubella. A non-punitive administrative grade will be given to students who are excluded from classes for reasons of non-compliance with the New York State Immunization Law (PHL 2165).

R:

Given in courses designed as developmental (remedial courses with credit and excess hours) and remedial courses (with no credit).

An "R" grade is given when a student has not reached a minimal level of proficiency for the course, but has fulfilled all three of the following conditions

- a. Satisfactory attendance record;

- b. Satisfactory completion of in-class and homework assignments;
- c. Satisfactory progress toward the performance objectives of the course.

The "R" grade is considered a non-punitive grade, and is not included in the computation of the GPA. It is given one time only per course, except in the case of ESL 091 or ENG 091, which may be given twice. Students who take ENG 092 Spring 2003 and thereafter may receive an "R" grade twice.

P - Passing:

A grade assigned to SSD 100 (Freshman Orientation), and COOP 101, 102, 103 (Cooperative Education).

F - Grade Policy:

The grades of "#F," "#WU," "#WN," "#*WN" and "#FIN" denote grades excluded from GPA calculation. Grades not computed in grade point averages are based on CUNY policy effective September 1, 1990. When an undergraduate student receives the earned academic grade of "F," "FIN," "WU," "WN," "*WN" or an administrative failing grade, and that student subsequently retakes that course and receives a grade of "C" or better, the initial grade of "F" will no longer be computed into the cumulative grade point average. The "F" will remain on the transcript. The number of failing credits that can be deleted from the grade point average calculation shall be limited to 16 for the duration of the student's undergraduate enrollment in the institutions of The City University of New York". If a course for which a student wants the failing grade to be replaced by a grade of "C" or better was taken prior to September 1, 1984, the student must receive the approval of the appropriate Committee on Academic Standing.

- For a grade of "C" or better to replace a grade of F in the calculation of the cumulative GPA, the failing grade cannot have been received at another institution.
- A failing grade may not be partially replaced. If a student has replaced 14 credits of failing grades and subsequently receives a grade of or better in another 3-credit course that was previously failed, the failing grade cannot be replaced.
- If a student has received more than one failing grade for the same course and subsequently earns a grade of "C" or better in the course, the failing grades will be deleted from the calculation of the cumulative GPA, subject to the 16-credit limit.
- If a student fails a course that was taken on a pass/fail basis and subsequently retakes the course, a grade of "C" or better must be earned in order for the failing grade to be replaced.
- If the course number or title of a course was changed in the period between the receipt of the failing grade and the repetition of the course but the content remained the same, the failing grade will be replaced if a grade of "C" or better was received in the repeated course.
- If the content of the course was changed in the period between the receipt of the failing grade and the repetition of the course, or when a student has been allowed to substitute one course for another, the declaration of course equivalency for the purpose of deleting the failing grade from the calculation of the cumulative GPA will be at the discretion of the appropriate Committee on Academic Standing.
- The cumulative GPA calculated on the basis of this policy is to be used for purposes of retention and graduation from the college and the admission to and continuance in a major or specialization. It will not be used to calculate graduation honors, the Dean's List, or departmental honors at graduation.

Any student who does not want a repeated course to replace a previously recorded failing grade should notify the Registrar so that the replacement does not take place. This request may be made at any time after the second enrollment, provided the student is enrolled in the College.

Note: The policy is not applicable to an e-Permit course; students receiving a failing grade ("WU", "WN," "*WN, "F", "FIN") under no circumstances will benefit from the "F" grade policy.

FIN - Failure due to Incomplete:

A grade given when an "Incomplete" reverts to an "F" grade. Failure to complete requirements of a course by the last day of classes of the semester immediately following the semester in which the INC was assigned results in an "FIN" grade, effective Spring 1998.

Z - Grade:

No grade submitted by Instructor. "Z" is an administrative grade

Repeating Courses:

Repeating Courses with Passing Grades: Students should not repeat a course if a passing grade of "C" or better has been received*, or if transfer credit has been accepted for a course completed at another institution. However, if the student repeats a course for which they have received a grade of "C" or better, credit will not be awarded and their financial aid awards may be affected.

*Note: Some programs are exempted from the above statement (e.g., Allied Health). Consult your Program Coordinator.

Absences/ Class Attendance

Students are expected to attend all class meetings in the courses for which they are registered. Classes begin at the times indicated in the official schedule of classes. Arrival in class after the scheduled starting time constitutes lateness. The maximum number of absences is limited to 15% of the number of scheduled class hours per semester, and a student absent more than the indicated 15% is deemed excessively absent. In the case of excessive absences or lateness, the instructor has the right to lower the grade, assign a failing grade, or assign additional written work or readings. Absences due to late registration, change of program, or extenuating circumstances, will be considered on an individual basis by the instructor. Each department and program may specify in writing a different attendance policy.

Note:

- Any work missed during any period of absence must be made up by the student.
- If the student did not attend class at least once in the first three weeks of the course, the Office of the Registrar is required to assign a grade of "*WN".

Degree Programs & Graduation Requirements

Registered Programs Approved by the New York State Education Department
(Enrollment in other than registered or otherwise approved programs may jeopardize a student's eligibility for certain student aid awards.)

Program Title	Degree	HEGIS Code
Accounting	A.A.S.	5002.00
Accounting	A.S.	0502.00
Accounting for Forensic Accounting	A.S.	0502.00
Business Management	A.S.	5004.00
Chemical Engineering Science	A.S.	5609.00
Civil Engineering Science	A.S.	5609.00
Community Health	A.S.	5506.00
Criminal Justice	A.A.	5505.00
Dental Hygiene	A.A.S.	5203.00
Digital Design & Animation	A.A.S.	5012.00
Digital Music	A.A.S.	5610.00
Early Childhood Education	A.A.S.	5503.00
Electrical Engineering Science	A.S.	5609.00
Game Design	A.A.S.	5103.00
Gerontology	A.A.S.	5506.20
Liberal Arts & Sciences	A.A.	5649.00
Liberal Arts & Sciences	A.S.	5649.00
Mathematics	A.S.	5617.00
Mechanical Engineering Science	A.S.	5609.00
Microcomputers for Business	A.A.S.	5101.00 (UNAVAILABLE)
Nursing	A.A.S.	5208.10
Office Technology: (Administrative Assistant)	A.A.S.	5005.00
Office Technology: (Medical Office Manager)	A.A.S.	5214.00
Police Science	A.S.	5505.00
Public Policy & Administration	A.A.S.	5508.00
Public Interest Paralegal Studies	A.A.S.	5099.00
Radiologic Technology	A.A.S.	5207.00
Science for Forensic Science	A.S.	5619.00
Certificate Programs		
Business Information Systems	(certificate)	5101.00 (UNAVAILABLE)
Community Health	(certificate)	5506.00
Office Assistant	(certificate)	5005.00
Practical Nursing (LPN)	(certificate)	5209.20

Degree Programs

Hostos Community College offers Associate in Arts (A.A.) and Associate in Science (AS.), degree programs that prepare students for transfers to four-year colleges upon graduation from Hostos. Also offered are Associate in Applied Science (A.A.S.) degree programs that prepare students for specific careers as well as one Business Information Systems certificate program, one Community Health certificate program, one Office Assistant certificate program, and one Practical Nursing (LPN) certificate program. In the health sciences, credits for the A.A.S. degree vary as follows: in Dental Hygiene, 70 credits; in Nursing, 71.5 credits; in Radiologic Technology, 64.5 credits. In addition, requirements for certification and licensure in these programs impose additional restrictions on the time required to complete them.

Candidates for the A.A. degree study the arts and sciences. These include the Behavioral and Social Sciences, English, Mathematics, Africana Studies, Latin American and Caribbean Studies, Modern Languages, Philosophy, and Visual and Performing Arts and other courses in Humanities.

Candidates for the A.S. degree follow programs that closely parallel the A.A., degree program, but provide greater concentration in the areas of Mathematics or Natural Science. Candidates for the A.S. degree may also study Accounting, Business Management, Chemical Engineering Science, Civil Engineering Science, Community Health, Electrical Engineering Science, Mathematics, Mechanical Engineering Science and Science for Forensic Science. In addition, there is no modern language requirement for the A.S. degree.

Candidates for the A.A.S., degree follow programs in which there is concentration in the applied field. The professional fields in which programs are offered include Accounting, Aging and Health Studies, Dental Hygiene, Digital Design & Animation, Digital Music, Early Childhood Education, Gerontology, Microcomputers for Business, Nursing, Office Technology, Public Administration, Public Interest Paralegal Studies and Radiologic Technology.

In keeping with the regulations of the Commissioner of Education of the State of New York, a minimum of 30 academic credits of the total required in a degree program must be completed at Hostos Community College.

Entering freshmen who are veterans of the United States military service should note that they will be required to fulfill the Physical Education requirement for all degree programs that include it.

Graduation Requirements for all Degree Programs (except where specified).

1. GPA: Students must have a minimum GPA of 2.0 to be eligible for graduation.
2. SKILLS TESTS: Effective May 1997, CUNY requires that all students pass the writing and reading basic skills tests as a graduation requirement from all community colleges. In addition, students who wish to transfer to senior colleges must also pass the mathematics skills test prior to transferring (1985 policy). (See Assessment for more details).
3. Writing Intensive (WI): Effective Fall 2003, all entering students is required to take two (2) Writing Intensive courses prior to graduation. These specially designated sections are designed to help students improve their writing skills along with their understanding of course material. Through both formal and informal writing assignments, students will strengthen their writing proficiencies as they become familiar with the writing unique to particular disciplines. It is expected that, through these intensive, meaningful opportunities for writing, students will be able to become better writers and communicators, skills highly valued both in college and in the job market.

Appendix A: Grievance Forms

Student Grievance (with faculty)

Office use only.
Department: _____
Time / Date Received: _____

STUDENT COMPLAINT FORM

Name of Faculty: _____

Date of Incident: _____

Name of Student: _____

Student Contact Info: email _____

telephone _____

Total # of pages submitted: _____

Student's Signature: _____

Details of Complaint: _____

Continue on back and attach additional pages as necessary.

Student Grievance (with student/staff)

Complainant's Name (print): _____
Last First M.I.

Student ID No.: _____

Address: _____

Telephone: _____
City State Zip
() _____

Office/Department/Individual Involved: _____

Complaint Taken By: _____

Reason for Complaint: _____

NOTE: Are there other pages or documents attached? YES _____ NO _____
Complaint Resolved? YES _____ NO _____

SUGGESTIONS: _____

TRANSFERRED TO: _____

NAME DEPT.

Date Signature of Staff Recording Complaint Complainant's Signature

Appendix B: Grade Appeal Process & Form

Students have the right to appeal a grade when they believe that the grade was based on factors other than the student's academic performance in the course. The process for filing a grade appeal is as follows:

1. The student must present written proof or justification to his/her Instructor that he/she deserves a grade change. If the request for a change of grade is denied then the student can submit her appeal to the academic program coordinator.
2. The second level involves a meeting with the Academic Program Coordinator. The student must submit a written report of his/her meeting with the instructor to the Coordinator. If the Program Coordinator feels that there is sufficient cause to appeal a grade, then the Program Coordinator will initiate the appeal and forward the appeal to the Chairperson. If the department denies the appeal, then the student can submit his/her appeal to the academic department chairperson.
3. The third level involves a meeting with the Academic Department Chairperson. In this case, the Chairperson will review the appeal and all pertinent documents available – grade rosters, copies of papers and exams- and determine whether the appeal can be granted or not. Once a ruling has been made, the case should be considered closed. If the department denies the appeal, then the student can submit his/her appeal to the Academic Standard Committee.

STUDENT COURSE GRADE APPEAL FORM

Please read the *Course Grade Appeal Procedure*, which is available online, before completing this form.

Name: _____

Student Empl ID: _____

Street address: _____

City/State/Zip: _____

Telephone numbers: _____

Email address: _____ Semester: _____

Course: _____ Section Number: _____

Instructor: _____

Please state the basis for your grade appeal. Be as specific as you can. Attach another sheet if necessary. You should also attach all additional documentation as specified in the *Course Grade Appeal Procedure*.

Do you wish to appear in person before the Academic Standards Committee?

Have you spoken with your instructor in hopes of resolving this dispute informally? If not, why?

Student's signature: _____

Date: _____

Please submit this form to the instructional **dean** or department chair with supervisory responsibilities for the course whose grade you wish to appeal.