The City University of New York
CUNY SCHOOL OF LAW
Law in the Service of Human Needs

STUDENT HANDBOOK
2012 - 2013

Making the Connections: Lawyering, Community and Social Justice
Editorial Coordinator: Patricia Kennedy
Assisted by: Carol Kozo
Golden McCarthy
Allie Robbins

Production Coordinator and Cover Design: Carmen Rana

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INTRODUCTION

Welcome...or welcome back...to the Law School. The staff and faculty of the City University of New York School of Law wish you a stimulating, challenging and rewarding year.

This Student Handbook contains the policy, rules, and regulations all students at the Law School are required to observe. As you review its contents, you will also find useful information on the wide range of services and activities at the Law School.

Current information affecting students is generally conveyed by the Office of Student Affairs through e-mail or via student mailboxes. It is expected that students check these sources of information regularly.

Any requests for modification of, or exemptions from, the provisions of the Handbook should be made in writing to the Office of Student Affairs or other relevant offices as instructed in this Handbook. We hope the Handbook will be a useful and ever-present part of your life at the Law School.

RESERVATION OF RIGHTS

This Handbook is primarily intended for the guidance of the students of CUNY School of Law. The Handbook generally sets forth the manner in which the Law School intends to proceed with respect to the matters addressed. The Law School reserves the right to depart from the terms of this Handbook for good cause and without notice. This version of the Student Handbook supersedes all previous editions.

IMPORTANT NOTICE OF POSSIBLE CHANGES

The City University of New York reserves the right, because of changing conditions, to make modifications of any nature in the academic programs and requirements of the University and its constituent colleges without notice. Tuition and fees set forth in this publication (or on this website) are similarly subject to change by the Board of Trustees of The City University of New York. The University regrets any inconvenience this may cause.
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Sarah Valentine  
Interim Associate Dean for Academic Affairs  
Room: 4-106D  
Phone: (718) 340-4370  
Email: valentine@mail.law.cuny.edu

Vicki A. Hickey  
Administrative Assistant to Associate Dean for Academic Affairs  
Room: 4-106F  
Phone: (718) 340-4197  
Email: vicki.hickey@mail.law.cuny.edu

Cathy Larsen  
CUNY Administrative Assistant  
Room 4-106N  
Phone: (718) 340-4362  
Email: larsen@mail.law.cuny.edu

Angela Morrison  
College Assistant  
Room: 4-106A  
Phone: (718) 340-4594  
Email: angela.morrison@mail.law.cuny.edu

Maryann Ruggiero  
College Assistant  
Room: 4-106G  
Phone (718) 340-4366  
Email: maryann.ruggiero@mail.law.cuny.edu

The Academic Affairs Office oversees the Law School’s academic program and implements academic policy. We work with students to develop individualized programs, within the constraints of our curricular and academic policies that will maximize each student’s professional development and goals. Academic counseling is available at any point during the year.

To schedule an appointment or to check on the status of an academic matter, please call (718) 340-4370. You may use email as appropriate to ask a specific question, to seek advice, or to provide information that would enable us to be better prepared for meeting with you.

The Law School’s academic program retains the strengths of traditional legal education while making significant innovations. Our central purpose is to create an educational program that honors students’ aspirations toward a legal career built on a commitment to justice, fairness, and equality. These principles form the basis of the Law School’s motto, “Law in the Service of Human Needs.”

The faculty has designed a curriculum responsive to these concerns. While our curriculum includes the core doctrine taught at law schools around the country, it is different in two significant respects. First, it pays far greater attention to theory and to practice, integrating them into the substantive courses. Second, the method and content of our courses are designed to train lawyers who aspire to serve the public interest through a practice in public service, in public interest firms, or in community-based law offices and advocacy centers.

The Law School’s pedagogical philosophy derives from these premises:

- the development of professional skills, ethics, and habits requires opportunities for guided experiential learning that create opportunities for students to be in role as lawyer and the opportunity to do the work of a lawyer in supervised clinical or meaningful externship setting;

- the development of strong active learning and critical thinking skills involves a multi-dimensional cognitive process;

- identifying, developing, and using conceptual frameworks and theory as integral to learning the law and good lawyering;

- teachers should make conscious choices about goals, teaching methods, and evaluation that are designed to maximize opportunities for learning and to provide a fair assessment of a student’s progress towards mastery of the skills, understanding, and knowledge necessary for competent legal practice; and

- academic support and opportunities for individual assistance should be available to complement classroom and peer-learning opportunities.
# COURSE OF STUDY

## FIRST YEAR

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<tr>
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<th>Credits</th>
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<tr>
<td>Torts</td>
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<td>Contracts (Law and the Market Economy I and II)</td>
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</tr>
<tr>
<td>Civil Procedure</td>
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<tr>
<td>Liberty, Equality and Due Process</td>
<td>3</td>
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<tr>
<td>Law and Family Relations</td>
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<tr>
<td>Legal Research</td>
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<td>Lawyering Seminar I and II</td>
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30 credit-hours

## SECOND YEAR

<table>
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<th>Credits</th>
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<td>Evidence</td>
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<td>Property</td>
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<td>Public Institutions (Administrative Law)</td>
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<tr>
<td>Lawyering Seminar III</td>
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30-32 credit-hours

## THIRD YEAR

<table>
<thead>
<tr>
<th>Course</th>
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30-32 credit-hours

Core Doctrine is a required course for all third-year students. Students with a cumulative GPA of 3.3 or higher by the end of their fifth semester may opt-out of this requirement and take a sufficient number of additional elective credits to satisfy graduation requirements.

All students must take at least four courses that the faculty deem “Bar Elective” courses. Students with a cumulative GPA of 3.3 or higher at the end of their third semester may opt out of this requirement. Currently the following courses are considered bar electives: Business Associations, Criminal Procedure, First Amendment, New York Practice, Professional Responsibility, Real Estate Transactions, UCC Survey, Wills and Trusts.

Third-year students have the option of participating in either one Concentration or one Clinical program. The choice of which Concentration, Clinical and elective courses will be offered is determined each year and the Law School expressly reserves the right to change or modify these offerings for future years. The following Clinics and Concentrations will be offered in the 2012-2013 school year:

### Concentrations

<table>
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<th>Concentration</th>
<th>Length</th>
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<tr>
<td>Health</td>
<td>One semester</td>
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</tr>
<tr>
<td>Family Law Concentration</td>
<td>One semester</td>
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### Clinics

<table>
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<tr>
<th>Clinic</th>
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<th>Credits</th>
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<td>Defenders</td>
<td>One semester</td>
<td>12</td>
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<tr>
<td>Community Economic Development</td>
<td>One semester</td>
<td>12</td>
</tr>
<tr>
<td>Immigrants’ Rights</td>
<td>Two semesters</td>
<td>8 credits/semester</td>
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<tr>
<td>Elder Law</td>
<td>One semester</td>
<td>12</td>
</tr>
<tr>
<td>International Women’s Human Rights</td>
<td>Two semesters</td>
<td>8 credits/semester</td>
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<tr>
<td>Mediation</td>
<td>One semester</td>
<td>12</td>
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GRADUATION REQUIREMENTS

To earn the Juris Doctor degree from the CUNY School of Law, a student must pass all required courses, earn 91 credits, be in good academic standing, and comply with the attendance, residency, and other requirements described below.

NON-ACADEMIC WORK AND ATTENDANCE

The Law School program is a full-time, day program of instruction. It requires students to devote substantially all of their time to their studies during the school year.

a. In compliance with ABA standard 304(f), the Law School requires regular and punctual class attendance. Interpretation and implementation of this policy rests, in the first instance, with the faculty member teaching each course. Absences may lead to failure in a course even where a student has satisfactorily completed other requirements. Absences of more than two consecutive class days due to illness or other extraordinary circumstances should be reported by the faculty to the Office of Academic Affairs. Even excused absences may lead to failure or mandatory withdrawal from a course.

b. In compliance with ABA standard 304(f), a student may not engage in employment for more than 20 hours per week.

RESIDENCY

Ordinarily, a student must be registered for 12 credit-hours or more in each of six semesters to complete the academic program. Students seeking to graduate based on full-time attendance in five semesters and two full-time summer sessions of 6 credits each must notify the Office of Registration and Records Management prior to the start of the student’s proposed final semester and obtain the permission of the Academic Dean. Courses where credit hours are awarded for intensive, all-day programs and not spread across a summer session or a semester, do not count towards the residency requirement. Students seeking to graduate with schedules other than those described above or who seek to interrupt their matriculation with a leave of absence must seek the advance permission of the Associate Dean for Academic Affairs.

Students are responsible for fulfilling the requirements of each state in which they expect to take the bar examination, including New York. Students who plan to take another state’s bar examination should check the residency requirements of those jurisdictions.

The New York Court of Appeals determines eligibility to sit for the New York State bar exam. Current requirements are that the program and course of study leading to a juris doctor be completed no earlier than 24 months and no later than 60 months after a student has commenced law study at the law school or a law school from which the school has accepted transfer credit.

CUNY School of Law’s curriculum is designed for students to graduate in six semesters (excluding summer school). Students may elect or, if on academic probation, may be required to stay for an additional seventh semester. The Law School will work closely with students taking a seventh semester to ensure that the selected course of study is that which best supports successful completion of law school and preparation for the profession’s entrance exam. Students considering a seventh semester should speak with their advisors and are required to have the permission of the Academic Dean. Additional semesters have financial aid implications and students should speak with the financial aid office as soon as they begin to consider an additional semester.

No more than a combined total of 10.5 credits towards graduation may be earned in the following courses: Teaching Assistant, Independent Study, Law Review, Moot Court, and Public Interest/Public Service (counted as 1.5 credits towards this limit).

PARTICIPATION IN COMMENCEMENT CEREMONY

A student may participate as a graduating student at commencement only once. For most students, this will be with the class with which they entered. However, a student who will not graduate with his/her original class may, with the Academic Dean’s permission, participate as a graduating student at commencement if s/he is within 24 credits of graduation. Otherwise, s/he may not participate in a commencement until s/he has completed all the courses necessary for graduation.

GRADING AND EVALUATIONS

GRADING SYSTEM FOR ALL COURSES

Courses at CUNY School of Law (except Civil Legal Process and Professional Responsibility, Individual Skills Development, and other specifically designated courses) use the following grading scale: A, A-, B+, B, B-, C+, C, C-, D, and F. These grades will be used to determine a student’s academic status as set forth in the Academic Standing Policy below.

All courses (including Lawyering Seminars) are credit bearing, and the grades for all courses will appear on the student’s official transcript except:

Individual Skills Development, Moot Court, and Law Review are graded on a Credit/No Credit basis, and all first-year, first-semester grades are recorded on the transcript as “Cr.” (Credit) or “No Cr.” (No Credit). Where a student has timely elected the Credit/No Credit option described below for courses for which the option is available, all letter grades of A through C+ will be recorded as “Cr” (Credit), and grades of C or lower will be recorded as “NCL” (No Credit).

In addition to the grades of A, A-, B+, B, B-, C+, C, C-, D, and F, the faculty member may, in certain circumstances as described
below, use the grade “Inc” (Incomplete). Other official transcript grade notations include “W” (Withdrawal), “WN” (Withdrawal, never attended), “WU” (Unofficial Withdrawal), “FIN” (an Incomplete which has converted to a Fail by lapse of time), and “Z” (no grade submitted by the faculty member).

In all three years, academic standing and referrals to academic support will be based on the grades assigned using this grading system. The Office of Academic Affairs will do the calculations necessary for academic standing determinations, academic counseling, and program.

Teachers in all courses (whether a large or small number of students are enrolled in the course) should give as much feedback to students as possible, and should do so as promptly as possible, so that students understand the basis for their grades and what they can do to improve their performance.

Grades should be based on the student’s total course performance. This performance must be measured by at least two evaluative devices which may include a mid-term examination, a written final examination, a paper or other written or oral assignment, attendance, participation, a simulation component or any combination of those or other performance measures.

GRADE APPEALS AND GRADE CHANGES

a. Grounds for Grade Changes and Grade Appeals
Final grades may be changed in the following circumstances: (i) by the Academic Dean based on a finding of clerical error, including transposition of grades upon entry on the grade sheet, mathematical errors in the calculation of the grade, the exclusion of a portion of the exam in grading or other work that was timely submitted for the course; or (ii) by the Academic Standing Committee based on a finding that the grade resulted from factors extraneous to the grading basis announced by the faculty, including bias.

b. Procedures for Initiating a Request for a Grade Change or Grade Appeal
All grade appeals must be made in writing and filed with the Office of Academic Affairs within thirty days of the start of the semester following the semester for which the grade was entered. For example, grade appeals for Spring semester grades are due within 30 days of the start of the following Fall semester. Grade appeals made directly to a faculty member at any stage of the appeals process will not be considered. Grade appeals must be initiated in writing. The Academic Dean or the Committee will notify the student if the Committee finds it necessary for the student to appear before the Committee in connection with the grade appeal. Otherwise the Committee will base its decision on the written petition and any other facts before the Committee. The fact that an appeal is pending shall not stay any other determinations or actions by the Dean or Academic Standing Committee.

c. Process for the Determination of Grade Appeals
Grade appeals made after the time period set forth above will not be considered. Grade appeals should be addressed to the Academic Standing Committee and submitted to the Office of Academic Affairs. The Associate Dean for Academic Affairs will review all petitions to determine whether the Academic Standing Committee has jurisdiction to hear the petition. Students should use their exam numbers for identification on their grade appeals. Ordinarily, the Academic Standing Committee will review an appeal based on paragraph (b), above, at its next regularly scheduled meeting. The Committee may make a decision based on the student’s appeal at that meeting or may seek additional information from the student or the faculty member. If the Committee seeks further information from a faculty member, the faculty member will be notified that the information should be provided within thirty days. If the faculty member fails to respond within thirty days, the Academic Standing Committee will consider the appeal at its next scheduled meeting and make a determination as to how to proceed. The student will ordinarily be notified in writing of the Committee’s determination -- either granting or denying the appeal or adjourning consideration pending further information -- within one week following the meeting at which the petition was considered.

EVALUATION SYSTEM FOR PERFORMANCE IN LAWYERING SEMINARS, CONCENTRATIONS AND CLINICS

Lawyering seminars teach practical lawyering skills using a variety of teaching mechanisms such as simulations, individual and group work, and presentations. Teachers provide extensive feedback to enable students to determine their level of competency and learning needs in legal reasoning, legal writing, communication and counseling, professional responsibility, organization, and time management as well as other lawyering skills.

Students in Concentrations and Clinics also receive written evaluations. Covering the six competency areas—Professional Responsibility, Clinical Judgment, Legal Reasoning, Theoretical Perspective, Communication and Management of Effort. The evaluations are informal communications between teacher and student and do not appear on the official transcript. The evaluations enable the teacher to communicate to each student an assessment of that student’s demonstrated level of competence in the major components of a lawyer’s skills and tasks, as well as the student’s continuing learning needs in these skill areas.

Submission of Coursework
Students are required to submit coursework in a format that the professor can read without conversion. If you plan to submit your work in anything other than MS Office (v. 2002 or higher) or rich text format, please consult with your professor.
ACADEMIC STANDING POLICIES AND PROcedures

These rules will apply to all students enrolled in the spring semester of 2012 and following unless and until this policy is changed by the faculty.

The following grades and scale (quality points) will be used to determine a student’s academic status:

- A = 4.00
- A - = 3.70
- B+ = 3.30
- B = 3.00
- B - = 2.70
- C+ = 2.30
- C = 2.00
- C - = 1.70
- D = 1.00
- F = 0

1) A student’s grade point average (“GPA”) will be determined by multiplying the number of points awarded for the letter grade assigned to each course by the number of credits designated for each course and then dividing by the total number of credits for all the courses in which a student was awarded a letter grade. Letter grades earned in all courses (including first-year, first-semester courses) will be included in the computation unless the student has timely elected the Credit/No Credit option described above, in which instance the computation will be made as described in the Credit/No Credit policy. For courses graded Credit/No Credit, the grade of “CR” or the credit hours will be included in the calculation of the grade point average. However, if the student receives a grade of C or lower in a course taken Credit/No Credit, the grade of “NCL” and the scale (quality points) of 1.00 will be included in the calculation of the student’s grade point average.

For purposes of academic standing, a student’s semester average, not cumulative average, will be employed. All references in these rules to GPA refer to semester grade point average. (Thus, a 2.499 GPA places a student on probation, and a 2.299 first semester GPA leads to a required restart.)

2) No cumulative GPA will appear on the transcript.

3) Transcript grades for the first semester will be entered as “CR” (Credit) for all courses in which a student earns a D or better and “No Cr.” (No Credit) for courses in which a student does not pass. Unless otherwise indicated in this policy, the calculation of GPAs for academic standing purposes will include first-semester grades.

4) Any student who fails to achieve a GPA of 2.3 at the end of the first semester and wishes to continue in the program will be required to re-start the program. Any student whose first semester average is between 2.3 and 2.5 will be on probation, but may choose to take a leave of absence for the semester and restart the following fall. Any student who still has an outstanding incomplete on the first day of that student’s second semester will be deemed to have failed the course for purposes of calculation of the GPA. A restarting student returns on probation and is subject to conditions set by the Academic Standing Committee which will ordinarily include the requirement that the student re-take all courses (including those passed the first time). Any credits earned prior to the student’s re-start will not be counted toward graduation and will not be used in calculations of the student’s future GPA. Transcript entry for all courses taken prior to the re-start will show “NC” (No Credit). No student will be permitted to re-start the program more than once. A student who is required to restart the program because he or she achieved a GPA of less than 2.3 in the first semester, and after restarting the program is later dismissed under the academic standing policies, will not be allowed to re-enter.

5) A student must achieve a 2.5 average in each semester to be in good standing. A student who has a GPA below 2.5 for any semester will be on probation for the following semester. Any student on probation must meet with the Academic Dean, who will determine the terms and conditions of probation, which may include registration in an academic support course, requirement of a specific academic program (including a reduced load), and recommended limits on work and extra-curricular activities. Academic support services will be available for all students on probation. A student with an outstanding incomplete on the first day of the semester following the semester in which the student was on probation will be deemed to have failed the course for purposes of calculation of the GPA.

6) Unless contradicted by specific terms and conditions of probation set by the Academic Standing Committee or the Academic Dean, a student on probation will be permitted to withdraw from courses taken during the semester on probation during the time permitted for such withdrawals under the regular academic policy in force during that semester. A student who has withdrawn from a course once ordinarily will not be permitted to withdraw from that course again. Permission for a second withdrawal may be granted by the Academic Dean only upon determination that there are exigent circumstances that did not exist at the time the student enrolled in the course. If a student withdraws from all courses during that semester, the student may be granted a leave of absence under such terms and conditions as prescribed by either the Academic Standing Committee or the Academic Dean.

7) A student who has a GPA of 2.5 or above at the end of a semester on probation will be returned to good standing.

8) A student who has been on probation in any semester will be dismissed at the end of that semester if the student earns a semester GPA below 2.5 for that semester. The rules governing application for re-entry for a student dismissed pursuant to the
provisions of this paragraph are set forth in paragraphs 13-16 below.

8a) A student who earns a GPA of less than 2.5 for any two non-consecutive semesters will be dismissed at the end of the second such semester, but that student may be granted immediate re-entry by the Academic Standing Committee upon proof of exceptional extenuating circumstances and a determination that the student is likely to successfully complete the program. In addition, the provisions in paragraphs 13(a)-16 apply to immediate re-entry applications. Unless immediate re-entry is sought and granted, the rules governing application for re-entry for a student dismissed pursuant to the provisions of this paragraph are set forth in paragraphs 13-16 below.

9) A student who earns a GPA that would cause a third probation or who achieves a GPA of less than 2.5 for any three semesters will be automatically dismissed. The rules governing application for re-entry for a student dismissed pursuant to the provisions of this paragraph are set forth in paragraphs 13-16 below.

10) Any student who has not yet taken a Clinic or Concentration but has reached the required number of credits to enroll in a Clinic or Concentration will be considered to have completed the fourth semester. A student who has a GPA below 2.5 will not be permitted to enroll in a Clinic or Concentration unless and until that student is returned to good standing.

11) A student will not be permitted to graduate unless the student is in good standing.

12) Any student who has attempted but not earned sufficient credits to graduate will be considered to have completed the sixth semester. If a student has a GPA below 2.5 at the end of the sixth semester or any later semester who has not been on probation before, the student will be required to attend a seventh semester under a program determined by the Academic Standing Committee.

13) A dismissed student (except for a student dismissed after restarting pursuant to paragraph 4 above), may seek re-entry for a semester no sooner than two years following dismissal by filing a written petition for re-entry pursuant to the requirements in paragraph 14. Although a student must file the petition for re-entry during the two-year period between dismissal and re-entry, even if the petition is granted, four semesters must elapse before the student can be re-enrolled. A dismissed student may seek, and the Academic Standing Committee may grant, re-entry one year following dismissal, upon a showing by the student that the dismissal was caused by exceptional, non-recurring, extenuating circumstances that no longer exist. If re-entry is granted, the Academic Standing Committee will fashion such terms and conditions as it deems appropriate.

13a) A re-entered student will be on probation and will be, at a minimum, required to attain a GPA of 2.5 or above to continue in the program. The terms and conditions of re-entry will be detailed in writing in a re-entry contract. No student will be re-entered until that student agrees in writing to the terms of the re-entry prescribed by the Academic Standing Committee. A student is permitted to re-enter only once.

14) Petitions for re-entry must be submitted in writing to the Academic Dean. A petition for re-entry for a fall semester must be filed no later than May 1st. A petition for re-entry for a spring semester must be filed no later than October 1st. The Academic Standing Committee ordinarily will take action on the petition and notify the petitioner of its decision in sufficient time to permit the student to register in the appropriate semester if the petition is granted. Except in extreme circumstances, re-entry during the summer session will not be permitted. The Academic Standing Committee will make determination for re-entry based on written petitions; a petitioning student will be notified if the Committee determines that a personal appearance by the student is necessary. The Committee’s decision on a petition for re-entry is final, unless, upon appeal to the Dean, it is determined that the Committee’s action was arbitrary and capricious or that the Committee exceeded its authority.

15) No student will be re-entered unless the student demonstrates to the satisfaction of the Academic Standing Committee that the student is likely to successfully complete the program and the requirements for graduation. To aid in the Committee’s determination, petitions should include an explanation of what led to the student’s prior difficulties and the changed circumstances which would now lead to successful completion of the program (including a description of what the student has done during the waiting period that will enable academic success). The petitioning student has the burden of providing a concrete proposal that will lead to academic success. It is strongly recommended that the petition contain: (a) details concerning whether and how the student used the academic support resources available during the student’s prior enrollment, and (b) a detailed plan for continuation in the program, including courses to be taken and the identification of available resources to enable successful completion of those courses.

16) The Academic Standing Committee may, in the course of its consideration of a petition for re-entry, review any information available in records existing at the Law School, including the records existing in the Admissions Office, the Office of Registration and Records Management, the Dean of Students Office, and the Academic Affairs Office, as well as the student’s lawyering seminar work file and examination file. The Committee may also consult with faculty members familiar with the student’s academic performance.

17) The requirements for graduation are separate from the criteria for return to good academic standing. Students must also fulfill all graduation requirements before they may receive a diploma. Students who are placed on probation at the end of the sixth semester may not graduate until they have been returned to good academic standing.
Example: A student successfully completes five semesters without being on probation. In her final semester, she earns a grade point average below 2.5 and is on probation. The student cannot graduate; instead, she must attend a seventh semester under a program determined by the Academic Dean. Courses taken during a summer semester do not affect academic standing (see below).

Example: A student is on probation during his first semester, but returns to good standing the following semester. He successfully completes the next three semesters without being on probation. In his sixth semester, he earns a grade point average below 2.5. The student cannot graduate; instead, he must petition the Academic Standing Committee for immediate re-entry and for permission to continue in the program. If his petition is granted, he must take at least one course to return to good standing. Courses taken during a summer semester do not affect academic standing (see below).

18) Effects of Probation

Once a student is, or has been, on probation in any semester, in addition to the foregoing paragraphs, the following also applies:

1. the student must enroll in Legal Methods while on probation (First Year students only);
2. the student may not take courses under the Credit/No Credit Option;
3. the student may not serve as officer of a student group during the semester while on probation;
4. the student will be prohibited from applying for or serving in school-approved internships or placements, except under extraordinary circumstances;
5. the student will be prohibited from serving on the Academic Standing Committee.
6. the student may not take more than 16 credits a semester or more than 6 credits in the summer session and may be required to take a reduced credit load.

19) Nothing in these rules waives or grants any rights, obligations, or requirements related to University regulations or fees, New York State Court of Appeals rules for certification to take the bar examination or for admission to the bar, financial aid qualifications or rules, or any other rule or obligation prescribed by an authority other than the CUNY School of Law to which the Law School or the student has obligations or responsibilities.

(Arranged by the CUNY School of Law Faculty on May 20, 1999; amended on January 29, 2003, effective for all students beginning in Fall 2003; amended November 30, 2011, effective beginning in Spring 2012.)

[Clarifications consistent with the policies adopted by the Faculty and the CUNY Board of Trustees have been added to this statement of the policy.]

SPECIAL ACADEMIC STANDING RULES FOR GRADES EARNED DURING THE CUNY SCHOOL OF LAW SUMMER SESSION

1) A student’s performance during summer session will not affect academic standing for purposes of probation and dismissal.

2) Notwithstanding the operation of the academic standing policy as applied to a student’s GPA at the end of a fall or spring semester, no student will be dismissed as a result of the computation of the GPA at the end of a summer session. Nor shall the GPA achieved in a summer session affect academic standing for purposes of probation and dismissal.

3) Any student who enrolls in a summer session while subject to a written agreement upon re-start or re-entry or to written terms and conditions of probation from either the Academic Dean or the Academic Standing Committee shall be subject to those terms and conditions.

OTHER ACADEMIC POLICIES

CLINIC AND CONCENTRATION ELIGIBILITY AND LIMITS

A student may take a Clinic or a Concentration only if s/he has passed a minimum of fifty-three credits by the first day of the semester in which s/he plans to take the Clinic or Concentration and is not on probation during that semester. A student who has registered for a Clinic or a Concentration, but does not meet these criteria by the first day of the semester in which s/he is scheduled to take the Clinic or Concentration, will not be able to enroll in that Clinic or Concentration. If you are on probation in the fifth semester as a result of fourth semester grades you will be required to remain in law school for an extra semester because you will not be able to meet the Clinic or Concentration requirement in the spring semester.

CORE DOCTRINE OPT-OUT

Core Doctrine is a required course for all third-year students. Students with a cumulative GPA of 3.3 or higher by the end of their fifth semester may opt-out of this requirement and take a sufficient number of additional elective credits to satisfy graduation requirements.

FAILED COURSES

a. Pursuant to New York State law, the grade earned each time a course is taken will appear on the transcript, including the grade of F. If a failing grade is received in any course, the student will not receive any credit hours for that course. If the student is a first-year, first-semester student, the grade of “No Cr.” (no credit) will be recorded on the student’s official
Transfer credit will be given only under the circumstances described in this section. A student must obtain at least a “C+” or better in each course for the credit to count towards the CUNY School of Law degree. CUNY Law does not accept transfer credit for courses taken pass/fail. (If a student earns a grade of C+ or lower or has taken a course on a pass/fail basis, the student will not receive transfer credit for the class.) A student who takes a course which has been approved by the Associate Dean for Academic Affairs and who receives a grade of “C+” or better will not receive transfer credit until the Office of Registration and Records Management receives an official transcript for that student from the other law school. All grades of “C+” or better in transfer credit courses will be entered as “Credit” on the student’s CUNY School of Law transcript and will not be calculated into a student’s grade point average.

a. **Transfer Students**

To receive transfer credit for courses that were successfully completed at another law school prior to admission to CUNY School of Law, a student must request consideration for credit in his or her application for admission to the Law School. If a student requests such consideration, the Associate Dean for Academic Affairs will determine whether, or how many, credits will be granted. In compliance with Law School policy, no more than 30 credit-hours can be transferred.

b. **Currently Enrolled Students**

Requests for transfer of credit should be directed to the Associate Dean for Academic Affairs who must approve both the course and the request to transfer credits prior to the student taking the course. The Law School may accept credits from other law schools that are earned during the period of matriculation toward the CUNY degree in three circumstances:

1. With the advance permission of the Associate Dean for Academic Affairs, which may be granted only to accommodate exceptional circumstances, a student may earn up to 28 hours of credit towards the CUNY School of Law degree as a visiting student at another ABA-approved law school.

2. With the advance permission of the Associate Dean for Academic Affairs, which may be granted to permit a student to take a course not offered at the Law School at all or, with respect to failed, required courses, not offered at the Law School in the student’s final semester or in other exceptional circumstances is approved by the Academic Dean.

3. With the advance permission of the Office of Academic Affairs, which may be granted only if the courses are not offered at the Law School and are important to the student’s career goals, or if there are significant extenuating circumstances, a student may earn up to 7 hours of credit in a summer session and up to 14 hours of credit in two summer sessions at another ABA-accredited law school.

Procedures for Approval and Transfer of Course Credit from Other Law Schools

To receive credit for approved courses obtained as a visiting student at another ABA-approved law school, the student must complete a “Non-CUNY Permit” form and a “Request to Attend Classes at Other Law Schools” form. (These forms are available in the Academic Affairs and Registrar’s offices). Visiting credits will be transferred only for courses that were previously approved by the Associate Dean and in which a student receives a grade of “C+” or better. **Courses that are graded Pass/Fail will not be accepted.**

Procedures for Obtaining Permission and Transferring Credit from Summer Classes at Other Schools

1. A student must complete the summer school permission form and attach the non-CUNY permit form. (These forms are available in the Academic Affairs office.)
2. The student must attach a copy of the summer school brochure and must indicate the particular course(s) the student wants to take.

3. The summer school courses must be part of an ABA-approved summer program.

4. If the request is approved, the student will be contacted to pick up a letter of good standing to send with the application to the other school.

5. When the student enrolls in the summer school course, the student should obtain and complete the summer school’s form, which will authorize the summer school to transmit the student’s grade(s) to the Office of Registration and Records Management at the Law School.

6. When the official transcript from the other school arrives in the Office of Registration and Records Management, CUNY School of Law will then compare the course taken to the one originally approved. Transfer credits will be accepted only for those courses which were approved by the Associate Dean and in which the student has received a “C+” or better. (Note: No transfer credit will be given for a grade of “C+” or lower.)

7. Pass/Fail from summer school courses at other schools will not result in the transfer of credit unless special permission is obtained from the Academic Dean in advance of enrollment.

INDEPENDENT STUDY/TEACHING ASSISTANTSHIPS/LAW REVIEW

a. Independent Study
To meet the credit requirements for graduation a student, with the permission of the Academic Dean, may take up to 3 credit hours of independent, faculty-supervised study. (A student may take fewer than 3 credit-hours of independent study at a time and may do so more than once, as long as the total number of independent study credit hours during the student’s tenure at the Law School is not more than 3 or meets the requirements outlined below.) A student may also register for more than 3 credits of Independent Study if the credits are not used to meet the credit requirements for graduation.

In exceptional circumstances, the student may, with the permission of the Academic Dean, register for up to 3 additional hours of Independent Study credits to meet the credit requirements for graduation. Exceptional circumstances exist when the student has made satisfactory progress in the curriculum, taking advantage of the recommended elective course offerings, and when additional Independent Study credits will enhance the student’s education.

A judicial clerkship, internship, or a law office clerkship does not satisfy the requirements of an Independent Study. However, these experiences may form the basis of further research for an independent project. This research and writing must be done under direct faculty supervision in order to gain Independent Study credit.

Procedure for Registration for Independent Study:
1. Student obtains a form from the Registrar’s Office.
2. Student identifies faculty member willing to supervise the student’s work.
3. The student and teacher fill out the sections on the form entitled “Description of the Project” and “Credit-Hours.”
4. The student obtains the signature of the Academic Dean.

Note: Students must complete the registration process for this course during the regular registration and add/drop periods for the semester during which they hope to obtain credit for the course.

b. Teaching Assistantships & Law Review
For requirements and specifications on teaching assistantships and law review, check the current semester course booklet. Teaching Assistantships are available for required courses and the Summer Law Institute only.

WITHDRAWALS
A student may officially withdraw from course(s) after the third week of the semester and on or before the published withdrawal deadline. The last day to officially withdraw from the semester is noted on the academic calendar. When a student officially withdraws from a course, the course is reflected on the student’s transcript and the student is eligible only for the grade of “W” (Withdrawal).

Withdrawals require the approval of the Associate Dean for Academic Affairs. Withdrawals ordinarily are not permitted during the first year of study.

If a student withdraws from a required course, that course must be repeated the next time it is offered. In many cases, because of schedule conflicts and the sequencing of courses, this will result in a delay in graduation.

The procedure for withdrawal from a course is described on page 21 of this publication.

INCOMPLETE GRADES
If a student does not finish a course or program, and if there is reasonable expectation that the student can, in fact, successfully complete the requirements of the course during the subsequent semester, the student will be eligible for an Incomplete (“Inc.”) at the discretion of the faculty member of the course or program. If the student does not resolve the incomplete grade by the last day of classes the next academic semester, it will be converted to a failing grade administratively. (The grade is recorded on the transcript as “FIN.”) A student with an outstanding incomplete on the first day of the semester following the semester in which the student was on probation will be deemed to have failed the course for purposes of calculation of the GPA.
Individual faculty members may give a specific period that is less than a full semester in which the incomplete work must be turned in. In many cases, this is desirable so that students avoid the burden of trying to complete simultaneously assignments from two different semesters. There will, of course, be exceptions, but this is the preferred arrangement in most cases.

No student will be allowed to graduate or be certified to take any bar examinations who has a grade of Incomplete (“Inc.”) during their final semester.

THE CREDIT/NO CREDIT OPTION

The former “Credit/Fail” Option has been re-named the “Credit/No Credit” Option to conform to the nomenclature and format requirements of the central university’s academic computing system, CUNYFirst. The terms which will appear on academic records under the university’s new computing system are “Credit” and “NCL” (No Credit-Law School).

After completing the first year, a student may elect to take up to 4 elective courses including ISD, Moot Court and Law Review for Credit/No Credit. Courses transferred from other law schools are not counted in the limit of four. To elect the credit/no credit option, the student must notify the Office of Registration and Records Management no later than the date designated by the Academic Calendar for each semester. Faculty will grade all students using the regular grading system. The Office of Registration and Records Management will enter the grade of “Credit” for all students who receive the grade of C+ or better and the grade of “NCL” for students who receive the grade of C or lower.

Credits earned in a Credit/No Credit course count toward the 91 credits required for graduation. The Credit/NCL policy will require a C+ to secure a Credit, and students will not be allowed to take courses Credit/NCL if they are on probation. A student taking a course for Credit/NCL who receives a C+ and above will receive a Credit for the class and no grade from that class will affect the student’s GPA. A student taking a course for Credit/NCL who receives a grade below C+ will receive 1.00 points which will be computed as a component of the student’s GPA. Once a student has elected the Credit/NCL option that election cannot be undone for any purpose. After the deadline to elect Credit/NCL option has passed, the student is deemed to have elected to take the course for a letter grade.

Second- and third-year students will receive notification and explanation of this option in each semester, as well as a form to be used to exercise this option.

THE USE OF EXAM NUMBERS ON MIDTERM AND FINAL EXAMINATIONS

Through the use of student examination numbers, most midterm and final examinations are reviewed by faculty members without knowing whose examination is being reviewed. In certain cases, the nature of the class and the quantity and characteristics of the feedback process provide an educational justification sufficient to justify the use of another system for that class. Students will be notified by the teacher if exams will be identified by name rather than exam number in advance of the exam. Unless otherwise notified, however, students will use examination numbers for identification purposes on midterm and final examinations and may be asked to use examination numbers on other work products during the course of the semester. Students receive private exam numbers through the CUNY First system using the Student Self Services portion of the website. Each student will have an entirely new exam number each semester. If you need assistance, please contact the Office of Student Affairs or the Office of the Registrar.

REVIEW OF GRADED EXAMS BY STUDENTS

Each student is encouraged and expected to review her/his graded exams. First-year students can view and/or photocopy their exams by signing them out from their Section Coordinator. Second- and third-year students also have access and are encouraged to view and/or photocopy their exams. The original exam must be returned immediately. A student receiving a failing grade will be given a copy of the exam by the Section Coordinator. Unreturned exams will hinder the student’s ability to appeal a grade or conduct any other transaction in the Office of Academic Affairs.

RETAKE OF FINAL EXAMS

No retakes of final examinations are permitted. However, where a professor judges that the offering of a second and new final examination constitutes a valuable pedagogical tool in her/his class, such a second examination may be offered, provided that:

1. The availability of the subsequent, new examination and its conditions are announced in the course syllabus or course requirements distributed at the beginning of the semester;
2. The new examination is available only to students who, based on their score on the original final examination, will have failed the course and with the understanding that the highest course grade available to a person taking the new examination will be a “D” for the course; and
3. The date and conditions of the new examination are approved by the Academic Dean.
EXAM PROCEDURES

For all closed book exams, students will be allowed to have only the exam booklet and their writing instruments on the desk. No student cell phones are allowed in exam rooms unless there are extraordinary circumstances and the phone is left with the proctor. Students may not keep books, bags, briefcases, or other personal belongings at or near their desk and it is expected that they will leave these items either at home or in their lockers. Handbags containing personal valuables may be under one’s seat. No one may leave the room with an exam or exam booklet.

Students also will be advised to sit in every other seat during exams. Upon completion of an exam, each student is required to sign out upon exiting the room.

At the conclusion of an exam, students must stop writing or typing promptly when told by the proctor that time is up. Failure to promptly stop and/or promptly submit completed exams, may result in penalties including grade reductions, or exam disqualification.

EXAMINATION ABSENCES, CONFLICTS, AND ACCOMMODATIONS

It is the responsibility of each student to be present at the appointed time for classes and examinations and to meet deadlines for the submission of assignments. There may be times when, through no fault of their own, due to a personal crisis or conflict with a court or tribunal appearance for EJP or a third year clinic, some students will miss scheduled examinations or deadlines. The regulations and procedures for requesting make up examinations or postponing examination deadlines are outlined below.

Makeup Examinations

A student will be excused from taking an examination at the assigned date and time or from meeting a take-home examination deadline only upon approval from either the instructor of the course or the Director of Student Affairs. The Director of Student Affairs or her designee has the sole authority for reviewing all petitions for examinations designated as a midterm or final for all courses. Instructors of courses will review requests for examinations that are not designated as midterms or finals as well as for excused class absences and extensions of time for the completion of class assignments.

Petition forms for midterm or final examinations are available at the Student Affairs Office. The forms require students to specify the courses for which the makeup exam or permission for the delay is requested. Only exams for courses specified in the written petitions are considered. Unless specifically stated, approval for one examination does not include—implicitly or explicitly—approval of exams in other courses, even those that fall within the same examination period.

The decision to approve a petition is based on submission of documentation verifying extenuating circumstances that are (1) unforeseen (2) unavoidable (3) clearly beyond the student’s ability to control and (4) of such severity to warrant special consideration. Illness, accidents, family emergencies are some examples. Petitions will also be approved based on documentation indicating that a student in EJP or in a third year clinic has an appearance before a tribunal or in a clinic matter within twenty-four hours of the scheduled exam, which the student’s supervising attorney indicates is substantial, non-negotiable, and cannot be rescheduled. Where the petition is based on an EJP or clinic matter, the student shall have the supervising attorney shall contact the Student Affairs Office as soon as the scheduling conflict is identified to provide the information necessary to allow the Director of Student Affairs to verify the need to reschedule the exam.

Petitions requesting to be excused from taking an exam or from meeting a take-home examination deadline will not be approved for non-emergency travel, vacations, social activities, or employment. In addition, petitions based on exam conflicts will be denied unless there is either a direct conflict or an “effective conflict” which is defined as two exams on the same day or three final exams scheduled within any 48-hour period.

Decisions will not be rendered until documentation is on file. It is the student’s responsibility to submit written verification of circumstances. Medical documentation must be signed by a medical professional, such as a physician, and must state a specific diagnosis and describe debilitating physical symptoms. The Director of Student Affairs reserves the right to deny, accept or accept with an academic penalty any petition to be excused from a scheduled examination or from meeting the deadline of any take-home examination.

The Filing of Petitions

A student who cannot attend a scheduled exam or submit a take-home exam on time is required to file a petition with the Director of Student Affairs prior to the scheduled exam time or deadline. When a student is physically unable to file the written petition prior to the exam or deadline, she must notify the Student Affairs Office before the start of the examination. In this case, the petition must be filed within 24 hours after the student is able to return and must include additional documentation justifying the lateness of the petition.

An individual who cannot attend an exam and is physically unable to contact the Student Affairs Office prior to the scheduled examination must notify the Office at the earliest time possible. The petition form for these students must be filed within 24 hours after they are deemed able to return and must include supplemental documentation justifying the delay both in the notification of the absence and the filing of the written petition.
Before a makeup examination or extension of a take-home examination deadline can be approved, students will be required to sign a statement attesting that they have not discussed with others in the class anything about the examination in question or acquired information that would compromise the integrity of the examination and grading processes.

Arrangements for Makeup Examinations After the Approval of Petitions

When a petition has been approved, it is the student’s responsibility to contact the Dean of Students to arrange for a makeup exam. The student must contact the Office within 48 hours after the circumstances cited as the cause for the request have diminished to the degree that the student is deemed able to return. A student who fails to arrange for a makeup exam within the 48-hour period will receive a grade of “F” for the exam. Makeup exams must be administered at the earliest time possible as determined by the Dean of Students. Except in extraordinary circumstances, verified in writing and approved by the Director of Student Affairs, makeup exams will not be administered later than 30 days after the original examination date.

All makeup examinations must begin promptly as scheduled and students must sign an attendance sheet before taking each makeup exam. When a student arrives late to the makeup examination, s/he forfeits the time that has elapsed and must complete the examination within the amount of time remaining in the pre-arranged period.

Makeup Exam Fee

All makeup final examinations are subject to the CUNY examination fee. The fee for the first makeup examination is $25, with each additional makeup examination during that semester costing $5. Fees are payable by cash or money order (no personal checks) to the Business Office before the start of the exam. You must present your paid receipt to the Office of the Dean of Students in order to take the examination. This fee applies only to final examinations.

Accommodations for Students with Disabilities

The Law School is committed to providing reasonable accommodations for students with certified physical or learning disabilities. Some students with disabilities will be able to take their exams with the rest of their classmates. However, for those who are approved for additional time or other accommodations, a room will be reserved as a special exam room and will be separately monitored by a faculty member or an administrator. The Office of Student Affairs will notify the professors of students with disabilities regarding approved accommodations prior to the last day of classes. For information about certification requirements and appropriate accommodations, please refer to the section of the Handbook on “Services for Students with Disabilities.”

Conflicts with Course Exams

The Dean of Students may schedule students to take a makeup examination because of 1) direct conflict; 2) effective conflict; or 3) religious conflict.

Examination conflicts are defined as:

Direct Conflicts—Two examinations scheduled at the same time.

Effective Conflicts—Three final examinations scheduled within any 48-hour period, or two final examinations scheduled in consecutive periods (same day).

Requests for rescheduling of examination times due to conflicts must be made by filing a petition with the Dean of Students at least one week before the examination.

Any student, who, without permission and in the absence of an approved petition, fails to take a regularly scheduled course exam, is considered to have an unexcused examination absence and will receive a grade of “Fail” (F) for the examination.

LAPTOP EXAMINATION POLICY

Every student who takes an exam on laptop agrees to and is subject to this policy.

Students need to have the appropriate SofTest software installed.

If a student has any doubts about his/her laptop’s reliability, he/she will plan to write the exam. You must be aware that any time you use a computer you take some risk of an error occurring that cannot be corrected regardless of the best efforts made. If your laptop fails during the exam, you will have to finish the exam by writing it. No extra time will be allowed for attempting to resolve computer problems during the exam. CUNY School of Law will not provide any technical support for any computer problems encountered on the day of the exam. Students must understand that, should your laptop fail during the exam, you will immediately request a bluebook and complete the exam by writing in a bluebook. In that situation, an attempt may be made to retrieve any portion of the exam completed on your computer from the hard drive after the exam. If the portion of an exam completed on your computer cannot be retrieved within 24 hours, the Dean of Students, in consultation with the instructor, will determine remedial options, if any.

Students are allowed to use computers to take certain exams, subject to the rules and regulations set forth in the CUNY School of Law Student Handbook. Individual faculty members may add further restrictions on the use of computers for examinations, or may amend the restrictions listed here. In that case, the faculty member will communicate his/her policy to the students, and will provide specific, written exam instructions. Make sure you read and familiarize yourself with all the information set forth here and or applicable School rules.
I. Exam Software & Hardware

If you would like to take your final exams on laptop you MUST have the software (SofTest) installed on your computer. You will be notified of the date by which you must have the software installed via email. After the deadline, there will be no further installation of software and you MUST take the exam by bluebook, NO exceptions. However, even if you have the software installed you may elect to take your exam by bluebook. Laptop users and bluebook writers will be in separate rooms during the exam period. NOTE: If you still have Securexam installed on your laptop (if you are a 2L or 3L), it must be uninstalled via the uninstaller. Then install SofTest.

In order to take a final exam on a laptop, the laptop where SofTest is to be installed MUST meet the following minimum requirements (SofTest software will not run properly on non-compliant computers):

**PC:**
- Internet access (for downloading software and exam licenses, and uploading completed exam files).
- Microsoft Windows Operating System XP, Vista or 7 (ExamSoft does not support Non-North American versions)

**MAC:**
- Mac OS 10.6, 10.7, or 10.8.
- Internet access (for downloading software and exam licenses, and uploading completed exam files)

Note: Wireless capability is required for both PCs and Macs. Wireless capability is needed to get your exam licenses and to upload your exam to the ExamSoft server.

**How SofTest Works**

SofTest is an educational software program that enables students to take examinations in a secure environment using a simplified word processor similar for essay and multiple choice responses. SofTest locks out access to all other files and programs.

Any attempt to disable or tamper with SofTest security features will be considered a violation of the student honor code.

**Features Available on SofTest**

All basic editing functions are included such as cut, copy, paste, and spell check, as well as the ability to undo the user’s last actions.

Importantly, there is an AutoSave feature that saves encrypted files every 60 seconds to ensure that answers typed into SofTest cannot be lost

II. Prior to Exam Day

Ensure that your computer is in optimal condition:

1. There is plenty of free hard drive space.
2. Your laptop is virus-free.
3. We recommend that you run scandisk and that you defragment your hard disk prior to exam day if you are using a Windows operating system. Look under Start/Programs/System Tools for these and other helpful utilities. If you have a large hard disk, you should allow plenty of time for these utilities to run.

It is your responsibility to familiarize yourself with your equipment and the SofTest software and features prior to the start of your exam. Please allow yourself ample time to become familiar with your computer and the SofTest program and take a practice exam.

Students who do not take the time to become familiar with their computer or with word processing functions, should handwrite their exams. In no case will you receive any extra time or other consideration because of a computer problem or problem with SofTest.

Use SofTest to run a practice exam on your laptop before the day of exam(s). Run the exam for an extended period of time (30+ minutes) to ensure that there are no issues running the software on your laptop.

Make sure your laptop battery is fully charged, installed in your laptop, and operational. You must use the wall outlet power during the exam. There is always the possibility of a power outage or other incident that could cause a power interruption. This is why you need to have a functional battery.

III. Start of the Exam

A. Students MUST report to the laptop exam room 20 minutes prior to the start of the exam to set up their laptop.
- Restart your laptop before you begin. Restart is not the same as logon, logoff, restoring from sleep, hibernate, etc.
- If possible, sit in every other seat, but not directly behind another student.
- Plug into a power outlet and verify it is working.
- Disable sleep, standby or hibernate modes.
- Mute your speaker volume before the start of an exam.
- Disable Anti-virus software
- Close down ALL software applications, including Microsoft Word, leaving only your desktop. All applications will be closed when SofTest begins. DO NOT launch SofTest until instructed to do so.

At least one IT personnel member and one proctor will be in the laptop exam room 30 minutes prior to the exam. IT may remain in the classroom during the exam depending on class size and will return at the end of the exam for support. If there are any IT related problems during the exam, the proctor should call the
help-desk line at (718) 340-4456 or x-84456 from internal phones.

B. Make sure that you bring to the Law School your computer and all necessary components, including a power cord, battery and wireless card.

C. Bring a pen and pencil, just in case.

D. Do not start the exam until the proctor tells you to do so. Starting prematurely will result in charges of exam procedure violation. The software will automatically record the start and end times for the exam.

E. Remember that SofTest will prevent you from accessing ANY information that you have stored on your hard drive. If the exam is open book, you must bring hard copy print-outs of any permissible information. If you have any questions about permissible information, you must ask your professor prior to exam day.

F. Exams will not be delayed or suspended due to computer problems, nor will you receive extra time to complete your exam. You will have to continue to write the exam in a bluebook. Bluebooks will be available in the exam room.

G. If you experience a computer problem, DO NOT attempt to resolve the problem, no matter how knowledgeable you are about computers. Immediately notify the exam room proctor and request a blue book. The proctor will then give you a blue book to begin handwriting. Handwrite the rest of your exam until you finish or until time is called.

No extra time will be allowed for attempting to resolve computer problems. IT will not diagnose computer problems or provide any technical support for any computer problems encountered on the day of the exam. You will have to write the remainder of the exam in a bluebook.

After the exam is concluded, computer support staff will attempt to recover the SofTest portion of your exam. The safety features of SofTest will, in all likelihood, allow computer support staff to recover the contents of your exam up to the last auto-save before the problem occurred.

NOTE: There is no guarantee that your exam answers will always be recoverable in every situation -- this is true no matter what computer testing program you use. Any time you use a computer you take some risk of an error occurring that cannot be corrected regardless of the best efforts made. If the incomplete exam cannot be retrieved within 24 hours, the Dean of Students, in consultation with the instructor, will determine remedial options, if any.

IV. Conclusion of the Exam
When the "STOP TYPING" command is given by the proctor, you must stop typing or writing immediately. Failure to stop upon the final command will result in charges of exam procedure violation.

When you are finished with the exam (either when time is called or beforehand), exit the exam by clicking on the Exit/Save button on the top part of the screen. If you are positively sure you want to exit the exam, follow the prompts to save and exit the exam. Once you exit the exam, you will not be allowed to re-enter the completed exam.

If you have wireless capability, your exam will be uploaded to the ExamSoft server automatically. If you do not have wireless capability, your exam will be saved on your laptop internally. You are responsible for uploading your exam via a networked computer as soon as possible to ensure timely grading by your instructor. Once you connect to a network, restart the SofTest software and your exam will automatically be uploaded to the ExamSoft server.

You will receive an email confirmation from ExamSoft within a few hours of the exam upload. You can also check ExamSoft for verification that your exam uploaded successfully.

Sign out and return all exam materials.

Return to your seat, quietly collect your belongings and leave the exam room. Please take care when unplugging your computer from the outlet or power strip.

V. After Exam Day
Exams will be provided to the faculty member by his/her assistant. Electronic files will be retained by the law school. Do not uninstall SofTest or delete your exam(s) until you are absolutely sure that any SofTest back-ups will never be needed. Please leave SofTest installed on your computer along with your exam(s) until you have received all of your final grades for the entire academic year. However, you will not be able to view these files on your laptop since the exam is saved in an encrypted format for security reasons.

If there is a problem printing your exam, the faculty support staff will notify you by email to bring in your laptop for exam recovery.

FAQ’s
1. What do I need to do to take an exam on Laptop?
   If you would like to take your final exams on laptop you must have SofTest Software installed on your exam computer.

2. How does SofTest work?
   SofTest enables you to take exams in a secure environment using a simplified word processor. SofTest locks out access to all other files and programs.

3. What features are available on SofTest?
   All basic editing functions are included such as cut, copy, paste, spell check and undo. Importantly, there is an auto save feature...
that saves your file every 60 seconds to ensure that answers cannot be lost.

4. What should I do before exam day?
Ensure that your computer is in optimal condition. If you have any doubts about your laptop’s reliability, please take your exam by Bluebook. Familiarize yourself with the software and its features prior to the start of your exam. Run a practice exam before the day of exam(s) for an extended period of time (30+ minutes) to ensure that there are no issues concerning running the software on your laptop.

5. What time should I report to the laptop exam room?
You MUST report to the laptop exam room 20 MINUTES PRIOR to the start of the exam to set up your laptop.

6. What should I bring to the exam?
Make sure that you bring your computer and all necessary components, including a power cord, fully charged battery and wireless card. Also, bring a pen and pencil.

7. When do I start the exam?
The proctor will tell you when to start the exam. Starting prematurely will result in charges of exam procedure violation. The software will automatically record the start and end times for the exam.

8. What happens if I experience computer problems during the exam?
If you experience a computer problem, immediately notify the proctor in the exam room. He/she will notify tech-support of the issue. You should immediately continue writing your exam in a Bluebook. If the problem cannot be resolved you will have to finish the exam by Bluebook.

NOTE: There is no guarantee that your exam answers will always be recoverable in every situation -- this is true no matter what computer testing program you use. Any time you use a computer you take some risk of an error occurring that cannot be corrected regardless of the best efforts made. If the incomplete exam cannot be retrieved within 24 hours, the Academic Dean, in consultation with the instructor, will determine remedial options, if any.

9. How will exams be submitted at the end of the exam period?
You will submit your exam to the ExamSoft server which will start automatically after you exit your exam via the wireless network. If you do NOT have wireless capability, you are responsible for uploading your exam via a networked computer as soon as possible to ensure timely grading by your instructor. Once you connect to a network, restart the SofTest software and your exam will automatically be uploaded to the ExamSoft server.

10. What do I do when I’m finished with the exam?
1st: Upload your exam to the ExamSoft server.
2nd: Turn in all your exam materials and sign out.

11. What should I do after the exam?
Do not uninstall SofTest or delete your exam files. Please monitor your e-mail after the exam in case if there are problems with printing your exam.

PROCEDURES FOR HANDLING STUDENT COMPLAINTS ABOUT FACULTY CONDUCT IN ACADEMIC SETTINGS

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

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

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

IV. Formal Complaint. If the student does not pursue informal resolution, or if informal resolution is unsuccessful, the student may file a written complaint with the department chairperson or, if the chairperson is the subject of the complaint, with the academic dean or a senior faculty member designated by the college president. (This person will be referred to below as the Fact Finder.). Only students in a faculty member’s class or present in another academic setting where the alleged conduct occurred may file complaints against that faculty member.

A. The complaint shall be filed within 30 calendar days of the alleged conduct unless there is good cause shown for delay, including but not limited to delay caused by an attempt at informal resolution. The complaint shall be as specific as
B. The Fact Finder shall promptly send a copy to the faculty member about whom the complaint is made, along with a letter stating that the filing of the complaint does not imply that any wrongdoing has occurred and that a faculty member must not retaliate in any way against a student for having made a complaint. If either the student or the faculty member has reason to believe that the department chairperson may be biased or otherwise unable to deal with the complaint in a fair and objective manner, he or she may submit to the academic dean or the senior faculty member designated by the college president a written request stating the reasons for that belief; if the request appears to have merit, that person may, in his or her sole discretion, replace the department chairperson as the Fact Finder. The chairperson may also submit a written request for recusal for good cause to the academic dean or senior faculty member designated by the college president to review such requests. If a recusal request is granted, a different department chairperson shall conduct the investigation, or, if no other chairperson is available, an administrator designated by the college president shall serve in the chairperson’s stead. Further, the college president may re-assign investigations as necessary, including but not limited to situations in which a Fact Finder has not completed an investigation in a timely manner. In addition, during any time that no department chairperson is available to investigate a complaint, the college president may assign an administrator to investigate.

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

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

E. In cases where there is strong preliminary evidence that a student’s complaint is meritorious and that the student may suffer immediate and irreparable harm, the Fact Finder may provide appropriate interim relief to the complaining student pending the completion of the investigation. The affected faculty member may appeal such interim relief to the chief academic officer.

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.

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

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

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

1. 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.

2. 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.

3. Reporting

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

3.2. A faculty member who suspects that a student has committed a violation of the CUNY Academic Integrity Policy shall review with the student the facts and circumstances of the suspected violation whenever feasible. Thereafter, a faculty member who concludes that there has been an incident of suspected academic dishonesty shall place the 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.

4. Procedures for Imposition of Sanctions

4.1. Determination on academic vs. disciplinary sanction

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

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

4.2. Procedures in Cases Involving Only Academic Sanctions

4.2.1. Student Admits to the Academic Dishonesty and Does Not Contest the Academic Sanction

If a faculty member wishes to seek only an academic sanction (i.e., a reduced grade) and the student does not contest either his/her guilt or the particular reduced grade the faculty member has chosen, then the student shall be given the reduced grade, unless the Academic Integrity Officer decides to seek a disciplinary sanction. The reduced grade may apply to the particular assignment as to which the violation occurred or to the course grade, at the faculty member’s discretion. A reduced grade may be an “F” or another grade that is lower than the grade that the student would have earned but for the violation.
The faculty member shall inform the Academic Integrity Officer of the resolution via email and the Officer shall update the applicable Faculty Report Form to reflect that resolution.

4.2.2. Student Admits to the Academic Dishonesty but Contests the Academic Sanction

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

4.2.3. Student Denies the Academic Dishonesty

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

4.3. Procedures in Cases Involving Disciplinary Sanctions

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

If the college seeks to have both a disciplinary and an academic sanction imposed, the college shall proceed first with the disciplinary proceeding and await its outcome before addressing the academic sanction. The student’s grade shall be held in abeyance by using the PEN grade established for this purpose, pending the Committee’s action. If the Faculty-Student Disciplinary Committee finds that the alleged violation occurred, then the faculty member may reflect that finding in the student’s grade. The student may appeal the finding in accordance with Article XV procedures and/or may appeal the grade imposed by the faculty member in accordance with section 4.2.2. If the Faculty-Student Disciplinary Committee finds that the alleged violation did not occur, then no sanction of any kind may be imposed.

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

4.4. Required Action in Cases of No Violation

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

5. 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.

Adopted By The Board Of Trustees June 2011.

CUNY School of Law Note: Character and Fitness Committees and various state laws may nonetheless mandate that the Law School disclose certain occurrences.
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
CUNY School of Law
Room 4-106D, Telephone: (718) 340-4370

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__________
OFFICE OF REGISTRATION AND STUDENT RECORDS MANAGEMENT

Andrea Garnett
Director
Room: 4-109
Phone: (718) 340-4237
Email: garnett@mail.law.cuny.edu

Sheeja Pillai
Assistant Director
Room: 4-109
Phone: (718) 340-4181
Email: pillai@mail.law.cuny.edu

Jacqueline Kerrigan
Support Staff
Room: 4-109
Phone: (718) 340-4312
Email: jacqueline.kerrigan@mail.law.cuny.edu

Christine Munoz
Support Staff
Room: 4-109
Phone: (718) 340-4581
Email: christine.munoz@mail.law.cuny.edu

REGISTRATION

Second-year and third-year students register for courses each semester after receiving registration materials from the Office of Registration and Student Records Management and the Office of Academic Affairs. To complete registration, students must comply with the instructions in the registration packet, and must have paid all previous financial obligations to the Law School.

AUDITING

To audit a course, a student must complete an Audit Request form. Permission from the faculty member who is teaching the course is required. A student’s performance will not be graded or evaluated in an audited course. The grade of “AUD,” which carries no credit, will be assigned to the course.

A student must formally register for the course in the same manner as any other course, and pay the applicable tuition and fees. The last day to add a course is the last day that an Audit Request form can be submitted to the Office of Registration.

The materials fee does not cover books for audited courses for students not enrolled with a full credit load. A part-time student auditing a course may purchase books from Book Distribution at cost (generally 10-15% less than list price).

COURSE CHANGES

Students may add, drop, or substitute courses after they have registered. The add period ends within one week of the commencement of classes. The end of the drop period is the end of the third week of the semester. Clinical courses may only be changed with the written permission of the Clinic Supervisor or the Associate Dean for Academic Affairs.

According to University regulations, students are required to pay a fee of $18.00 each time they change their program on or after the first day of classes (except for those students only dropping courses or as a result of Law School-initiated changes). The $18.00 charge covers one or more changes effectuated at the same time.

INACTIVE STATUS

Continuing students who have not registered by the end of the first week of the semester will be automatically withdrawn from the Law School. Students who fail to register for one semester, or seek re-admission following Academic Dismissal, must be approved for re-admission by the Associate Dean for Academic Affairs and the Academic Standing Committee, where applicable. (Also see “Leave of Absence.”) Application for re-admission must be filed with the Office of Registration and Student Records Management 60 days prior to the first day of classes.

WITHDRAWALS

The official course withdrawal period begins after the end of the program adjustment period. The last day to officially withdraw from the semester is noted on the academic calendar.

During the fall and spring semesters, a student may officially withdraw from course(s) after the third week of the semester and on or before the published withdrawal deadline. During the summer session, the withdrawal period begins at the end of the second week of the session.

A grade of “W” (Withdrawal) appears on the transcript for courses withdrawn from. When a student drops a course(s) prior to or during the first three weeks of the semester, the student is considered not to have been enrolled in the course. Thus, no entry of the course will be made on the student’s transcript for that course.

Withdrawal Procedure

An official withdrawal is accomplished by submitting a Withdrawal Form to the Office of Academic Affairs after the third week of classes and on or before the withdrawal deadline.

Withdrawals must be approved by the Associate Dean for Academic Affairs. No student will be granted a withdrawal after the withdrawal deadline unless special permission is
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 herself, 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.
C. Withdrawal of Students Without Emergency Interim Proceedings under Article XV of the CUNY Bylaws.

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 procedures or disciplinary proceedings under Article XV of the CUNY Bylaws.

C. Withdrawal of Students Without Emergency Interim Removal

1. 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 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 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 CUNY 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.

2. 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 provide 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 re-entry 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 professionals 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.

LEAVE OF ABSENCE

Students may request a leave of absence under two circumstances:

1. A student has completed the first year but needs to take time off from school for a semester or more; or

2. A student who is currently enrolled wishes to withdraw from all courses subsequent to the third week and on or before the withdrawal deadline.

Such requests must be submitted, in writing, to the Associate Dean for Academic Affairs. A student will not be regarded as having been granted a leave of absence unless her/his written request is approved, in writing, by the Associate Dean for Academic Affairs.

Students who withdraw during their first semester of law school are not eligible for a leave of absence. If the circumstances surrounding their decision to leave and the details of the application would have made them eligible for an admission deferment, such students may be eligible for re-admission in the following or a later semester. In these cases, students must make a written request seeking re-admission. These students will be notified, in writing, of the requirements for re-admission consideration. If the student meets these requirements, re-admission decisions in these cases will be made jointly by the Director of Admissions and the Associate Dean for Academic Affairs. The student will be notified in writing of the outcome of this process and, if re-admission is granted, of the terms and conditions of re-admission. If re-admission is not granted through this process, the student is free to re-apply to the Law School for admission through the regular admissions process.

If a student officially withdraws during the course of a semester, grades of Withdrawal (W) appear on the transcript for courses in which the student was enrolled. A student who is granted a leave of absence and wishes to return to the Law School, must submit a Re-entry Application to the Office of Registration and Student Records Management along with a $10 re-entry fee and a $700 seat deposit, no later than 60 days prior to the start of the semester for which they are re-entering. Students should make an appointment to meet with the Associate Dean for Academic Affairs before re-entering.

Transcripts will indicate any semesters for which a student was granted a leave of absence.
WORK BEYOND SIX SEMESTERS

The Academic Standing Committee may require, as a condition of good standing (as a condition of graduation), that a student complete more than six (6) semesters of law school.

If the additional work after the sixth semester consists of incompletes from the prior semester, then students are not required to pay tuition, but must complete the work by the end of the seventh semester.

If students are required to take a particular course(s) after the sixth semester, students must pay tuition according to a formula of dollars per credit-hour:

\[
\begin{align*}
& \text{in state:} & \$505.00 & \text{per credit-hour} \\
& \text{out-of-state:} & \$840.00 & \text{per credit-hour} \\
& \text{materials fee:} & \$60.00 & \text{per credit-hour} \\
& \text{student activities fee:} & \$40.85 & \\
& \text{part-time activities fee:} & \$20.85 & \\
& \text{part-time technology fee:} & \$50.00 & \\
& \text{consolidated service fee:} & \$15.00 & \\
\end{align*}
\]

Thus, students who repeat a previously failed course after the sixth semester must register for the course and pay tuition according to a formula of dollars per credit-hour. If a student registers for 12 credits or more, the standard fee schedule for full-time students will apply. All tuition and fee amounts are subject to change.

NOTIFICATION OF STUDENT IMMUNIZATION REQUIREMENTS

Students who do not submit proof of measles, mumps and rubella (MMR) immunization or who fail to return the meningococcal meningitis response form within a statutory grace period shall be prohibited from attending the institution. For additional information, you should contact the Admissions Office located in room 4-105 at the following phone number: 718 340-4210.

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

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

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

Public Health Law 2167 requires colleges to distribute written information about meningococcal meningitis disease and vaccination and students to complete, sign and return to the college, a meningococcal meningitis response form that:

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

Dated: August 18, 2004

STUDENTS IN THE MILITARY

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

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

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

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

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

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

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

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

2. Withdrawal thereafter: 50% refund.
III. Other Provisions for Military Service:

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

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

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

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

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

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

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

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

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

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

RELIGIOUS OBSERVANCE

New York State Education Law, Article 5

S 224-a. Students unable because of religious beliefs to register or attend classes on certain days.

1. No person shall be expelled from or be refused admission as a student to an institution of higher education for the reason that he or she is unable, because of his or her religious beliefs, to register or attend classes or to participate in any examination, study or work requirements on a particular day or days.

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

3. It shall be the responsibility of the faculty and of the administrative officials of each institution of higher education to make available to each student who is absent from school, because of his or her religious beliefs, an equivalent opportunity to register for classes or make up any examination, study or work requirements which he or she may have missed because of such absence on any particular day or days. No fees of any kind shall be charged by the institution for making available to the said student such equivalent opportunity.

4. If registration, classes, examinations, study or work requirements are held on Friday after four o’clock post meridian or on Saturday, similar or make up classes, examinations, study or work requirements or opportunity to register shall be made available on other days, where it is possible and practicable to do so. No special fees shall be charged to the student for these classes, examinations, study or work requirements or registration held on other days.

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

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

7. As used in this section, the term “institution of higher education” shall mean any institution of higher education, recognized and approved by the Regents of the University of the State of New York, which provides a course of study leading to the granting of a post-secondary degree or diploma. Such term shall not include any institution which is operated, supervised or controlled by a church or by a religious or denominational organization whose educational programs are principally designed for the purpose of training ministers or other religious functionaries or for the purpose of propagating religious
doctrines. As used in this section, the term “religious belief” shall mean beliefs associated with any corporation organized and operated exclusively for religious purposes, which is not disqualified for tax exemption under section 501 of the United States Code.

STUDENT RECORDS

THE CITY UNIVERSITY OF NEW YORK – POLICY ON THE SUBMISSION OF FRAUDULENT DOCUMENTS AND ON THE OMISSION OF INFORMATION IN SUPPORT OF AN APPLICATION FOR ADMISSION

The submission of documents in support of applications for admission such as transcripts, diplomas, test scores, references, or the applications themselves, that are forged, fraudulent, altered from the original, materially incomplete obtained under false pretenses, or otherwise deceptive (collectively referred to as fraudulent documents) is prohibited by The City University of New York (CUNY) and may be punishable by: a bar on applying for admission, suspension, and/or expulsion. The term applications for admission includes transfer applications.

Materially incomplete applications include applications that fail to include all prior post-high school college level courses, regardless of whether (i) the courses were taken at a post-secondary institution in the United States or outside the United States, (ii) the applicant received a degree at the post-secondary institution (iii) the applicant is seeking credit for such courses, or (iv) the applicant is changing majors/careers.

PROCEDURES FOR IMPOSITION OF SANCTIONS

I. Pre-Enrollment

Whenever an applicant for admission to any college of CUNY submits, as part of an admission application, a document that is found to be fraudulent before an admission decision is made or before the applicant has enrolled, the applicant shall be barred from enrolling in any college of CUNY the year of the application and for a period of five years after the year of the application that contained the fraudulent material. If done a second time, there shall be a lifetime ban on admission to any college of CUNY. In the event of the submission of fraudulent documents, CUNY will notify the applicant in writing of this prohibited act and the penalty, and advise the applicant of the opportunity to appeal the decision in writing to the Vice Chancellor for Student Development and Enrollment Management. The applicant may then submit a written statement and evidence demonstrating that the document is not fraudulent or advancing some other defense. The Vice Chancellor may reduce or withdraw the penalty, if he or she finds the document to be authentic, that the submission of the document was not the fault of the applicant, or otherwise deems it appropriate.

II. Post-Enrollment

If, after a student has completed registration or begun classes in a CUNY college, it is found that the student had submitted a fraudulent document in support of an application for admission, the student shall be suspended from CUNY for five years. A second offense shall result in expulsion. The suspension or expulsion shall apply to all colleges of CUNY. The accused student shall be notified of such suspension or expulsion in writing and shall be entitled to appeal within 30 days of receiving notification and request a hearing pursuant to Article XV of the CUNY Bylaws, at which the college faculty-student disciplinary committee shall determine the facts, based upon which the disciplinary committee may, if persuaded that the document is authentic or that another defense is demonstrated, withdraw or reduce the penalty. The penalty shall not take effect until after the period to appeal has expired or upon the completion of the hearing. An adverse decision of the disciplinary committee shall be appealable by the accused student to the college president and a Board committee pursuant to Article XV of the CUNY Bylaws.

III. Post-Graduation

If, after a student has graduated it is found that the graduate submitted a fraudulent document in support of an application for admission, then he or she shall be notified in writing. The accused graduate shall be entitled to a hearing pursuant to Article XV of the CUNY Bylaws, at which the college faculty-student disciplinary committee shall determine the facts, based upon which the disciplinary committee may make a decision to impose a penalty of suspension from CUNY for five years, and may also recommend the revocation of the degree or certificate that had been awarded to the student. A second offense shall result in expulsion. The suspension or expulsion shall apply to all colleges of CUNY. An adverse decision of the disciplinary committee imposing a suspension or expulsion shall be appealable to the college president and a Board committee pursuant to Article XV of the [CUNY] Bylaws. In the event the disciplinary committee recommends the revocation of a degree or certificate, the degree or certificate shall be revoked upon the approval by the Board of Trustees after considering the recommendation of the faculty of the college.

IV. Notification to the Chancellor

The Vice Chancellor for Student Development and Enrollment Management shall be notified of all bars from applying for admission, suspensions, and expulsions under this policy and shall implement them on a University-wide basis.

V. Dissemination

CUNY officials shall publicize this policy and its penalties. Where appropriate, CUNY officials shall share the decisions, findings and supporting evidence on specific cases with civil and criminal authorities.

Adopted by CUNY Board of Trustees October 25, 2004
Effective Date: October 1, 2006
ACCESS TO STUDENT RECORDS

The Federal Education Rights and Privacy Act and regulations pursuant thereto grant the following rights to students and former students:

1) To be advised of the types of student records and the information contained therein, which are maintained by the Law School;
2) To be advised of the name and position of the official responsible for the maintenance of each type of record, the persons who have access to those records, and the purposes for which they have access;
3) To be advised of the policies of the Law School for reviewing and expunging those records;
4) To be advised of the procedures for granting access rights to student records;
5) To be advised of the procedures for challenging the contents of student records;
6) To be advised of the cost, if any, which will be charged for reproducing copies of student records;
7) To be advised of all other rights and requirements of the Federal Education Rights and Privacy Act and the regulations promulgated thereunder.

A student who wishes to inspect and review his/her education records may make the request to the Office of Registration and Student Records Management in room 4-109.

The following categories of information may be made available to individuals with a legitimate interest in such information: student’s name, attendance dates, telephone listing, home address, present address, major and minor fields of study, and degrees and awards received. This shall not be construed to mean that such information is required to be released. Information is released in accordance with the relevant Federal and State laws and the City University of New York guidelines.

By sending written notice to the Office of Registration and Student Records Management, any presently enrolled or former student may request that any or all of the information stated above not be released without her/his prior written consent.

MAINTENANCE OF RECORDS

Student records are maintained in the Law School’s Office of Registration and Student Records Management. This Office maintains and secures files containing copies of student records such as evaluations, and generates transcripts and certifications of attendance and graduation that are disseminated by the Law School for official purposes.

The Law School respects the privacy of all students. Access by students to their files is granted upon written notice to the Office of Registration and Student Records Management, and all information in the file, except any documents to which the student waived access, is freely available for inspection by each student upon written request and during business hours. A record of such requests is maintained by the Office of Registration and Student Records Management.

TRANSCRIPTS

No information about the progress or standing of a student will be sent to any employer or other person or organization in the absence of written authorization by the student directing the Law School to transmit such information.

Official Transcript

The Law School maintains an official transcript. This record includes a list of all courses in which a student registered, the number of credits for each course, and the appropriate grade entry:

For all students enrolled in the Law School as of Fall 1999, the grades of A, A-, B+, B, B-, C+, C, C-, D, or F will appear on the transcript, except:

1) ISD, Moot Court and Law Review will be graded Cr/F;
2) The grades of CR and No CR will appear on the transcript for first-year, first-semester courses; and
3) The grades of CR or NCL (No Credit Law) will appear on the transcript for any course in which a student has timely elected the CR/No Credit option for courses to which it applies.

Other transcript notations include W (Withdrawal), INC (Incomplete), Z (no grade submitted), FIN (Incomplete converted to a Fail), WN (Withdrawn, never attended) and WU (Unofficial withdrawal).

The Office of Registration and Student Records Management will mail a copy of a student’s official transcript to any employer or other person or organization upon written request from the student. To receive a copy of an official transcript, a student must make a request in writing to the Office of Registration and Student Records Management. Four vouchers for four free transcripts are issued to each student at the beginning of each semester and are valid until the first day of the following semester. The fee for a transcript is $7.00 per transcript. Transcript requests are generally processed within 3 to 5 business days after receipt. Transcripts cannot be released if a student’s record is on hold due to unfulfilled financial obligations.

APPLYING TO SIT FOR A BAR EXAMINATION

The Office of Registration & Student Records Management is responsible for the completion of bar certification forms and character and fitness forms.

Students must apply directly to the jurisdiction(s) for which they intend to sit for the bar examination.

You are reminded that, as noted in your application for admission to CUNY School of Law, you have an ongoing...
responsibility to notify the law school of any and all subsequent changes in the information contained in the application and/or during the period of enrollment. This means that if there are any facts or incidents requiring disclosure (such as arrests, changes in academic credentialing from institutions outside the law school, professional licensing events, etc.) you must notify the law school to ensure compliance with the continuing disclosure requirement. You are also responsible to determine the possible impact of any such information on your character and fitness application.

New York State Bar

The New York State bar examination application can be downloaded from the New York Board of Law Examiners website: www.nybarexam.org.

Applications to take the bar examination must be filed between November 1st and 30th for the February examination and between April 1st and 30th for the July examination.

NY Bar Exam Certification

As part of your application to sit for the bar, the NY Board of Law Examiners requires that a Certificate of Attendance form be completed by the Law School. This form is completed by the Office of Registration & Student Records Management.

The certification deadline is February 1 for the February exam and June 15 for the July exam.

Specimen of Applicant’s Handwriting

The Office of Career Planning certifies the Specimen of Applicant’s Handwriting form, as part of your application which must be completed in the presence of a member of that office. The last day for requesting certification of the handwriting specimen is the last day of classes.

Completion of the handwriting specimen will be notification to our office that you intend to sit for the New York bar exam. After you have been certified for graduation, a Certificate of Attendance form and your handwriting specimen will be forwarded to the New York State Board of Law Examiners.

Bar Examinations for States Other Than New York

It is the responsibility of the applicant to submit the necessary certification forms to the Office of Registration & Student Records Management.

Students applying to take a bar examination in a jurisdiction other than New York can obtain information on the National Conference of Bar Examiners website: www.ncbex.org/bar-admissions/offices/

Character and Fitness Application

The Office of Registration & Student Records Management is responsible for completing character and fitness forms. Please complete the portion of the form that needs to be completed by the applicant and submit to our office.

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

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

1. The right to inspect and review your education records. Students should submit to the registrar, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. If the records are not maintained by the college official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

All requests shall be granted or denied in writing within 45 days of receipt. If the request is granted, you will be notified of the time and place where the records may be inspected. If the request is denied or not responded to within 45 days, you may appeal to the college’s FERPA appeals officer. Additional information regarding the appeal procedures will be provided to you if a request is denied.

2. The right to request the amendment of the student’s education records that the student believes are inaccurate, misleading or otherwise in violation of the student’s privacy rights under FERPA.

You may ask the college to amend a record that you believe is inaccurate, misleading or otherwise in violation of your privacy rights under FERPA. You should write to the college official responsible for the record, clearly identify the part of the record you want changed, and specify why it is inaccurate or misleading.

If the college decides not to amend the record as requested by you, the college will notify you of the decision and advise you of your right to a hearing before the college’s FERPA appeals officer regarding the request for amendment. Additional information regarding the hearing procedures will be provided to you when notified of your right to a hearing.

3. The right to consent to disclosure of personally identifiable information contained in your education records, except to the extent that FERPA authorizes disclosure without consent.
One exception which permits disclosure without consent is disclosure to college officials with legitimate educational interests. A college official is a person employed by the university in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff), a person or company with whom the university has contracted as its agent to provide a service instead of using university employees or officials, a person serving on the Board of Trustees, or a student serving on an official committee, such as a disciplinary 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 fulfill his or her professional responsibilities for the university.

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

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

General Counsel and Vice Chancellor for Legal Affairs
The City University of New York
535 East 80th Street
New York, NY 10075

CUNY Office of General Counsel February 2009

(5) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the college to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5920.

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

This form must be filed with the Office of Registration and Student Records Management if you do not wish any or all directory information disclosed without your prior consent. Directory information otherwise may be available to any parties deemed to have a legitimate interest in the information. The instructions on this form may be changed at any time by filing a new form with the Office of Registration and Student Records Management. You should initial the appropriate spaces.

Name of Student: ________________________________

Student ID Number: ________________________________

A. _____I DO NOT WANT ANY DIRECTORY INFORMATION DISCLOSED WITHOUT MY PRIOR CONSENT. (If you initial this space you do not have to fill out the rest of this form, but must date and sign below.)

B. _____I do not want the following categories of directory information disclosed without my prior consent. Initial those items that you do not want released.

   ______Name.
   ______Attendance dates (periods of enrollment).
   ______Address.
   ______Telephone number.
   ______Date of birth.
   ______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 other than sports.
   ______Participation in sports (teams).
   ______Height if member of athletic team.
   ______Weight if member of athletic team.
   ______Previous school attended.
   ______Degrees received.
   ______Honors and awards received

C. _____I want my prior instructions not to release directory information withdrawn. I now authorize the college to release all of my directory information to parties with a legitimate interest.

Dated: ________________________________  Signed: ________________________________

CUNY Office of General Counsel
February 2009
FREEDOM OF INFORMATION LAW (FOIL) NOTICE

Requests to inspect public records at the college should be made to the Records Access Officer, Meredith Gibbs, Associate Dean for Administration and Finance, who is located in room 5-108E, (718) 340-4583. 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.

PROCEDURES FOR PUBLIC ACCESS TO RECORDS OF THE CITY UNIVERSITY OF NEW YORK UNDER THE FREEDOM OF INFORMATION LAW

1. Designation of Records Access Officer.
   (a) Each college and unit of The City University of New York (referred to herein as a “college”) shall designate one or more persons as Records Access Officers by name or specific job title and location, who shall have the duty of coordinating the response of the college to public requests for access in accordance with the Freedom of Information Law (“FOIL”), Public Officers Law §§ 84 et seq.

   (b) The Records Access Officer shall be responsible for assuring that the college:

   (1) Maintains a reasonably detailed current list, by subject matter, of all records in the possession of the college or unit;

   (2) Assists persons seeking records to identify the records sought, if necessary.

   (3) Upon locating the records, takes one of the following actions:

   (i) Makes records available for inspection, or

   (ii) Denies access to the records in whole or in part and explains in writing the reasons therefore.

   (4) Upon request for copies of records that are being made available:

   (i) Provides copies of the records on the medium requested, if the college can reasonably make such copy or have such copy made by engaging an outside professional service, provided that the requester pays or agrees to pay established fees, if any, in accordance with Section 5 of these Procedures, or

   (ii) Permits the requester to copy those records.

   (5) Upon request, certifies that a record is a true copy.

   (6) Upon failure to locate records, certifies in writing that:

   (i) the college is not the custodian for such records, or that

   (ii) the records cannot be found after diligent search.

2. Procedure for Public Inspection.

Each college shall establish a written procedure by which a person may arrange an appointment to inspect and copy records. Such procedure shall include the name, position, address and phone number of the party to be contacted for the purpose of making an appointment.


   (a) The college may accept requests for records orally, but may also require requests for records to be in writing. Colleges are required to accept requests for records by electronic mail and to respond to such requests by electronic mail unless the request seeks a response in some other form.

   (b) The Records Access Officer shall respond to a request within five business days of receipt by:

   (1) granting or denying access to records in whole or in part; or

   (2) acknowledging the receipt of a request in writing, including an approximate date when the request will be granted or denied in whole or in part, which shall be reasonable under the circumstances of the request and shall not be more than twenty business days after the date of the acknowledgment. If it is known that circumstances prevent disclosure within twenty business days from the date of such acknowledgment, the Records Access Officer shall provide a statement in writing indicating the reason for the college’s inability to grant the request within that time and a date certain, within a reasonable period under the circumstances of the request, when the request will be granted in whole or in part; or

   (3) if the receipt of request was acknowledged in writing and included an approximate date when the request would be granted in whole or in part within twenty business days of such acknowledgment, but circumstances prevent disclosure within that time, providing a statement in writing within twenty business days of such acknowledgment specifying the reason for the inability to do so and a date certain, within a reasonable period under the circumstances of the request, when the request will be granted in whole or in part.

   (c) In determining a reasonable time for granting or denying a request under the circumstances of a request, the Records Access Officer shall consider the volume of a request, the ease or difficulty in locating, retrieving or generating records, the complexity of the request, the need to review records to determine the extent to which they must be disclosed, the
number of requests received by the college and similar factors that bear on the ability to grant access to records promptly and within a reasonable time frame.

(d) A failure to comply with the time limitations set forth in Section 3(b) above constitutes a denial of a request that may be appealed.

4. Denial of access to records.
(a) Denial of access to records shall be in writing stating the reason therefore and advising the requester of the right to appeal to the General Counsel and Vice Chancellor for Legal Affairs, 535 East 80th Street, New York, New York 10075.

(b) If a college fails to comply with the time limitations set forth in Section 3 of these Procedures, such failure shall also be deemed a denial of access effective on the date of non-compliance.

(c) Any person denied access to records may appeal within thirty days of the date the college denies the request.

(d) The General Counsel and Vice Chancellor for Legal Affairs shall inform the requester of its decision on the appeal, in writing, within 10 business days after of the receipt of an appeal.

(e) A failure to determine an appeal within ten business days of its receipt by granting access to the records sought or fully explaining the reasons for further denial in writing shall constitute a denial of the appeal.

(f) The General Counsel and Vice Chancellor for Legal Affairs shall transmit to the Committee on Open Government copies of all appeals upon receipt of those appeals, and shall send the Committee on Open Government copies of all its decisions at the same time that those decisions are sent to the appellant.

5. Fees.
(a) There shall be no fee charged for (1) inspection of records; (2) search for records or administrative costs; or (3) any certification pursuant to this part.

(b) Fees for photocopies may be charged, which shall not exceed 25 cents per page for photocopies not exceeding 9 by 14 inches.

(c) The actual cost for copying other records, such as electronic records, may be charged, which may include only:

(i) an amount equal to the hourly salary attributed to the lowest paid employee who has the necessary skill required to prepare a copy of the requested record, except that no fee shall be charged unless at least two hours of a college employee’s time is needed to prepare the copy;

(ii) the actual cost of the storage devices or media (such as a computer disk) provided to the person making the request;

(iii) if the college’s information technology equipment is inadequate to prepare a copy of the record, or if the college for some other reason is unable to prepare a copy of the record itself, the actual cost to the college of engaging an outside professional service to prepare a copy.

(d) If, as is set forth in (c) above, more than two hours of an employee’s time is needed to prepare a copy of a record or the college is using an outside professional service, the requester must be informed of the fee in advance.

(e) The foregoing provisions regarding fees do not apply when a different fee is otherwise prescribed by statute.

Each college must post information on its website concerning how college records can be accessed under FOIL, including, at a minimum (a) the name of the Records Access Officer to whom requests shall be directed; (b) the times and places, if any, that public records are available for inspection and copying; (c) information on how to request records in person, by mail, or by e-mail; and (d) a link to the website of the committee on open government.

Office of the General Counsel
March 11, 2009

CUNY School of Law’s Records Officer is Associate Dean Meredith Gibbs. FOIL requests may be made to:

Meredith Gibbs
CUNY School of Law
2 Court Square
Long Island City, NY 11101-4356
NEW YORK FREEDOM OF INFORMATION LAW APPEAL FORM WHERE A COLLEGE HAS DENIED A REQUEST FOR ACCESS TO ITS PUBLIC RECORDS

You have a right to appeal to the General Counsel and Vice Chancellor for Legal Affairs if the college has not granted your request for access to its public records. To exercise this right you must (I) complete this form and (II) mail this form within thirty days after (A) you receive the denial of your request for access or (B) eight working days have passed since your request for access was received by the college and you have not received either a response to your request or a letter indicating the date by which the college will respond to your request or (C) the date by which the college has advised you it would comply with your request has passed and your request has not been complied with. The form must be mailed to:

General Counsel and Vice Chancellor
For Legal Affairs
The City University of New York
535 East 80th Street, 2nd Floor
New York, NY 10075

1. Name: ___________________________________________________
2. Address: ___________________________________________________
3. Specify the records which you requested and were denied access:
   __________________________________________________________________
   __________________________________________________________________
   __________________________________________________________________
4. Specify the date you requested access to these records: __________
5. Specify the date or the circumstances under which your request for access was denied:
   __________________________________________________________________
6. Specify the name of the person who denied your request for access:
   __________________________________________________________________
7. State all the reasons why you believe your request for access should be granted.
   __________________________________________________________________
   __________________________________________________________________
   __________________________________________________________________
8. Attach copies of your request and the denial. Additional supporting documents may also be attached.

6/24/04
IRENE DIAMOND PROFESSIONAL SKILLS CENTER

Professor David Nadvorney
Director of Academic Support Programs
Room: 4-115
Phone: (718) 340-4343
Email: nadvorney@mail.law.cuny.edu

Professor Shirley Lung
Faculty
Room 4-114
Phone (718) 340-4322
Email: lung@mail.law.cuny.edu

Susann Chang
Coordinator, Irene Diamond Professional Skills Center
Room: 4-110E
Phone: (718) 340-4281
Email: chang@mail.law.cuny.edu

The Irene Diamond Professional Skills Center coordinates the academic support services provided by the Law School. Several programs are available that provide additional assistance with the required work of the curriculum. Our goal is to ensure that each student has the opportunity to learn the doctrine and skills necessary to become a lawyer in an environment that is appropriate to her/his learning style and needs. Staff is available to work with students primarily in the first and second years.

Because students’ needs change as they progress through law school, the Center’s services are allocated differently over the three years. There is a focus on the first three semesters when it is critical that students hone fundamental analytical, writing, and study skills. Students can come to the Center to work on developing effective study skills and strategies, improving essay exam writing, reviewing doctrinal material from classes and simulations, and re-drafting written work such as memos and writing samples. Following are some of the major support services available to students in the first and second years.

First-Year Orientation
The Orientation program is required for all incoming students. The academic component of the program focuses on an introduction to the legal system, case reading and briefing, in-class notetaking, outlining, and study strategies and exam preparation, are covered in the context of material drawn from the required classes. The Skills Sessions are entirely voluntary.

In addition, individual and small group conferences are available, via a sign-up sheet located outside the Skills Center. Students are invited to bring in any question or concern regarding law school: doctrine, writing, skills, organization, study strategies, etc.

The Skills Center also conducts two additional on-going series of workshops: one focusing specifically on practicing the art and science of writing essay exams, and the other on close case reading. Information on both those series is distributed early in the first semester.

In conjunction with the faculty, the Skills Center conducts review sessions for all midterm and final exams, and staff is available to review exams with students for revision.

Second Semester Services
In the spring semester, Skills Center services are more targeted. The optional weekly Skills Sessions and exam reviews continue, but there are no longer individual appointments available on a sign-up basis. Instead, the Skills Center offers Legal Methods, a focused semester-long three-hour a week, non-credit workshop. Participation in Legal Methods is either by referral or permission of the instructor, and requires a commitment to attend throughout the semester. Again, the work of Legal Methods is drawn from the required classes, but it is more focused in terms of individual written feedback.

Second Year Services
In the fall semester of the second year program, the Skills Center offers a course similar to Legal Methods to students referred based on first-year GPA and student self-referrals. In addition, there will be exam reviews for selected required courses for the second-year class as a whole. Skills Center staff will also offer office hours for individual or study group meetings.

By the second semester of the second year, most students are well acquainted with the rigors of the Law School curriculum, and are successful in meeting its challenges. Consequently, the need for support services is designed on an individual basis to assist those who are most in need.
STUDENT AFFAIRS OFFICE

Cheryl Howard
Dean of Students
Room: 5-107H
Phone: (718) 340-4487
Email: howard@mail.law.cuny.edu

Allie Robbins
Director of Student Affairs
Room: 5-107G
Phone: (718) 340-4579
Email: allison.robbins@mail.law.cuny.edu

Patricia Kennedy
Director of Student Services
Room: 5-107A
Phone: (718) 340-4380
Email: kennedy@mail.law.cuny.edu

Carol Kozo
Assistant to the Dean of Students
Room 5-107C
Phone: (718) 340-4424
Email: kozo@mail.law.cuny.edu

Natali Kun
Office Assistant
Room: 5-107D
Phone: (718) 340-4207
Email: kun@mail.law.cuny.edu

Kathy Rojas
Program Support Administrator
Room: 5-107F
Phone: (718) 340-4402
Email: rojas@mail.law.cuny.edu

The Dean of Student Affairs supervises the Offices of Student Affairs, Career Planning and the Children’s Center.

The Office of Student Affairs plays many roles in the daily lives of students at the Law School. On a day-to-day basis, staff members work with student organizations to facilitate community-wide activities, counsel students with academic or personal difficulties, assist students with housing needs, provide assistance to individuals with disabilities, and administer disciplinary procedures. Student Affairs is also responsible for organizing and coordinating new student orientation and the Law School’s commencement exercises. The Student Affairs staff are an integral part of the CUNY Law community, serving on Law School committees, taking part in law school programs as well as participating in activities in the wider CUNY system.

COUNSELING

Linda Penkower, L.C.S.W.
Room: 4-201
Phone: (718) 340-4216
Email: penkower@mail.law.cuny.edu

Student discussions with the Law School counselor, and any information contained therein, are entirely confidential and are not shared with any member of the Law School community or with those outside the Law School community unless the student is perceived to be a threat to himself, herself or others. Information may be shared on a need to know basis. The Law School counselor is available to counsel students on a wide range of personal, emotional, and psychological issues. The counselor also conducts workshops and facilitates support groups on a number of topics including test anxiety and stress management.

DISABILITY SERVICES FOR STUDENTS

It is the policy of the Law School to provide reasonable accommodations for disabled students, including learning-disabled students and those with health impairments, as well as those with other disabilities. Students whose disabilities may require some type of accommodation, including exam accommodations, are encouraged to meet with the Disabilities Coordinator as early as possible. It is the student’s responsibility to initiate a request for accommodation, even if the student has previously identified herself/himself as a person with a disability. Appropriate accommodations will be worked out on a case-by-case basis.

All applications concerning disability accommodations will be regarded as confidential, and will only be disclosed when there is a specific need to know this information (e.g., to a proctor of an examination for which special accommodations have been approved).

The Law School complies with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act, which protect persons from discrimination on the basis of physical or mental impairments.

Documentation Guidelines

Students diagnosed with a disability that 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. Documentation of impairment alone may not be
sufficient to require that the student be provided a reasonable accommodation. It must be demonstrated that the impairment rises to the level of a disability according to the Americans with Disabilities Act. For example, the impairment must substantially limit or restrict a major life activity (e.g., learning, reading, concentrating, thinking). The documentation must provide information to support the need for all accommodations requested. 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. The evaluator must include, in the test report, evidence that instruments selected are reliable and valid for use with an adolescent or adult.

The evaluation must be current. Disabilities may change in severity over time and documentation should support current 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.

Key Points: Qualified evaluator; current evaluation; evaluation signed and dated by evaluator; recommendations for accommodations. (Note: the term evaluation and documentation are used according to which is more appropriate for disability type. Both constitute acceptable reports or material for supporting services and accommodations.)

**Learning Disability Documentation Guidelines**

The evaluation should:

- be conducted by an evaluator with comprehensive training with adolescents and adults with learning disabilities.
- be evaluated within the last three years.
- include a description of functional impact of diagnosis and include specifics of how the learning process may be affected by the diagnosis; and should include recommendations and rationale for accommodations and/or assistive technology.
- include test scores to document the nature and severity of the disability.

Adult students not previously diagnosed must provide appropriate documentation as per guidelines for students not previously diagnosed.

**ADD/ADHD Documentation Guidelines**

The evaluation should:

- be conducted by a qualified professional whose background includes training and relevant experience in the full range of psychiatric disorders.
- be within the past three years and be updated as required.
- include a summary of relevant historical information including initial onset, diagnosis, medication and indication of ADD/ADHD throughout adolescence or adulthood.
- identify functional limitations in the educational setting.
- include rationale for specific recommendations or accommodations.

**Psychological & Psychiatric Guidelines**

The evaluation should:

- be made by a professional who is qualified with appropriate training in diagnosing psychological and/psychiatric disorders.
- be within the past three years and be updated as required.
- include a summary of relevant historical information including initial onset, diagnosis, medication and indication of psychological/psychiatric disorders throughout adolescence or adulthood.
- include rationale for specific recommendations or accommodations.

**Visual Impairment or Blindness**

The evaluation should:

- include an ophthalmologic evaluation made by a qualified professional or granted by a recognized resource such as NY State Commission for the Blind (include CBVH Registry Number).
- be current and reflect present condition. In the case of visual acuity changes, new documentation should be submitted.
- identify functional limitations and provide recommendations for academic accommodations/assistive technology.

**Deaf/Hard of Hearing Guidelines**

The documentation should:

- include a diagnosis based on an audiological evaluation conducted by a qualified professional.
- provide a description of functional limitations and recommendations for academic accommodations, interpreter services, and other services including assistive technology.

**Mobility/Orthopedic Disabilities**

The evaluation should:

- be made by a qualified professional with the appropriate training in diagnosing physical disabilities.
- be current and relevant. If the conditions change, an updated report will be required.
include a diagnosis, a description of any functional limitations and recommendations for accommodations and/or assistive technology.

Chronic Medical Condition
The evaluation should:
• be submitted on letterhead (or a standardized medical documentation form provided by the college) by a qualified health professional.
• be within the past six months. In case of changes, new documentation needs to be submitted.
• identify medication, if any, and include information describing the possible impact of the medication upon academic performance.
• identify functional limitations in the academic environment and recommendations for accommodations and/or assistive technology.

Substance Abuse /Chemical Dependency
The evaluation should:
• be submitted from a qualified professional with experience in the field of Chemical Dependency.
• be current (within one year of submission).
• identify academic functional limitations and recommendations for accommodations.
• include treatment program and medication information in the report.

Other
Consult with the Director of Disability Services on campus.

Prepared by the CUNY Committee on Student Disability Issues – Documentation Guidelines Subcommittee.

PROCEDURES FOR IMPLEMENTING REASONABLE ACCOMMODATION AT THE CITY UNIVERSITY OF NEW YORK

SECTION I: OVERVIEW
The City University of New York, in compliance with Sections 503 and 504 of the Federal Rehabilitation Act of 1973 (“Rehabilitation Act”), the Americans with Disabilities Act of 1990 (“ADA”), New York State Executive Law §296, and the New York City Human Rights Law, provides qualified individuals with disabilities the opportunity to participate in programs, activities, or employment.

SECTION II: RESPONSIBILITY FOR IMPLEMENTATION
The President of each constituent college of The City University of New York, the Senior Vice Chancellor for the Central Office and the Dean of the Law School are responsible for the implementation of these procedures.

Each University unit has a 504/ADA Compliance Coordinator who has responsibility for coordinating efforts to ensure access and non-discrimination for individuals with disabilities.

The Human Resources Director along with supervisors of each constituent college of The City University of New York is responsible for making arrangements to provide reasonable accommodations to applicants for employment and current employees.

Each University unit has a Student Disabilities Services Coordinator who has responsibility for providing services and coordinating efforts to ensure access to programs and activities for students with disabilities.

SECTION III: PROCEDURES FOR REQUESTING AN ACCOMMODATION

Applicants for Employment
As part of a standard acknowledgment letter, individual applicants are to be instructed to contact the college’s Director of Human Resources if an accommodation is needed to participate in the application/interview process. The Human Resource Director will make arrangements with the appropriate individuals to provide a reasonable accommodation.

Current Employees
Upon initial hire, each employee is given the opportunity to self identify as a person with a disability and to request a reasonable accommodation. The self-identification form is to be circulated annually by Human Resources to all current employees to permit the self-identification of employees who may have become disabled subsequent to initial hire.

An employee should make any initial request for accommodation to her/his immediate supervisor. Alternatively, an employee may direct his/her request to the Director of Human Resources at the site. In either case, consultation between the employee’s supervisor and the Director of Human Resources should take place to determine whether the requested accommodation, or an alternate accommodation, is appropriate and should be implemented. Appropriate supporting documentation should be provided to the Human Resources Director. If the proffered accommodation is acceptable to the employee, the Human Resources Director should inform the 504/ADA Compliance Coordinator of the nature of the accommodation.

When an accommodation is complex or requires college expenditures, the supervisor and the Human Resources Director are required to obtain the input of the 504/ADA Compliance Coordinator and/or other college officials. Such consultation shall be confidential, and limited to those officials whose input is necessary to the decision.
Employees may consult with the college’s 504/ADA Compliance Coordinator at any time to discuss and understand their rights under the Rehabilitation Act, the ADA and state and local legislation, and they are encouraged to do so.

Visitors
Brochures/flyers announcing specific public programs should include a statement identifying the person to contact if an accommodation is needed. The time frame, by which such a request must be made, e.g. forty-eight hours in advance, must be included in the statement. A visitor should make any initial request for accommodation to the individual designated on the flyer. The designee should consult with appropriate college officials to determine the feasibility of granting the requested accommodation. Such consultation shall be confidential, and limited to those officials whose input is necessary to the decision. If the proffered accommodation is acceptable to the visitor, the designee should inform the 504/ADA Compliance Coordinator of the nature of the accommodation.

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

Students may consult with the Office of Services for Students with Disabilities or the 504/ADA Compliance Coordinator at any time to discuss and understand their rights under the Rehabilitation Act, the ADA, and state and local legislation, and they are encouraged to do so.

SECTION IV: REVIEW OF ACCOMMODATION REQUESTS/DECISIONS

Applicants for Employment
Applicants whose request for accommodation is denied or who do not agree with a proposed accommodation for the application/interview process, will inform the Human Resource Director. The Human Resource Director will inform the 504/ADA Coordinator who will make the final decision and inform the applicant of the decision.

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

Visitors
If a visitor finds a proffered accommodation unacceptable, the visitor may discuss the situation with the 504/ADA Compliance Coordinator. The Compliance Coordinator shall make the final decision after consultation with the college President.

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

SECTION V: DATA COLLECTION/RECORD KEEPING/COMMUNICATION

The 504/ADA Compliance Coordinator is responsible for collecting the information on all accommodation requests including the number made and type of accommodation provided to employees. Likewise, the Student Disability Services Coordinator is responsible for collecting the information on all accommodation requests including the number made and type of accommodation provided to students. Whether records are maintained on paper or computer, they should be kept in a secure location and protected from damage or loss.

There are very strict limitations on the use of medical information obtained through the reasonable accommodation process. All requests for accommodation and all supporting information, including but not limited to medical information, are to be considered confidential and shared with college officials only on a need-to-know basis. Any medical documentation submitted or obtained may only be used to evaluate the request for accommodation. Medical records for employees must be kept in a separate file in the Human Resources Department. Medical records for students are to be kept in a separate file and maintained in the Office of Services for Students with Disabilities.

Applicants and employees, students and visitors may avail themselves of their legal rights to complain to non-CUNY agencies, without fear of retaliation. An updated list of these non-CUNY agencies may be obtained from the college’s AA/EEO Office.
The University reserves the right to alter, change, add to, or delete any of these procedures at any time without notice.

FREQUENTLY USED TERMS

Disability Definitions

The Rehabilitation Act of 1973. The term “disability” means...a physical or mental impairment that constitutes or results in a substantial impediment to employment; or...a physical or mental impairment that substantially limits one or more major life activities. 29 USC §705(9). Individual with a disability...[T]he term “individual with a disability” means...any person who (i) has a physical or mental impairment which substantially limits one or more of such person’s major life activities; (ii) has a record of such an impairment; or (iii) is regarded as having such an impairment, 29 USC §705(20)(B).

The Americans with Disabilities Act. The term “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. 42 USC §12102(2).

New York State Human Rights Law. The term “disability” means (a) a physical, mental or medical impairment resulting from anatomical, physiological, genetic or neurological conditions which prevents the exercise of a normal bodily function or is demonstrable by medically accepted clinical or laboratory diagnostic techniques or (b) a record of such an impairment or (c) a condition regarded by others as such an impairment, provided, however, that in all provisions of this article dealing with employment, the term shall be limited to disabilities which, upon the provision of reasonable accommodations, do not prevent the complainant from performing in a reasonable manner the activities involved in the job or occupation sought or held. Executive Law §292(21).

New York City Administrative Code. The term “physical or mental impairment” means a physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following body systems: neurological; musculoskeletal; special sense organs; respiratory, including speech organs; cardiovascular; reproductive; digestive; genito-urinary; hemic and lymphatic; skin and endocrine; or a mental or psychological disorder, such as mental retardation, developmental disability, organic brain syndrome, emotional or mental illness, and specific learning disabilities. It includes, but is not limited to, such diseases and conditions as orthopedic, visual, speech and hearing impairments, cerebral palsy, epilepsy, muscular dystrophy, multiple sclerosis, cancer, heart disease, diabetes, alcoholism, substance abuse, and drug addition. Admin. Code §8-102(16)(b).

Section 503 – Section 503 of the Rehabilitation Act of 1973, administered by the U.S. Department of Labor’s Office of Federal Contract Compliance Programs, applies to all federal contractors and subcontractors with contracts of $10,000 or more. It mandates affirmative action to employ and advance in employment, qualified people with disabilities. In addition, it requires all recipients with 50 or more employees and one or more federal contracts of $50,000 or more to prepare and maintain affirmative action programs.

Section 504 – Section 504 of the Rehabilitation Act of 1973 prohibits discrimination against qualified individuals with disabilities in federally funded programs and activities. The Justice Department’s Disability Rights Section is responsible for coordinating government-wide efforts to comply with Section 504.

The Americans with Disabilities Act – The Americans with Disabilities Act (ADA) guarantees disabled people access to employment, public accommodations, transportation, public services and telecommunications. The ADA provides comprehensive federal civil rights protection for people with disabilities.

New York State Human Rights Executive Law 296 – Executive Law §296(1)(a) makes it an unlawful discriminatory practice for an employer to refuse to hire or employ or to bar or to discharge from employment a disabled individual or to discriminate against such individual in compensation or in terms, conditions or privileges of employment. Executive Law §296(3)(a) requires an employer to provide reasonable accommodations to the known disabilities of an employee, prospective employee in connection with a job or occupation sought or held or participation in a training program. Executive Law §296(b) provides that nothing contained in this subdivision shall be construed to require provision of accommodations that can be demonstrated to impose an undue hardship on the operation of an employer’s business program or enterprise. Executive Law §296(7) makes it unlawful discriminatory practice for any person engaged in any activity to which this section applies to retaliate or discriminate against any person because he or she has opposed any practices forbidden under this article or because he or she has filed a complaint, testified or assisted in any proceeding under this article.

504/ADA Compliance Coordinator – The 504/ADA Compliance Coordinator is appointed by the President. This person is responsible for:

- Monitoring the college for 504/ADA compliance
- Resolving issues before they become potential grievances
- Making sure that disabled employees are accommodated
- Making sure that disabled students receive the same opportunities that other students receive in the most integrated fashion

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- Making sure that disabled employees are accommodated
- Making sure that disabled students receive the same opportunities that other students receive in the most integrated fashion
• Providing training to those who must interact with the disabled.

**504/ADA Committee** – The 504/ADA Committee serves as an advisory committee to the 504/ADA Coordinator. The committee assists in formulating new ideas and monitoring the College for 504/ADA Compliance. The Committee is comprised of representatives from various divisions, departments, programs, and services that make up the College. The Coordinator for Disabled Student Services is a member of the committee.

**Reasonable Accommodations** – The term “reasonable accommodation” means actions taken which permit an employee or prospective employee with a disability to perform in a reasonable manner the activities involved in the job or occupation sought or held and include, but are not limited to, provision of an accessible worksite, acquisition or modification of equipment, support services for persons with impaired hearing or vision, job restructuring and modified work schedules; provided, however, that such actions do not impose an undue hardship on the business, program or enterprise of the entity from which action is requested. New York State Human Rights Executive Law §292(21-e) (Effective June 1, 2005)

Last Updated: 8/4/05

**Voter Registration Assistance**

Students requesting accommodation services for disabilities will be offered the opportunity to register to vote and get assistance in filling out forms if requested. There is no obligation to register and the student's decision will have no effect on services provided by the Student Services Office.

You may also visit the NYC Board of Elections website for more information about registering to vote in New York City. Forms are available in room 5-107 of the Law School or you may download a voter registration form from the NYC Board of Elections website: http://www.vote.nyc.ny.us/register.html.

**HEALTH INSURANCE**

CUNY School of Law provides access to health insurance plans including the GHI/CUNY Student Health Program and the American Bar Association (ABA) Health Insurance Plan. Also available are New York State plans including Family Health Plus, a no-cost insurance program for adults, Healthy New York for uninsured workers, and CHOICE, the New York Medicaid plan. The Office of Student Affairs will assist any student who would like more information.

**HEALTH SERVICES**

Jean O'Doherty  
Adult Nurse Practitioner  
Room: 3-104  
Phone: (718) 340-4544  
E-mail: jean.odoherty@mail.law.cuny.edu

The Adult Nurse Practitioner’s services are provided by Mt. Sinai Hospital of Queens. The ANP is licensed and will deliver a full range of health care services including: Diagnosis and treatment of acute healthcare problems, health promotion and disease prevention care for women and men, diagnose and manage minor trauma including splinting, perform physical examinations, interpret laboratory tests for screening, prescribe medications when necessary and make referrals. All student health records, maintained by Mt. Sinai, as well as consultations between students and nurses, are strictly confidential. Hours are posted weekly.

**HOUSING**

The Office of Student Affairs at the Law School serves as a clearinghouse for students looking for apartments. Area residents and landlords often list their apartments with the Student Affairs Office. The Office also compiles a roommate list and distributes New York City bus and subway maps. Students will find the Transit Authority's Queens Bus Map to be especially helpful as a general-use local map. Contact Student Affairs Housing by email at housing@mail.law.cuny.edu or call (718) 340-4207.

Students receiving financial aid assistance should remember that part of the cost of attendance includes housing costs. For further information regarding the cost of attendance, please contact the Financial Aid Office at 718 340-4284.

**STUDENT ORGANIZATIONS**

The Assistant Director of Student Activities advises the Law School’s registered student organizations with regard to event planning and student activities. Student elections for Student Government and Law School Committees are also coordinated by the Assistant Director of Student Activities and held in the Student Affairs Office in the fall and spring semesters of every academic year.

The Law School has various student organizations that span an array of interests and fields. If a specific interest or mission is not reflected in any of the currently listed registered student organizations, students are encouraged to form organizations to support their particular interests. Organizations are required to register with the CUNY School of Law Office of Student Affairs to be recognized by the Law School. Student Organizations are subject to the provisions in the CUNY School of Law Student
Handbook, the Student Activities Handbook and the Bylaws of the City University of New York Board of Trustees.

TRAVEL BY STUDENTS AS PART OF COURSEWORK OR AS PART OF AN AUTHORIZED STUDENT ORGANIZATION ACTIVITY

The CUNY Board of Trustees approved two sets of Travel Guidelines governing student travel. They apply whether the travel is part of a class or coursework, or travel organized as part of a student activity or a student organization. They are separate Domestic Travel Guidelines, and International Travel Guidelines. They can be accessed on the central University website through the Student Affairs webpage. Go to: http://www.cuny.edu/about/administration/offices/ehsrn/Policies/Travel.html

Both sets of Guidelines require advance approval of trips. For student-organized travel outside New York City’s five boroughs, please consult with the Office of Student Affairs sufficiently in advance of planned travel dates to get necessary approvals, secure student travel waivers and purchase travel-accident insurance. Students are advised to budget the relatively modest cost of travel-accident insurance into all travel plans. Student organization funds, CUNY funds and CUNY School of Law Foundation funds may be used for travel only if there is compliance with the University’s Travel Guidelines.

CUNY SCHOOL OF LAW FOUNDATION

For student organizations wishing to fundraise, please note that donations made directly to student organizations are not tax deductible to donors. However, the City University of New York School of Law Foundation, Inc., an independent tax exempt organization under Section 501(c)(3) of the Internal Revenue Code, is available to administer donations which are tax deductible to donors for qualifying activities and programs such as fellowship fundraising, educational programming, and related activity. The Foundation does not charge recognized student organizations for this service, and all monies donated through the Foundation accrue to the student organization. For additional information on how The CUNY School of Law Foundation can support student organization fundraising, please contact the Office of Student Affairs.

Additional information about registering student organizations and planning law school activities can be found in the Student Activities Handbook. The full set of bylaws can be found at www.cuny.edu under the Board of Trustees page under “Administration.”

DRUGS, ALCOHOL AND TOBACCO USE

The legislature of the State of New York and federal statues have made the possession, sale, or purchase of certain drugs, without authorization, a crime. New York law prohibits selling or giving alcohol to any “visibly intoxicated person.” The possession and consumption of alcohol is illegal under state law for those under 21 years of age. All members of the Law School community are expected to abide by the laws of the city, state, and federal government (Board of Trustees Bylaws, Article XV, Section 15.1). The Law School will not serve as a sanctuary, and cannot insulate its members from the consequences of illegal acts. The Law School will not protect its students, faculty or staff from prosecution under the law. All members of the community are expected to abide by city, state and federal statutes that have made the possession, sale, or purchase of illegal drugs a crime. Smoking is prohibited in the Law School and it is illegal to sell tobacco to persons under the age of 18 in New York State.

Counseling Services available at CUNY School of Law.

If you are experiencing difficulty with alcohol or chemical dependency, CUNY School of Law can help you find counseling services or rehabilitation programs that will help you with your problem.

Students may be referred to the Dean of Students by members of the instructional staff or may seek assistance directly.

The Law School has a counselor on staff who can direct students or staff to appropriate services for alcohol and chemical dependency. Linda Penkower, Room 4-201, phone 718 340-4216. More information is available on our website at: http://www.law.cuny.edu/student/StudentServices/counseling.html.

Community Based Services

Alcoholics Anonymous
718-520-5021
Al-Anon
212-254-7230
Focus on Recovery
800-234-1253
NYS Drug Information Hotline
800-522-5353
Children of Alcoholics
800-359-2623
Stop Smoking Hotline
800-227-2345
Cocaine Hotline
800-COCAINE (262-2463)
Marijuana Hotline
888-MARIJUA (627-4582)
Heroin Hotline
800-9 HEROIN (943-7646)
Relapse Hotline
800-735-2773
The New York City Bar Lawyer Assistance Program (NYC Bar Lawyer Assistance Program)
**LAP** is a FREE, CONFIDENTIAL service, available to attorneys, judges, law students and their family members, in New York City, who are struggling with alcohol or drug abuse, depression, anxiety, stress, as well as other addictions and mental health issues.

NYC LAP’S confidential hotline is available 24 hours a day, seven days a week: 212-301-5787. For more information, go to: http://www.nycbar.org/LAP/

**LAW SCHOOL ALCOHOL POLICY**

The Law School permits the consumption of alcohol under the following rules and in accordance with New York State and City law and regulations, and University policies. This policy pertains to faculty, staff and students. The term “Law School,” when used to identify a location includes the Law School building and the surrounding grounds.

a. The Law School requires that a New York State Liquor Authority Temporary Beer and Wine Permit (TBWP) be obtained when alcohol is served at any event. Please note: New York State Liquor Authority requires 21 business days notification for application processing. (More information is available at www.abc.state.ny.us.)

b. When alcohol is served, other food and non-alcoholic beverages such as water, juice or soft drinks, must be served in equal or greater proportions. High caffeinated energy drinks are not a suitable alternative and will not count towards the proportion of non-alcoholic beverages that must be served. Under Section 64-a of the Alcoholic Beverage Control law, pretzels, potato chips and similar snack products do not meet the minimum requirement for food. Acceptable foods include “salads, soups, sandwiches and finger foods.”

c. Alcohol may only be served or consumed during events that are sponsored by a faculty/administrator/staff member or by a registered student organization. Only one student organized event serving alcohol may be held at the law school on the same day.

d. All student events or gatherings where alcoholic beverages will be consumed must be registered at the Office of Student Affairs. The registration and/or reservation of facilities must be made at least twenty-one (21) business days prior to the event.

e. Alcohol may only be served or consumed on weekdays from 5 p.m. to 10 p.m.

f. Alcohol may only be served or consumed in the following designated areas of the Law School: faculty lounge, staff lounge, and rooms approved in advance by the Dean of Students.

g. Only beer and wine may be served at the Law School. Mixed drinks are not permitted.

h. Beer and wine must always be dispensed from original retail or wholesale containers.

i. Only funds collected by or allocated to a registered student organization can be used to purchase alcohol for student events. The informal collection of money for alcoholic beverages that will be consumed in the Law School is prohibited.

j. Advertisement for events may not promote the abuse of alcohol.

k. Drinking contests or games are prohibited at the Law School.

l. Alcohol may be stored at the Law School only with the written permission of the Office of Student Affairs. If the permission is granted, the location will be determined by the Office of Student Affairs.

m. The Law School reserves the right at any time to limit the amount of alcohol purchased and/or served at any event.

n. The Law School reserves the right to prevent individuals who appear intoxicated from entering or leaving the Law School, including exiting from the building to a parking lot or garage.

o. Violation of any portion of the alcohol policy may lead to the suspension of privileges to use Law School facilities for the sponsoring student organization(s) and/or the individual student organizers of the event in question. Violators are also subject to disciplinary action by appropriate Law School and/or University officials and may also be referred to civil authorities. (According to the Section 130 of the Alcohol Beverage Control law, violations of NYS Alcohol Beverage Control laws are unclassified misdemeanors and subject to criminal proceedings.)

p. Exceptions to this policy may only be made by the Dean or her/his designee.

**CUNY RULES OF CONDUCT**

The Law School protects the right of students to pursue their legal education in an atmosphere that is free from interference, and is an institution that promotes academic freedom. If a student wishes to report a significant problem that directly implicates the school’s program of legal education they may do so using the complaint form provided at the school's Office of Student Affairs. Persons who violate the sanctuary of the Law School in violation of Article 129A of the Education Law or other policies of the Law School or City University may be brought before the Faculty-Student Disciplinary Committee pursuant to the Student Disciplinary Policy and Procedures.
I. Rules and Regulations for the Maintenance of Public Order

“Each student enrolled or in attendance in any College, School, or Unit under the control of the Board and every student organization, association, publication, club, or chapter shall obey the laws of the City, State and Nation and the Bylaws and resolutions of the Board and the policies, regulations and orders of the College.”

Bylaws, Board of Trustees of the City University of New York

The attention of students, faculty, and staff is called to the Rules and Regulations for the Maintenance of Public Order below:


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

Academic freedom and the sanctuary of the university campus extend to all who share these aims and responsibilities. They cannot be invoked by those who would subordinate intellectual freedom to political ends, or who violate the norms of conduct established to protect that freedom. Against such offenders the university has the right, and indeed the obligation, to defend itself. We accordingly announce the following rules and regulations to be in effect at each of our colleges (herein referred to as “Law School”), which the requirements of due process as provided in the Bylaws of the Board of Trustees.

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

The Dean, with respect to his/her educational unit, shall:

a. Have the affirmative responsibility of conserving and enhancing the educational standards of the College and schools under his/her jurisdiction;

b. Be the advisor and executive agent to the Board and of his/her respective College committee and as such shall have immediate supervision with full discretionary power in carrying into effect the bylaws, resolutions, and policies of the Board, the lawful resolutions of any of its committees, and the policies, programs, and lawful resolutions of the several faculties;

c. Exercise general superintendence over the concerns, officers, employees, and students of his/her educational unit.

II. Rules of the university (1-11) and law school (12)

1. A member of the academic community shall not intentionally obstruct and/or forcibly prevent others from the exercise of their rights. Nor shall she/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 Law School.

3. Unauthorized occupancy of University/Law School facilities or blocking access to or from such areas is prohibited. Permission from appropriate Law School authorities must be obtained for removal, relocation and use of University/ Law School equipment and/or supplies.

4. Theft from or damage to University/ Law School premises or property, or theft of or damage to property of any person on University/ Law School 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 Law School 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/ Law School, 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 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.

7. Disorderly or indecent conduct on University/ Law School - 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/ Law School 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/Law School.

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 employees in the workplace is prohibited. Employees of the University must also notify the Law School 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/Law School premises or as part of any University/Law School activities is prohibited.

12. Student integrity. Students found guilty of any form of academic dishonesty, such as plagiarizing or cheating on an examination, are subject to discipline; including suspension or dismissal from the Law School.

III. Penalties

1. Any student engaging in any manner in conduct prohibited under substantive Rules 1-12 shall be subject to the following range of penalties as hereafter defined in the attached Appendix: admonition, warning, censure, disciplinary probation, restitution, suspension, expulsion, ejection, and/or arrest by the civil authorities.

2. Any tenured or nontenured faculty member, or tenured or nontenured 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, fines not exceeding those permitted by law or by the Bylaws of the City University, suspension with/without pay pending a hearing before an appropriate authority, dismissal after a hearing, ejection, and/or arrest by the civil authorities, and, for engaging in any manner 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, a tenured faculty member, or tenured member of the administrative or custodial staff, engaging in any manner in conduct prohibited under substantive Rules 1-11 shall be entitled to be treated in accordance with applicable provisions of the Education Law, Civil Service Law and collective bargaining agreement.

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

4. Any organization that authorizes the conduct prohibited under substantive Rules 1-12 may have its permission to operate on campus rescinded. The penalties stated in this section shall be in addition to any other penalty provided by law or the City University.

APPENDIX:

Sanctions defined:

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

B. Warning. Notice to the offender, orally or in writing, that continuation or repetition of the wrongful conduct, within a period of time stated in the warning, may be cause for more severe disciplinary action.

C. Censure. Written reprimand for violation of specified 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.

STUDENT DISCIPLINARY POLICY AND PROCEDURES

ARTICLE XV STUDENTS

SECTION 15.0. PREAMBLE.

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

Freedom to learn and to explore major social, political, and economic issues are necessary adjuncts to student academic freedom, as is freedom from discrimination, as set forth in the university’s non-discrimination policy.
Freedom to learn and freedom to teach are inseparable facets of academic freedom. The concomitant of this freedom is responsibility. If members of the academic community are to develop positively in their freedom; if these rights are to be secure, then students should exercise their freedom with responsibility.

SECTION 15.1. CONDUCT STANDARD DEFINED.

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

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

SECTION 15.2. STUDENT ORGANIZATIONS.

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

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

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

1. The power to refuse, suspend or revoke any charter or other authorization for cause after hearing on notice.

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

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

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

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

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

SECTION 15.3. STUDENT DISCIPLINARY PROCEDURES.

Complaint Procedures:

a. Any charge, accusation, or allegation which is to be presented against a student, and, which if proved, may subject a student to disciplinary action, must be submitted in writing in complete detail to the office of the chief student affairs officer promptly by the individual, organization or department making the charge.
b. The chief student affairs officer of the college or his or her
designee will conduct a preliminary investigation in order to
determine whether disciplinary charges should be preferred.
The chief student affairs officer or his or her designee will
advise the student of the allegation against him or her,
consult with other parties who may be involved or who have
information regarding the incident, and review other relevant
evidence. Following this preliminary investigation, which
shall be concluded within thirty (30) calendar days of the
filing of the complaint, the chief student affairs officer or
designee shall take one of the following actions:

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

(ii) Refer the matter to mediation; or

(iii) Prefer formal disciplinary charges.

c. In the event that a student withdraws from the college after a
charge, accusation or allegation against the student has been
made, and the college prefers formal disciplinary charges,
the withdrawn student is required to participate in the
disciplinary hearing or otherwise to resolve the pending
charges and will be barred from attending any other unit of
the university until a decision on the charges is made or the
charges are otherwise resolved. If the withdrawn student
fails to so participate in the disciplinary process without
good cause, the college may proceed with the disciplinary
hearing in absentia and any decision and sanction will be
binding.

Mediation Conference:

d. The mediation conference shall be conducted by a qualified
staff or faculty member designated by the chief student
affairs officer. The following procedures shall be in effect at
this conference:

1. An effort will be made to resolve the matter by mutual
agreement.

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

3. If no agreement is reached, or if the student fails to
appear, the faculty or staff member conducting the
conference shall refer the matter back to the chief student
affairs officer who may prefer disciplinary charges.

4. The faculty or staff member conducting the mediation
conference is precluded from testifying in a college hearing
regarding information received during the mediation
conference.

Notice of Hearing and Charges:

e. Notice of the charge(s) and of the time and place of the
hearing shall be personally delivered or sent by the chief
student affairs officer of the college to the student at the
address appearing on the records of the college, by certified
or overnight mail and by regular mail and e-mail to students
who have a college e-mail address. The chief student affairs
officer is also encouraged to send the notice of charges to
any other e-mail address that he or she may have for the
student. The hearing shall be scheduled within a reasonable
time following the filing of the charges or the mediation
conference. Notice of at least five business days shall be
given to the student in advance of the hearing unless the
student consents to an earlier hearing.

f. The notice shall contain the following:

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

2. A statement that the student has the following rights:

   (i) to present his/her side of the story;

   (ii) to present witnesses and evidence on his/her behalf;

   (iii) to cross-examine witnesses presenting evidence
       against the student;

   (iv) to remain silent without assumption of guilt; and

   (v) to be represented by legal counsel or an advisor at
       the student's expense.

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

Faculty-Student Disciplinary Committee Procedures:

g. The following procedures shall apply at the hearing before
the faculty-student disciplinary committee:

1. The chairperson shall preside at the hearing. The
chairperson shall inform the student of the charges, the
hearing procedures and his or her rights.
2. After informing the student of the charges, the hearing procedures, and his or her rights, the chairperson shall ask the student charged to respond. If the student admits the conduct charged, the student shall be given an opportunity to explain his/her actions before the committee and the college shall be given an opportunity to respond. If the student denies the conduct charged, the college shall present its case. At the conclusion of the college's case, the student may move to dismiss the charges. If the motion is denied by the committee the student shall be given an opportunity to present his or her defense.

3. Prior to accepting testimony at the hearing, the chairperson shall rule on any motions questioning the impartiality of any committee member or the adequacy of the notice of the charge(s). Subsequent thereto, the chairperson may only rule on the sufficiency of the evidence and may exclude irrelevant, immaterial or unduly repetitive evidence. However, if either party wishes to question the impartiality of a committee member on the basis of evidence which was not previously available at the inception of the hearing, the chairperson may rule on such a motion. The chairperson shall exclude all persons who are to appear as witnesses, except the accused student.

4. The college shall make a record of each fact-finding hearing by some means such as a stenographic transcript, a tape recording or the equivalent. A student who has been disciplined is entitled upon request to a copy of such a record without cost.

5. The student is entitled to a closed hearing but has the right to request an open public hearing. However, the chairperson has the right to hold a closed hearing when an open public hearing would adversely affect and be disruptive of the committee's normal operations.

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

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

8. At the end of the presentations by both sides, the student may introduce additional records, such as character references. The college may introduce a copy of the student's previous disciplinary record, where applicable, provided the student was shown a copy of the record prior to the commencement of the hearing. The disciplinary record shall be submitted to the committee in a sealed envelope and shall not be opened until after the committee has made its findings of fact. In the event the student has been determined to have committed the conduct alleged in the charge or charges the records and documents introduced by the student and the college shall be opened and used by the committee for dispositional purposes, i.e., to determine an appropriate penalty if the charges are sustained.

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

10. The student shall be sent a copy of the faculty-student disciplinary committee's decision within five days of the conclusion of the hearing, by regular mail and e-mail for students who have a college e-mail address. The chief student affairs officer is also encouraged to send the decision to any other e-mail address that he or she may have for the student. The decision shall be final subject to the student's right of appeal.

11. Where a student is represented by legal counsel the president of the college or his or her designee may request that a lawyer from the general counsel's office appear at the hearing to present the college's case.

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

13. Disciplinary penalties shall be placed on a student's transcript and shall remain there unless the committee's decision, the decision on any appeal under section 15.4 below, or a mediation agreement expressly indicates otherwise.

SECTION 15.4. APPEALS.

An appeal from the decision of the faculty-student disciplinary committee may be made to the president who may confirm or decrease the penalty but not increase it. His/her decision shall be final except in the case of dismissals or suspension for one term or more. An appeal from a decision of dismissal or suspension for one term or more may be made to the board committee on student affairs and special programs. Any appeal under this section shall be made in writing within fifteen days after the delivery of the decision appealed from. This requirement may be waived in a particular case for good cause by the president or board committees as the case may be. If the president is a party to the dispute, his/her functions with respect to an appeal shall be discharged by an official of the university to be appointed by the chancellor or his or her designee.
SECTION 15.5. COMMITTEE STRUCTURE.

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

b. The president shall select in consultation with the head of the appropriate campus governance body or where the president is the head of the governance body, its executive committee, three (3) members of the instructional staff of that college to receive training and to serve in rotation as chair of the disciplinary committee. If none of the chairpersons appointed from the campus can serve, the president, at his/her discretion, may request that a chairperson be selected by lottery from the entire group of chairpersons appointed by other colleges. The chairperson shall preside at all meetings of the faculty-student disciplinary committee and decide and make all rulings for the committee. He/she shall not be a voting member of the committee but shall vote in the event of a tie.

c. The faculty members shall be selected by lot from a panel of six elected biennially by the appropriate faculty body from among the persons having faculty rank or faculty status. The student members shall be selected by lot from a panel of six elected annually in an election in which all students registered at the college shall be eligible to vote. In the event that the student or faculty panel or both are not elected, or if more panel members are needed, the president shall have the duty to select the panel or panels which have not been elected. No individuals on the panel shall serve on the panel for more than two consecutive years.

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

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

SECTION 15.6. SUSPENSION OR DISMISSAL.

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

The chancellor or his/her designee or a president or his/her designee may in emergency or extraordinary circumstances, temporarily suspend a student, or temporarily suspend the privileges of a student organization or group for cause, pending an early hearing as provided in bylaw section 15.3. to take place within not more than ten (10) business days. Prior to the commencement of a temporary suspension of a student, the college shall give such student oral or written notice of the charges against him/her and, if he/she denies them, the college shall forthwith give such student an informal oral explanation of the evidence supporting the charges and the student may present informally his/her explanation or theory of the matter. When a student's presence poses a continuing danger to person or property or an ongoing threat of disrupting the academic process, notice and opportunity for denial and explanation may follow suspension, but shall be given as soon as feasible thereafter.

SECTION 15.7. THE UNIVERSITY STUDENT SENATE.

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

SECTION 15.8. COLLEGE GOVERNANCE PLANS.

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

POSTING MATERIALS IN THE LAW SCHOOL

The posting of notices and other non-commercial materials is permitted only on appropriate bulletin boards/strips. Notices are not permitted on surfaces in public areas of the building, including walls, classroom/seminar doors, lockers, windows, partitions and bathroom stalls.
Except for postings on student organization and administration bulletin boards, all materials displayed on bulletin boards/strips elsewhere in the building must include 1) the name of the CUNY School of Law student, faculty or staff member or organization/office responsible for the posting and 2) the date of the event, deadline or the day of the posting. The individual or organization named on the posting is responsible for taking down the material. Postings by anyone else will be permitted at the discretion of the Dean of Students.

The Law School reserves the right to remove all postings that do not comply with the policy, all posting displayed for more than two weeks, and all postings after the event being advertised has occurred.

**RECORDING DEVICE POLICY**

Recording of all or parts of classes may only be made with the permission of the instructor. There are no exceptions to this policy.

Undisclosed or surreptitious recording of any kind is unprofessional and not permitted on the school premises, or where any party is on a school telephone or other school communications device. Such conduct may subject a student to disciplinary action by the Law School.

**GIFTS TO FACULTY AND STAFF**

University policy prohibits students from giving gifts of any value to CUNY staff or faculty. The University also prohibits its employees from accepting gifts of any value, either directly or indirectly, from any student, regardless of whether the gift was intended to influence or reward the employee. (CUNY has adopted a “zero tolerance” policy regarding gifts of any value to CUNY staff.) To protect staff and faculty at the Law School from being exposed to the risk of penalty, students may not use their own money or student organization money to purchase for staff or faculty, meals, tokens of appreciation, or anything of monetary value, no matter how heartfelt. Friendliness and good wishes, however, are always welcome.

**CAREER PLANNING OFFICE**

Sam Sue, Esq., Ph.D.
Director of Career Planning
Room: 4-108E
Phone: (718) 340-4233
Email: sue@mail.law.cuny.edu

Stephanie McGregor, Esq.
Associate Director of Career Planning
Room: 4-108D
Phone: (718) 340-4232
Email: mcgregors@mail.law.cuny.edu

Rosevony Duroseau, Esq.
Associate Director of Employer Recruitment
Room 4-108F
Phone: (718) 340-4149
Email: rosevony.duroseau@mail.law.cuny.edu

Francesca Rojas
Interim Career Development Coordinator
Room: 4-108C
Phone: (718) 340-4230
Email: francesca.rojas@mail.law.cuny.edu

Career Planning is available to educate and guide you in your career development. The Office offers a range of services that effectively help you identify your goals and then search for employment, internships and funding for summer, school-year or post-graduation work, to fit your experiences and preferences.

The Office of Career Planning is open 9:00 a.m. to 5:00 p.m., Monday through Friday except for scheduled school-wide holidays and a Monday through Thursday schedule in July through mid-August. If you have a special need, we can arrange an appointment on evenings or weekends; appointments can be held in our offices at CUNY Law School or over the phone or Skype. Just call or e-mail us for an appointment.

Our office also presents workshops and panels, and provides information on fellowships and judicial clerkships. Confidential, one-on-one counseling sessions are available throughout the year. 1L appointments are available beginning November 1st, in compliance with standards set forth by the National Association for Law Placement (NALP) which the Law School is an active member.

To assist with preparation of career plans, first-year students receive a copy of *CUNY Law’s 2012-2013 Career Planning Guide* as well as access to CUNY Law Job Portal, which is the career management web-based system used by the country’s leading law schools.
All job postings can be found at the CUNY Law Job Portal website at: https://law-cuny-csm.symplicity.com/students. All current students have pre-established accounts in the CUNY Law Job Portal. Your user name is your official CUNY email address; if you can't find the email containing your password, hit the “forget password” feature. You should be checking this website for new positions--be sure to select "1L, 2L, or 3L" on the Job Postings tab and you can sort the columns by the date posted or deadlines for applications. We make all job information and career counseling available to every student without regard to a student's legal experience or academic performance.

The Career Planning practices and endorses policies of equal opportunity and non-discrimination. Career Planning does not and will not screen or rank applicants for jobs; screening and selection, when desired, is entirely the employer's responsibility. When an employer asks the Office to collect and forward resumes, the Office distributes the employer’s information and criteria and forwards all resumes received in the office by the employer’s deadline date on an equal basis. Students also have access to other web-based resources such as the Vault Career Library, the Intercollegiate Job Bank (access to job postings from other law schools across the country); the Government Honors Program Directory, and the Handbook to State Court Clerkships. The Law School also subscribes to the premier database for public sector employers and opportunities--PSLAWNET. Through this resource you get access to a database of international as well as domestic public sector employers and opportunities. These publications and Internet search engines are outstanding resources for preparing materials and strengthening skills for your career campaign, whether you pursue a public interest or private sector career track.

Career Planning posts career-related events at www.cuny.law.edu/career/Events.html. You can stay in touch with career updates by becoming a fan of the CUNY Law Career Planning Office’s Facebook page and by following us (CUNYLawCareers) on Twitter. We urge you to check this website in order that you not miss out on events and opportunities of interest to you. Career Planning provides students access to several job fairs such as the annual Public Interest Career Reception, the Lavender Law Job Fair, the Black Law Students Association Job Fair and the annual New York City area Public Interest Career Fair as well as on-campus interviewing and resume collections. The Office also maintains an on-campus employment recruitment program in which employers collect resumes from interested students and/or interview applicants at the Law School. Finally, we conduct our own networking events that give our students and recent graduates opportunities to connect with alumni who have established practices in the public and private sectors.

CUNY Law School is a member of Equal Justice Works, a national support organization that promotes public interest legal work on law school campuses and beyond. The membership entitles current students and alumni to participate in the annual Equal Justice Works Conference and Career Fair and to apply for Summer Corps Fellowships as well as post-graduate Equal Justice Works fellowships.

We look forward to working with you throughout your legal career and invite you to visit Career Planning on a regular basis.

**CHILD CARE**

Carol Wasserman  
Director/Site Coordinator  
Room: 1-101  
Phone: (718) 340-4468  
Email: carol.wasserman@mail.law.cuny.edu

Trina Wrobel  
Assistant Director  
Room 1-101  
Phone (718) 340-4468  
Email: trina.wrobel@mail.law.cuny.edu

Helen Varela  
Assistant Teacher  
Room 1-101  
Phone: (718) 340-4468  
Email: helen.varela@mail.law.cuny.edu

The Children’s Center is licensed by the NYS Health Department and provides care for children ages 3 months to 2 years. Enrollment is on a first-come, first-served basis with priority given to children of students. The Center will be open on days that law school classes are in session and closed on days when there are no law school classes.

Our ultimate goal at The Children’s Center is to provide a safe, nurturing, and social environment in which the children can enrich their lives.
ADMINISTRATIVE OFFICES

Meredith Gibbs  
Associate Dean for Administration and Finance  
Room: 5-108E  
Phone: (718) 340-4583  
Email: meredith.gibbs@mail.law.cuny.edu

The Associate Dean for Administration and Finance supervises the following departments within the Law School:

**Bursar/Business Office:**
Tuition payments, collect fees, planning and implementation of the Law School budget.

**Custodial Services:**
Responsible for the daily upkeep of the building; performs services for special events; and enforces the school’s recycling policy.

**Financial Aid:**

**Human Resources:**
Responsible for services to employees of the Law School.

**Information Technology:**
Maintains computer, telephone, and A/V operation; trains the Law School community in the operation of computers; and publishes an annual telephone directory.

**Maintenance and Engineering:**
Maintains electrical, air conditioning, and heating systems at the Law School.

**Materials Management:**
Directs the operation of the Bookstore and Reprographics Department and is responsible for mail service.

**Security:**
Oversees the security of the building.

CUNY SCHOOL OF LAW BUILDING USE POLICY
2 Court Square

I. General Statement
In accordance with CUNY Policy on Use of Facilities, the following guidelines provide information regarding the appropriate use of the CUNY School of Law facilities at 2 Court Square. Failure to comply with these guidelines, including damage to Law School property or conducting activities that infringe on the rights of others, may result in cancellation of the event, loss of use privileges, additional charges, and/or referral to other University agencies for appropriate action.

CUNY Law reserves the right to cancel any function before or during the activity, if the security and safety of the building and/or its occupants are threatened. For all events, the sponsoring groups will be held responsible for the conduct of those attending the activity. CUNY Law staff on duty will cooperate with the designated person to seek responsible action, but retains the ultimate authority if the activities are not being controlled according to CUNY Law and University standards. In addition, CUNY Law reserves the right to remove from its premises any person or persons who fail to comply with a lawful directive from a member of the Law School security personnel or administrative staff.

II. Use of Facilities

1. Categories and Priority of Users
First priority for use of rooms in the Facility shall be given to CUNY Law departments, divisions, programs and offices for curricular, administrative and other college purposes. Thereafter, priority shall be in the order set forth below. CUNY Law is not required to make its facilities available to users who fall into the commercial, partisan political, or other users category, but shall permit use under the categories specified.

a) Users affiliated with the college, including:

(i) Recognized student organizations,

(ii) Academic or professional organizations made up of persons on the college staff, provided each such organization is open to all members of the staff of such rank or ranks as are admitted to membership,

(iii) Other recognized organizations drawing membership without restriction from the membership of the college staff, or

(iv) Auxiliary enterprise corporations, college associations, child-care centers, arts centers, foundations and alumni associations.

b) Sister colleges of the University.

c) Other academic or professional organizations.

d) Government agencies and non-profit organizations of an educational, scientific, cultural, social, civic, religious, or similar nature.

e) Commercial, partisan political and other users.
Users in each category shall be treated on a uniform basis. Use of public safety or administrative personnel may be denied access to the Building or may be removed from the Building. Any person who fails to comply with any lawful directive of public safety or administrative personnel may be denied access or removed from the Building.

3. Fees
Fees for the use of the facilities shall be established by the School of Law. The School reserves the right to vary the fee for a particular facility based on the category of user. Additional services, such as extra housekeeping, security, catering, technicians, or equipment, shall be charged to the user at cost. The amount charged to affiliated users and sister colleges should not exceed the host college’s direct costs for use of the facility. If the affiliated user or sister college is co-sponsoring an event with one or more outside organizations, the amount charged should be limited to that which may be apportioned to the outside organizations and which the host college would charge if it were the co-sponsoring college. The use of CUNY Law facilities may be subject to reasonable time, place and manner restrictions.

4. Procedures
Applications for use of the facilities shall be on a form provided by the School of Law. Use shall comply with all applicable University and college rules and policies, and applicable local, state and federal laws. All facility users shall: assume full responsibility for any loss, damage or claims arising out of their use of the facility; Pay the appropriate use fee and other charges for the use of the facility and related services and Indemnify, defend, and hold harmless the University, the Law School, the Dormitory Authority of the State of New York, the State of New York, the City of New York and the appropriate University related entity (where applicable), as well as their officers and employees, from any liability arising out of the actions of the user, its agents, employees and invitees, incidental to the use of the facility by the user. Users may be required to provide evidence of appropriate and adequate insurance protection covering property damage, personal injury, or death arising out of the use of the facility. The chief administrative officer of the college may waive this requirement for government agencies and not-for-profit users upon a determination that there is minimal risk exposure to the college from the event.

III. Supervision of Use
The use and scheduling of facilities shall be under the control and supervision of the Associate Dean for Administration and Finance, or his or her designee(s). All rooms, other than individual offices and workspaces, must be reserved through the reservation process. Rooms will be reserved on a first come, first served basis.

Hours
The Law School facility is open 24/7 for academic purposes. Events authorized in the facility must begin and end at specific and defined times, unless authorization and arrangements have been made with the Operations Department to extend the time.

Lounges and Commons Area
Lounges, small group study areas and commons areas in the facility are spaces designed for relaxation, studying or visiting and are intended for the use and enjoyment of the Law School community. These areas may not be restricted for individual or private use unless reserved through the reservations process. Recognized student organizations and University departments may apply for special use of the lounges through the reservations process.

Catering
The Law School reserves the right to require the use of a specific caterer or vendor for food and beverage service at the Facility.

Distribution and Consumption of Alcohol
Alcoholic beverages may only be consumed in designated areas.

Weapons/Weapons
No one entering the Building may carry or possess a firearm or other weapon unless expressly authorized to do so in writing by the Director of Public Safety.

Publications and Newspaper Racks
All magazines and newspapers must be placed in approved distribution stands. Distribution stands may be placed in designated areas only with the written approval of the Associate Dean for Administration or her/his designee. All distribution stands will be located in specifically designated locations. Outdated materials will be discarded. Materials without proper approval or improperly placed will be discarded.

CUNY SCHOOL OF LAW STUDENT HANDBOOK • TWENTY-SECOND EDITION
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Nothing in the foregoing procedures shall be construed to permit censorship of material or interference with free communication between employees and their organizations through the college or through other means or to diminish the existing right of employee organizations to distribute literature outside the college.

Posting Materials
Materials may only be posted in designated areas approved for the posting of materials. Materials improperly placed will be discarded.

Fire Code Room Limits
Reserved space may not exceed occupancy capacity as determined by applicable fire code requirements. If an event exceeds the occupancy limit, the event coordinator will be asked to help evacuate the necessary number of people to reach the appropriate limits. If necessary, the event will be stopped until enough people leave the venue to reach appropriate levels. If this does not work, the event will be canceled.

Candles and Open Flames
Candles, incense or open flames of any kind are not permitted inside the Law School building.

Roller Blades, Skateboards, Bicycles
Roller blades, skateboards, bicycles, and similar devices are not allowed in the Law School facilities. Bicycles must be stored in authorized bike racks only.

Obstructing Sidewalks
Sidewalks, entrances, corridors and exit, shall not be obstructed or encumbered by refuse or otherwise, and sidewalks, entrances, corridors and exits shall not be used for any purpose other than ingress or egress to and from the building.

ID Cards
Identification cards are issued by the Law School and remain its property. ID cards must be carried at all times when in the building. Lost or stolen cards must be reported to the Department of Public Safety immediately and replaced.

Pets/Animals & Vehicles
Pets and animals of any kind are not allowed in the facilities, with the exception of service animals.

Food Deliveries
All food deliveries must be picked up at the main public safety desk located on the first floor. Restaurant employees will not be permitted to access upper floors.

Visitors
All visitors must sign in at the Security desk in the main lobby. Visitors must be escorted to and from the workspace that they are visiting and sign out.

IV. Workspace Use Guidelines
Workspaces are to be utilized for legitimate business and academic activities, meetings, gatherings, and functions consistent with the recognized purpose of the departmental unit and the curricular and co-curricular mission of the Law School. It is expected that all staff and guests maintain an attitude of respect and civility and respond in a professional manner to students, staff, faculty, alumni and guests. Sleeping, overnight stays, or using the workspace as a place of residence in any way by any individual is prohibited.

Keys
Keys will be allocated to each person assigned a lockable workspace space. All keys must be returned at the end employment or upon separation from the particular department. If moving to a different workspace, the original workspace key(s) must be returned to the Public Safety Office.

Plants
A reasonable number of live houseplants may be maintained in workspaces. Plants may not be placed in common areas without authorization from the Associate Dean for Administration.

Workspace Cleanliness
Good standards of housekeeping are expected at all times. Faculty and staff will help the custodial staff with the task of emptying trash and cleaning floors by putting trash into wastebaskets and keeping floors clear. Food items should not be left out. No occupant shall permit rubbish or garbage to be stored anywhere in or outside of their workspace.

Noise Levels
Music must be played at reasonable levels and contained in offices or leased areas. No loud or disturbing noises or objectionable odors shall be produced upon or emanate from workspaces.

Smoking
No smoking or use of any tobacco products or electronic cigarettes is permitted in the Building or within 25 feet of any entrance to the Building.

Refrigerators/Freezers
Appliances, including refrigerators, freezers, and microwaves are permitted in authorized areas only. Cooking appliances, such as hot plates and coffee makers, and space heaters are not permitted. No one shall permit or keep any inflammable, combustible, or explosive material, chemical or substance in their workspace.

Loss of Valuables
Individuals must take every reasonable precaution to protect him or her from loss or damage of valuables. Do not store valuable personal possessions in your workspace. The Law School shall accept no responsibility for the theft or loss of monies, furnishings, equipment, supplies, valuables, or other effects
owned or in the possession of an employee or guests thereof.

**Green Building**
The Law School building is a “green” building that has achieved Gold LEED certification. Access to natural light and views greatly enhances the building’s environmental friendliness and livability for all members of the Law School community. Because they take natural light and views from staff and students, coverings of any kind on the glass walls of perimeter offices are prohibited. Please conserve energy and use the recycling bins.

**Physical Alterations to Your Workspace**
Generally, altering or penetrating the floor, walls, ceilings, and doors is not permitted. Furniture, shelving, equipment, or items may not be attached to the walls, ceilings, or floors, doors or partitions without written permission of the Associate Dean or designee.

**Furnishings**
No additional furnishings, including sofas, bookcases, or tables may be put into workspaces.

Dated: May 29, 2012

**BUSINESS OFFICE**

Irma Suquisupa  
Bursar  
Room: 4-109  
Phone: (718) 340-4364  
Fax: (718) 340-4555  
Email: irma.suquisupa@mail.law.cuny.edu

**TUITION**

Tuition and fees for the 2012-2013 school year on a semester basis are:

**NEW YORK STATE RESIDENTS**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>New York State Residents</td>
<td>$6045.00</td>
</tr>
<tr>
<td>Materials Fee</td>
<td>$700.00</td>
</tr>
<tr>
<td>Student Activity Fee</td>
<td>$40.85</td>
</tr>
<tr>
<td>Consolidated Service Fee</td>
<td>$15.00</td>
</tr>
<tr>
<td>Technology Fee</td>
<td>$100.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>$6900.85</td>
</tr>
</tbody>
</table>

**OUT-OF-STATE AND NON-RESIDENTS**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Non-Residents</td>
<td>$10045.00</td>
</tr>
<tr>
<td>Materials Fee</td>
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</tr>
<tr>
<td>Student Activity Fee</td>
<td>$40.85</td>
</tr>
<tr>
<td>Consolidated Service Fee</td>
<td>$15.00</td>
</tr>
<tr>
<td>Technology Fee</td>
<td>$100.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>$10,900.85</td>
</tr>
</tbody>
</table>

*All tuition and fee schedules are subject to change without notice at any time upon action by the Board of Trustees by the City University of New York.*

A Program Adjustment Fee of $18.00 is due for any program change on or after the first day of classes.

In addition to tuition, all students must pay a materials fee. This fee covers the cost of all required textbooks for courses students remain registered for as well as other materials and benefits. Once the registration bill has been settled, students should proceed to the Book Distribution Center to pickup course materials.

The student activity fee is allocated by the Law School Association to support Law School clubs and organizations.

The consolidated service fee is charged by the University to cover part of the cost of the administration of the University’s financial aid operation.

The technology fee is charged by the University to fund computer systems, services and maintenance.

Please Note: We only accept cash or money orders for transcripts ($7).

**PAYMENTS**

Tuition and fees can be paid at the Bursar Office (Room 4-109) once your registration is complete or by the established due date.

In Person: Payment can be made with cash, check, or money order in room 4-109 during office hours. Please make checks payable to CUNY School of Law.

By Mail: Check or Money Order must be received by the established due date:  
CUNY School of Law  
2 Court Square  
Long Island City, NY 11101  
Attn: Bursar 4-109N

For your convenience, electronic payments are ONLY accepted through your CUNYfirst student account:  
https://home.cunyfirst.cuny.edu

Credit Card: Mastercard, Discover, and American Express are accepted. There is a 2.65% non-refundable fee for using this service.

E-check: there is no fee to use this service. You may use your checking or savings account.

We ask that you submit your financial aid paperwork or pay the balance of your tuition in a timely manner, as not doing so will
delay your ability to receive books/materials and commence your semester.

*Payments made after the established due date will incur a $15 late payment fee.

Please Note: Any checks returned unpaid by the student’s financial institution for any reason will incur a $15 returned check fee. Students must then make repayment with cash, teller’s check or money order; personal checks will no longer be accepted at CUNY School of Law.

PAYMENT PLAN

The University, through AMS/SallieMae, has a payment plan for those who wish to spread out their tuition payments over several months. The AMS/SallieMae website is: www.salliemae.com/tuitionpay or you may call 1-800-635-0120 to find out the costs and conditions. Those who are paying tuition through SallieMae must present proof that they have signed up for the plan and provide proof of their initial payments.

TUITION REFUND

Tuition refunds are only available to students who withdraw from the Law School prior to or during the first three weeks of the semester.

Amount Refunded
Withdrawal by the last business day before the first day of classes 100%
Withdrawal within one week after the commencement of classes 75%
Withdrawal during the second week of classes 50%
Withdrawal during the third week of classes 25%
Withdrawal after completion of the third week of classes None

ALL STUDENT FEES ARE NOT REFUNDABLE

NON-PAYMENT OF TUITION AND 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 distributing 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.

DELINQUENT ACCOUNTS

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.

RESIDENT AND NON-RESIDENT TUITION DETERMINATIONS

To qualify as a resident for tuition purposes under CUNY Guidelines, a student must have continuously resided in New York State for a qualifying period of 12 months prior to the first day of classes for the semester in which resident tuition is sought, and must show that he or she has established New York as his/her domicile, which means that the student has a bona fide intention of living in New York permanently.

CUNY Guidelines provide that students under 24 years of age are considered dependents and the student’s residency is considered the same as that of his/her custodial parent(s). A student claiming independence from his/her parent(s) or legal guardian(s) residing out-of-state must present evidence of both financial independence and a legal residence in New York State in order to be designated a New York State resident for tuition purposes.

A student, including undocumented and out-of-status students, may also qualify for the resident rate of tuition pursuant to New York State Education Law Section 6206(7)(a).

CUNY’s Resident Tuition rules are in the City University of New York Tuition and Fee Manual (Section II “Residency”, pgs. 4-19). There is also an informational memo on the Law School website titled “New York State Residence Requirements and In-State Tuition under NYS Education Law”. A link to the University Tuition and Fee Manual “Residency” section is in the body of the informational memo.
FINANCIAL AID

Angela M. Joseph
Director of Financial Aid
Room: 4-109M
Phone: (718) 340-4284
Fax: (718) 340-4218
Email: joseph@mail.law.cuny.edu

Jenny Amperiadis
Financial Aid Advisor
Room 4-109G
Phone: (718) 340-4284
Fax: (718) 340-4218
Email: amperiadis@mail.law.cuny.edu

Lolita Brandenburg
Financial Aid Coordinator
Room 4-109H
Phone: (718) 340-4284
Fax: (718) 340-4218
Email: brandenburg@mail.law.cuny.edu

This section provides all students with a brief source of the common financial aid policies. If you have any questions after reading all documentation, correspondence, and information regarding the financial aid process contact the Office of Financial Aid at 718-340-4284 or joseph@mail.law.cuny.edu.

The Office of Financial Aid, in addition to administering various Federal and State financial aid programs, offers an extensive network of services to assist students in meeting the costs related to their education. Individual financial counseling, assistance with the completion of the financial aid application, debt management counseling, scholarship posting and information about on-campus and off-campus job opportunities are offered to students as part of a comprehensive approach to assisting students in financing their law school education.

Although the basic responsibilities for financing law school rest with you and your family, the Office of Financial Aid utilizes the maximum available Federal and State aid resources to assemble a financial aid package, consisting of grants, loans, scholarships and student employment opportunities for eligible students, so that the burden on the students and their families will be minimized.

All financial aid at the CUNY School of Law is administered without discrimination as to age, sex, race, creed, national origin, physical or mental disability, sexual orientation, marital status or veteran’s status. An applicant may be excluded from all programs if in default in the repayment of a previous student loan. Federal and State laws, regulations, guidelines and policies governing the administration of these programs are strictly followed.

Information in this handbook, although currently accurate, is subject to change as revisions in Federal and State regulations occur and new legislation is passed. Students are strongly encouraged to use this information in conjunction with individual communication with the Office of Financial Aid to be assured of all program requirements and updates.

Your Rights
As a financial aid applicant, you have a RIGHT to…
- Know what financial aid assistance is available at CUNY School of Law, including information on all Federal, States and institutional aid programs.
- Know the application submission deadlines.
- Know the cost of attending CUNY School of Law for determination of financial aid eligibility.
- Know how CUNY School of Law calculates your financial need.
- Know what resources are considered in your need calculation.
- Know how much of your financial need, as determined by CUNY School of Law, has been met.
- Request an explanation from the Office of Financial Aid of various types of aid in your award package. If dissatisfied with your award, you may request a review by contacting the Office of Financial Aid.
- Know what portion of your financial aid must be re-paid and what portion is grant aid. If the aid is a loan, you have the right to know what the interest rate is, the total amount that must be re-paid, the repayment procedures, the length of time allotted to repay the loan, and when repayment is to begin.
- You may accept all, some or none of the loan funds offered.
- You are entitled to a copy of your promissory note, which outlines the terms and conditions of your loan. You will receive it before or after the loan is certified.
- Before you begin to repay your loan, your lender is required to give you a repayment schedule and detailed information with respect to the interest rate, fees, the balance you owe and your repayment options.
- You have the right to defer payments for certain defined periods or to request forbearance, if qualified.
- You may be eligible to repay under a graduated or income-based repayment plan.
- You may prepay your loan in whole or in part at any time without penalty.

As a student you have the responsibility to …
- Review and consider all information about CUNY School of Law before you enroll.
- Complete all financial aid application forms accurately and submit them on time. Errors can result in long delays in the receipt of financial aid. Intentional
reporting of incorrect information on any financial aid application forms is a violation of law and considered a criminal offense subject to penalties under the U.S. Criminal Code.

- Provide all requested documentation and verification items. You may prepay your loan in whole or in part at any time without penalty.
- Report any additional resources (e.g. external scholarships, assistance from Vocational Rehabilitation, Veterans Affairs etc.) received during the award year.
- Read, understand and accept responsibility for all forms and agreements requiring your signature and keep copies of them.
- First-time borrowers must complete entrance counseling before funds can be disbursed.
- You are obligated to report changes of your name, address, and changes in dependency status.
- The Law School reserves the right to make adjustments in financial aid packages due to any changes in enrollment, residency, income discrepancy or financial circumstances.
- If you do not meet the requirements for financial aid that has been awarded you will be required to repay financial aid funds that you have received.
- If you withdraw from the Law School before the end of an academic term you may be required to return a portion of your financial aid.
- Renewal of your financial aid package also depends on your making satisfactory academic progress toward your degree, such as earning a minimum number of credits each semester and achieving a minimum GPA of 2.3.
- You must notify the Law School if you want to borrow less than the amount that has been awarded.
- You must repay your loans on time and in full, even if you do not finish your education, get a job, or feel satisfied with the education you received.
- You must notify your loan holder or servicer immediately of any change to your name, address, telephone number, or social security number.
- You must make scheduled monthly payments, even if you do not receive a bill or coupon booklet.
- Students who cease enrollment before graduation must notify the Office of Financial Aid and make arrangements to complete the exit interview session.
- Open and/or read all mail sent by the Office of Financial Aid to home, student mailbox, and/or announcements on the financial aid and electronic mail.
- Open, read, and understand all correspondence sent to you by the lender, servicer, guarantor or any agency that is a partner of the financial aid process.

INFORMATION TECHNOLOGY

Help-Desk
Room 3-205
Email Address: tech-support@law.cuny.edu
Phone: Internal x-84456, External 718-340-4456.

The Information Technology Department is responsible for managing all aspects of computing, telecommunications, and audio/visual services at CUNY School of Law. The Department maintains, upgrades, and repairs hardware as well as software for over 300 networked computers in the Law School. The Help Desk is open Monday through Thursday 8:15 am to 6:45 pm and Friday 8:15 am to 5:30 pm.

COMPUTERS

Computers for student use are located in the Computer Lab in room 2-109. MS Office, email and the Internet are accessible through these computers. During Pre-law Orientation for incoming first-year students each fall, the Information Technology Department provides a basic session on the CUNY Portal, CUNY First, emails, computer access and laptop exam software. Students obtain their email accounts during this session. Any changes to your email account must be made in person (along with a valid student ID) at the technical support office located in room 3-205.

AUDIO/VISUAL SERVICES

The Information Technology Department maintains the building’s sound system, as well as the SMART Board Technologies throughout the building. The Department also distributes audio/visual equipment for institutional use inside the building. Camera operators are not provided. To report problems, call the audio/visual phone number at extension 84456 (from outside the building call 718-340-4456). The Information Technology Department is responsible for delivering and retrieving all audio-visual equipment at the Law School. This includes television monitors, DV players, video cameras, portable projectors, laptops, slide projectors and screens, speakers and microphones.

Student Organizational Requests

All student organizational requests for equipment must be made through the Office of Student Affairs. If approved that office will forward the request to Technical Support. The delivery and retrieval of equipment must take place during normal business hours. Events scheduled outside of normal business hours must be made with at least two weeks notice. Students may not complete equipment loan agreements. When using Law School equipment, students may not charge admission or otherwise violate applicable copyright laws. Any changes to equipment needs must be emailed directly to av@law.cuny.edu. Any
changes to rooms, times, or dates, must be sent to both the
Office of Student Affairs and av@law.cuny.edu.

TELECOMMUNICATIONS

Internal-use telephones are located throughout the building. If
there is a problem with an internal-use telephone, please report it
to technical support via phone number at extension 84456, or via
e-mail at tech-support@law.cuny.edu.

THE CITY UNIVERSITY OF NEW YORK POLICY ON
ACCEPTABLE USE OF COMPUTER RESOURCES

I. INTRODUCTION

CUNY’s computer resources are dedicated to the support of the
University’s mission of education, research and public service. In
furtherance of this mission, CUNY respects, upholds and endeavors to safeguard the principles of academic freedom, freedom of expression and freedom of inquiry.

CUNY recognizes that there is a concern among the University community that because information created, used, transmitted or stored in electronic form is by its nature susceptible to disclosure, invasion, loss, and similar risks, electronic communications and transactions will be particularly vulnerable to infringements of academic freedom. CUNY’s commitment to the principles of academic freedom and freedom of expression includes electronic information. Therefore, whenever possible, CUNY will resolve doubts about the need to access CUNY Computer Resources in favor of a User’s privacy interest.

However, the use of CUNY Computer Resources, including for
electronic transactions and communications, like the use of other
University-provided resources and activities, is subject to the
requirements of legal and ethical behavior. This policy is
intended to support the free exchange of ideas among members of the CUNY community and between the CUNY community and other communities, while recognizing the responsibilities and limitations associated with such exchange.

II. APPLICABILITY

This policy applies to all Users of CUNY Computer Resources, as defined in Article III below.

This policy supersedes the CUNY policy titled “CUNY Computer User Responsibilities” and any college policies that are inconsistent with this policy.

III. DEFINITIONS

“CUNY Computer Resources” refers to all computer and information technology hardware, software, data, access and other resources owned, operated, or contracted by CUNY. This includes, but is not limited to, desktop and laptop computers, handheld devices that allow or are capable of storing and transmitting information (e.g., cell phones, tablets), mainframes, minicomputers, servers, network facilities, databases, memory, memory sticks, and associated peripherals and software, and the applications they support, such as e-mail, cloud computing applications, and access to the internet.

“E-mail” includes point-to-point messages, postings to newsgroups and listservs, and other electronic messages involving computers and computer networks.

“Faculty” includes full-time, part-time, and adjunct faculty.

“FOIL” is the New York State Freedom of Information Law.

“Non-Public University Information” has the meaning set forth in CUNY’s IT Security Policies and Procedures found at security.cuny.edu, namely: personally identifiable information (such as an individual’s Social Security Number; driver’s license number or non-driver identification card number; account number, credit or debit card number, in combination with any required security code, access code, or password that would permit access to an individual’s financial account; personal electronic mail address; Internet identification name or password; and parent’s surname prior to marriage); information in student education records that is protected under the Family Educational Rights and Privacy Act of 1974 (FERPA) and the related regulations set forth in 34 CFR Part 99; other information relating to the administrative, business, and academic activities and operations of the University (including employee evaluations, employee home addresses and telephone numbers, and other employee records that should be treated confidentially); and any other information available in University files and systems that by its nature should be treated confidentially.

“User” means a user of CUNY Computer Resources, including all current and former users, whether affiliated with CUNY or not, and whether accessing those resources on a CUNY campus or remotely.

IV. RULES FOR USE OF CUNY COMPUTER RESOURCES

1. Authorization.

a. Users may not access a CUNY Computer Resource without
authorization or use it for purposes beyond the scope of
authorization. This includes attempting to circumvent CUNY
Computer Resource system protection facilities by hacking,
cracking or similar activities, accessing or using another person’s
computer account, and allowing another person to access or use
the User’s account.

b. Notwithstanding subsection 1.a. above, a User may authorize a
colleague or clerical assistant to access information under the
User’s account on the User’s behalf while away from a CUNY
campus or when the User is unable to efficiently access the
information on the User’s own behalf (including as a result of a
disability), but delegated access will be subject to the rules of
Section 10 – Security, below.

c. CUNY Computer Resources may not be used to gain
unauthorized access to another computer system within or
outside of CUNY. Users are responsible for all actions
performed from their computer account that they permitted or failed to prevent by following ordinary security precautions. CUNY advisories and resources are available at security.cuny.edu.

2. Purpose.

a. Use of CUNY Computer Resources is limited to activities relating to the performance by CUNY employees of their duties and responsibilities and by students in connection with their college courses and activities. For example, use of CUNY Computer Resources for private commercial or not-for-profit business purposes, for private advertising of products or services, or for any activity meant solely to foster personal gain, is prohibited. Similarly, use of CUNY Computer Resources for partisan political activity is also prohibited.

b. Except with respect to CUNY employees other than faculty, where a supervisor has prohibited it in writing, incidental personal use of CUNY Computer Resources is permitted so long as such use does not interfere with CUNY operations, does not compromise the functioning of CUNY Computer Resources, does not interfere with the User’s employment or other obligations to CUNY, and is otherwise in compliance with this policy, including subsection 2.a. above. Users should be aware that personal messages, data and other information sent or received through a User’s CUNY account or otherwise residing in a CUNY Computer Resource are subject to CUNY review pursuant to Section 13 of this policy and may also be subject to public disclosure pursuant to FOIL.

3. Compliance with Law.

a. CUNY Computer Resources may not be used for any purpose or in any manner that violates CUNY rules, regulations or policies, or federal, state or local law. Users who engage in electronic communications with persons in other states or countries or on other systems or networks may also be subject to the laws of those other states and countries, and the rules and policies of those other systems and networks. Users are responsible for ascertaining, understanding, and complying with the laws, rules, policies, contracts, and licenses applicable to their particular use.

b. Examples of applicable federal and state laws include those addressing defamation, invasion of privacy, obscenity and child pornography, and online gambling, as well as the following:

- Computer Fraud and Abuse Act
- Copyright Act of 1976
- Electronic Communications Privacy Act
- Export control regulations issued by the U.S. Departments of Commerce, State and Treasury
- Family Educational Rights and Privacy Act
- FOIL
- New York State Law with respect to the confidentiality of library records
- Examples of applicable CUNY rules and policies include those listed below. Other rules and policies may be found in the Manual of General Policy and on the CUNY Legal Affairs website:
  - Gramm-Leach-Bliley Information Security Program
  - IT Security Policies & Procedures
  - Policy on Maintenance of Public Order (the “Henderson Rules”)
  - Sexual Harassment Policy
  - University Policy on Academic Integrity
  - Web Site Privacy Policy


a. Users may use only legally obtained, licensed data or software and must comply with applicable licenses or other contracts, as well as copyright, trademark and other intellectual property laws.

b. Much of what appears on the internet and/or is distributed via electronic communication is protected by copyright law, regardless of whether the copyright is expressly noted. Users should generally assume that material is copyrighted unless they know otherwise, and not copy, download or distribute copyrighted material without permission unless the use does not exceed fair use as defined by the federal Copyright Act of 1976. Protected material may include, among other things, text, photographs, audio, video, graphic illustrations, and computer software. Additional information regarding copyright and file sharing is available on the CUNY Legal Affairs website.

5. False Identity and Harassment.

Users may not employ a false identity, mask the identity of an account or computer, or use CUNY Computer Resources to engage in abuse of others, such as sending harassing, obscene, threatening, abusive, deceptive, or anonymous messages within or outside CUNY.

6. Confidentiality.

a. Users may not invade the privacy of others by, among other things, viewing, copying, redistributing, posting such data to the Internet, modifying or destroying data or programs belonging to or containing personal or confidential information about others, without explicit permission to do so.

b. CUNY employees must take precautions by following all IT Security Policies and Procedures to protect the confidentiality of Non-Public University Information encountered in the performance of their duties or otherwise.

7. Integrity of Computer Resources.

Users may not install, use or develop programs intended to infiltrate or damage a CUNY Computer Resource, or which could reasonably be expected to cause, directly or indirectly, excessive strain or theft of confidential data on any computing facility. This includes, but is not limited to, programs known as computer viruses, Trojan horses, and worms. Users should consult with the IT director at their college before installing any programs on CUNY Computer Resources.
Resources that they are not sure are safe or may cause excess strain.

8. **Disruptive Activities.**
   a. CUNY Computer Resources must not be used in a manner that could reasonably be expected to cause or does cause, directly or indirectly, unwarranted or unsolicited interference with the activity of other users, including:
   
   i. chain letters, virus hoaxes or other e-mail transmissions that potentially disrupt normal e-mail service;
   
   ii. spamming, junk mail or other unsolicited mail that is not related to CUNY business and is sent without a reasonable expectation that the recipient would welcome receiving it;
   
   iii. the inclusion on e-mail lists of individuals who have not requested membership on the lists, other than the inclusion of members of the CUNY community on lists related to CUNY business; and
   
   iv. downloading of large videos, films or similar media files for personal use.

   b. CUNY has the right to require Users to limit or refrain from other specific uses if, in the opinion of the IT director at the User’s college, such use interferes with efficient operations of the system, subject to appeal to the President or, in the case of central office staff, to the Chancellor.

9. **CUNY Names and Trademarks.**
   a. CUNY names, trademarks and logos belong to the University and are protected by law. Users of CUNY Computer Resources may not state or imply that they speak on behalf of CUNY or use a CUNY name, trademark or logo without authorization to do so. Affiliation with CUNY does not, by itself, imply authorization to speak on behalf of CUNY.

   b. Notwithstanding subsection 9.a. above, CUNY employees and students may indicate their CUNY affiliation on e-mail, other correspondence, and in academic or professionally-related research, publications or professional appearances, so long as they do not state or imply that they are speaking on behalf of the University.

10. **Security.**
    a. CUNY employs various measures to protect the security of its computer resources and of Users’ accounts. However, CUNY cannot guarantee such security. Users are responsible for engaging in safe computing practices such as guarding and not sharing their passwords, changing passwords regularly, logging out of systems at the end of use, and protecting Non-Public University Information, as well as for following CUNY’s IT Security Policies and Procedures.

    b. Users must report incidents of non-compliance with IT Security Policies and Procedures or other security incidents to the University Chief Information Officer and Chief Information Security Officer, and the Chief Information Officer at the affected User’s college.

11. **Filtering.** CUNY reserves the right to install spam, anti-malware, and spyware filters and similar devices if necessary in the judgment of CUNY’s Office of Information Technology or a college IT director to protect the security and integrity of CUNY Computer Resources. CUNY will not install filters that restrict access to e-mail, instant messaging, chat rooms or websites based solely on content, unless such content is illegal, such as child pornography sites.

12. **Confidential Research Information.** Principal investigators and others who use CUNY Computer Resources to collect, examine, analyze, transmit or store research information that is required by law or regulation to be held confidential or for which a promise of confidentiality has been given are responsible for taking steps to protect such confidential research information from unauthorized access or modification. In general, this means storing the information on a computer or auxiliary hard drive that provides strong access controls (passwords) and encrypting files, documents, and messages for protection against inadvertent or unauthorized disclosure while in storage or in transit over data networks. Robust encryption and passwords must be used to protect Non-Public University Information, and is strongly recommended for information stored electronically on all computers, especially portable devices such as notebook computers, Personal Digital Assistants (PDAs), and portable data storage (e.g., auxiliary hard drives, memory sticks) that are vulnerable to theft or loss, as well as for information transmitted over public networks. Software and protocols used should be reviewed and approved by CUNY’s Office of Information Technology. In addition, the steps taken to protect such confidential research information should be included in submissions to the CUNY Institutional Review Board reviewing the research protocol.

13. **CUNY Access to Computer Resources.**
   a. **Copying.** CUNY may copy a User’s account and/or hard drive on a CUNY Computer Resource, without monitoring or inspecting the contents of such account and/or hard drive, at any time for preservation of data or evidence, without notice to the User.

   b. **General Monitoring Practices.** CUNY does not routinely monitor, inspect, or disclose individual usage of CUNY Computer Resources without the User’s consent. In most instances, if the University needs information located in a CUNY Computer Resource, it will simply request it from the author or custodian. However, CUNY IT professionals and staff do regularly monitor general usage patterns as part of normal system operations and maintenance and might, in connection with these
duties, observe the contents of web sites, e-mail or other electronic communications. Except as provided in this policy or by law, these individuals are not permitted to seek out contents or transactional information, or disclose or otherwise use what they have observed. Nevertheless, because of the inherent vulnerability of computer technology to unauthorized intrusions, Users have no guarantee of privacy during any use of CUNY computer resources or in any data in them, whether or not a password or other entry identification or encryption is used. Users may expect that the privacy of their electronic communications and of any materials stored in any CUNY Computer Resource dedicated to their use will not be intruded upon by CUNY except as outlined in this policy.

c. Monitoring without Notice.

i. Categories. CUNY may specifically monitor or inspect the activity and accounts of individual users of CUNY computer resources, including individual login sessions, e-mail and other communications, without notice, in the following circumstances:

A. when the User has voluntarily made them accessible to the public, as by posting to Usenet or a web page;

B. when it is reasonably necessary to do so to protect the integrity, security, or functionality of CUNY or other computer resources, as determined by the college chief information officer or his or her designee, after consultation with CUNY’s chief information officer or his or her designee;

C. when it is reasonably necessary to diagnose and resolve technical problems involving system hardware, software, or communications, as determined by the college chief information officer or his or her designee, after consultation with CUNY’s chief information officer or his or her designee;

D. when it is reasonably necessary to determine whether CUNY may be vulnerable to liability, or when failure to act might result in significant bodily harm, significant property loss or damage, or loss of evidence, as determined by the college president or a vice president designated by the president or, in the case of the Central Office by the Chancellor or his or her designee, after consultation with the Office of General Counsel and the Chair of the University Faculty Senate (if a current CUNY faculty member’s account or activity is involved) or Vice Chair if the Chair is unavailable;

E. when there is a reasonable basis to believe that CUNY policy or federal, state or local law has been or is being violated, as determined by the college president or a vice president designated by the president or, in the case of the Central Office by the Chancellor or his or her designee, after consultation with the Office of General Counsel and the Chair of the University Faculty Senate (if a current CUNY faculty member’s account or activity is involved) or Vice Chair if the Chair is unavailable;

F. when an account appears to be engaged in unusual or unusually excessive activity, as indicated by the monitoring of general activity and usage patterns, as determined by the college president or a vice president designated by the president and the college chief information officer or his or her designee or, in the case of the Central Office by the Chancellor or his or her designee, after consultation with CUNY’s chief information officer or his or her designee, the Office of General Counsel, and the Chair of the University Faculty Senate (if a current CUNY faculty member’s account or activity is involved) or Vice Chair if the Chair is unavailable; or

G. as otherwise required by law.

ii. Procedures. In those situations in which the Chair of the University Faculty Senate is to be consulted prior to monitoring or inspecting an account or activity, the following procedures shall apply:

A. if the monitoring or inspection of an account or activity requires physical entry into a faculty member’s office, the faculty member shall be advised prior thereto and shall be permitted to be present to observe, except where specifically forbidden by law; and

B. the college president or the Chancellor, as the case may be, shall report the completion of the monitoring or inspection to the Chair and the CUNY employee affected, who shall also be told the reason for the monitoring or inspection, except where specifically forbidden by law.

iii. Other Disclosure.

A. CUNY, in its discretion, may disclose the results of any general or individual monitoring or inspection to appropriate CUNY personnel or agents, or law enforcement or other agencies. The results may be used in college disciplinary proceedings, discovery proceedings in legal actions, or otherwise as is necessary to protect the interests of the University.

B. In addition, users should be aware that CUNY may be required to disclose to the public under FOIL communications made by means of CUNY Computer Resources whether in conjunction with University business or as incidental personal use.

C. Any disclosures of activity of accounts of individual Users to persons or entities outside of CUNY, whether discretionary or required by law, shall be approved by the General Counsel and shall be conducted in accordance with any applicable law. Except where specifically forbidden by law, CUNY employees subject to such disclosures shall be informed promptly after the disclosure of the actions taken and the reasons for them.

Annual Statement. The Office of General Counsel shall issue an annual statement of the instances of account monitoring or inspection that fall within categories D through G above. The
statement shall indicate the number of such instances and the cause and result of each. No personally identifiable data shall be included in this statement.

Privacy Policy. See CUNY’s Web Site Privacy Policy for additional information regarding data collected by CUNY from visitors to the CUNY website at www.cuny.edu.

14. Waiver of Policy

a. A CUNY employee or student may apply to the General Counsel for an exception or waiver from one or more of the provisions of this policy. Such application may be for a single use or for periodic or continuous uses, such as in connection with a course or program. Any application for a waiver should be made prior to using the CUNY Computer Resource for the purposes described in the application.

b. The written waiver application must state:

i. the policy provision or provisions for which the User is seeking a waiver;

ii. how the User plans to use CUNY Computer Resource to be covered by the waiver and the reasons why the User believes a waiver should be approved;

iii. if the waiver involves confidential research information, what steps will be taken to protect such information;

the length of time for which the waiver is being requested; and

if a student, how and by whom the student will be supervised.

c. The General Counsel shall consult with the CUNY’s chief information officer and the president of the applicant’s college (or, if the applicant is a Central Office employee, the Chancellor) or their designees, prior to making a determination regarding the application.

d. Users should be aware that CUNY cannot waive federal, state or local law; for example, the contents of CUNY Computer Resources (including confidential research information) may be subject to a valid subpoena regardless of the terms of any waiver.

15. Enforcement.

a. Violation of this policy may result in suspension or termination of an individual’s right of access to CUNY Computer Resources, disciplinary action by appropriate CUNY authorities, referral to law enforcement authorities for criminal prosecution, or other legal action, including action to recover civil damages and penalties.

b. Violations will normally be handled through the University disciplinary procedures applicable to the relevant User. For example, alleged violations by students will normally be investigated, and any penalties or other discipline will normally be imposed, by the Office of Student Affairs.

c. CUNY has the right to temporarily suspend computer use privileges and to remove from CUNY computer resources material it believes violates this policy, pending the outcome of an investigation of misuse or finding of violation. This power may be exercised only by the president of each college or the Chancellor.

16. Additional Rules. Additional rules, policies, guidelines and/or restrictions may be in effect for specific computers, systems, or networks, or at specific computer facilities at the discretion of the directors of those facilities. Any such rules which potentially limit the privacy or confidentiality of electronic communications or information contained in or delivered by or over CUNY Computer Resources will be subject to the substantive and procedural safeguards provided by this policy.

17. Disclaimer.

a. CUNY shall not be responsible for any damages, costs or other liabilities of any nature whatsoever with regard to the use of CUNY Computer Resources. This includes, but is not limited to, damages caused by unauthorized access to CUNY Computer Resources, data loss, or other damages resulting from delays, nondeliveries, or service interruptions, whether or not resulting from circumstances under the CUNY’s control.

b. Users receive and use information obtained through CUNY Computer Resources at their own risk. CUNY makes no warranties (expressed or implied) with respect to the use of CUNY Computer Resources. CUNY accepts no responsibility for the content of web pages or graphics that are linked from CUNY web pages, for any advice or information received by a user through use of CUNY Computer Resources, or for any costs or charges incurred by a user as a result of seeking or accepting such advice or information.

c. CUNY reserves the right to change this policy and other related policies at any time. CUNY reserves any rights and remedies that it may have under any applicable law, rule or regulation. Nothing contained in this policy will in any way act as a waiver of such rights and remedies.

Approved by the Board of Trustees on January 29, 2007, Cal. No. 4.D., with amendments approved on June 25, 2012, Cal. No. 5.A.

CUNY SCHOOL OF LAW COMMUNITY MESSAGE BOARDS

As a student or employee of CUNY School of Law, you have access to community-wide message board online discussion groups. You may access the message boards at http://forums.law.cuny.edu. Your username is your email account name (first.last@live.law.cuny.edu) and your password is the password you use to login to the wireless network. This is different from your email password.
The two school-wide message boards are: Calendar and Forum.

Each of these message boards has a special function and messages may be posted to one or the other, but not both.

**Calendar** provides the medium for all members of the Law School community to announce, to the entire community, events or deadlines that may be of interest. Messages for calendar are restricted to information about activities, scholarships, employment opportunities or other programs or events occurring both within and outside of the Law School. The text should contain specific dates and, when applicable, locations of the events.

**Forum** serves as an electronic town hall meeting where members of the community can discuss, debate and introduce topics of concern or general interest.

The posting of messages on Law School message boards and the use of all computer resources of CUNY are subject to guidelines of the CUNY Acceptable Use Policy for Computer Resources. **PLEASE NOTE THAT COMPUTER RESOURCES MAY NOT BE USED FOR COMMERCIAL PURPOSES.**

The Law School is committed to a message board system that serves as an important and essential communication medium. To preserve such a system requires that all members adhere to the guidelines and respect the rights and needs of others. Please help us manage this essential resource. Should you have any questions, you can address them to the Director of Student Affairs.

**MATERIALS MANAGEMENT DEPARTMENT**

**Carmen Rana**

Administrative Services Coordinator

Room: 1-105 (Reprographics)

Phone: (718) 340-4297

Email: rana@mail.law.cuny.edu

The Materials Management Department is responsible for the following areas: Reprographics unit, mail delivery, book procurement and distribution, fax equipment, photocopying equipment, transportation/messenger service, supplies, and shipping and receiving. Students should feel free to stop by the Reprographics Office if you have any questions or need assistance regarding any of the services listed above. Alternatively, students may call Carmen (ext. 84297) or the Reprographics Office (ext. 84298).

**MAIL DELIVERY**

Student and student organization mailboxes are located on the 3rd floor, room 3-207. Mailboxes are assigned by class and in alphabetical order. All students must empty their mailboxes at the end of each semester. Student and student organization mailboxes are not for storing books or any other items. Mailboxes should be used only for students to receive important mail including, on occasion, the class assignments and correspondence from the Law School’s administration. Mail is distributed every business day between 9:00 a.m. and 11:00 a.m. Faculty and staff mailboxes are located on the 1st floor in room 1-105.

The Law School has a mail depository adjacent to the Reprographics Office (room 1-105). It may be used for your outgoing mail. Mail in the depositories is picked up by the Law School mailroom staff every day at 3:00 pm. Students may also purchase stamps from the Reprographics Office. Students and all members of the Law School community are advised to use their residential addresses for all private mail and packages.

**CHANGE OF ADDRESS**

We shall forward mail only in accordance with written and signed instruction by the addressee. The mailroom staff will forward mail for a period of time not to exceed six calendar months from the date that a written request is filed in the Materials Management Office. At the expiration of the six-month period, such forwarding ceases and affected items are returned to the sender.

**REPROGRAPHICS**

Student organizations registered with the Office of the Dean of Students may bring their Law School-related photocopying jobs to the Reprographics Department for reproduction. Jobs are done on a first-come, first-served basis with priority given in the following order: course materials, administrative announcements, and other requests.

**SUPPLIES**

Students and student organizations may not request supplies from our Inventory Control Unit. Other than books that are issued by the book distribution staff, students are responsible for their supplies. This includes pens and pencils.

**BOOK DISTRIBUTION**

Required books are distributed only to students who have completed their registration for the course(s) for which the books have been ordered, and who have paid their bills. Book distribution sheets prepared for every student list the courses for which the student has registered. Books for each course are listed next to each course. Students are responsible for and required to sign only for books that they have been issued. Students are advised to make sure they do not sign for any materials/books that they have not been issued.
Students are further advised not to mark or abuse the books that they have signed for if there exist some possibility that they may drop the course for which the books are issued. Students who drop any course will be required to pay for books that are issued for that course if those books are marked or abused in any way. Books that are not abused or marked may be returned to the Distribution Center. Students are advised to make sure that the Book Distribution Center attendant strikes off their names against each book that is being returned.

All books for dropped courses must be returned to the Distribution Center no later than one week after the add/drop period, which is the period that the Registrar or the School has set aside for this purpose. After this period, no returns will be accepted and payment for such books in cash or cashier’s check becomes due. Names of students who either fail to return or pay for books that were issued for dropped courses will be forwarded to the Registrar and a hold will be placed on their records.

PUBLIC SAFETY/SECURITY DEPARTMENT

Steve Katz
Director of Public Safety
Room: 1-301
Phone: (718) 340-4440 (CONSOLE ROOM)
       (718) 340-4270 (FRONT DESK)
Email: katz@mail.law.cuny.edu

The Law School’s Public Safety Department is comprised of campus security assistants, and uniformed contract officers. The Security Office is open and accessible every day of the year, around the clock.

ANNUAL SECURITY REPORT-NOTICE OF AVAILABILITY

A copy of the CUNY School of Law’s Annual Security Report can be obtained at the Office of the Public Safety Director, room 1-301. The report is also available on the web at http://www.law.cuny.edu/about/legal/statistics-report.html. The report includes statistics for the previous three years concerning reported crimes that occurred on campus; in certain off-campus or property owned or controlled by the Law School and on public property within, or immediately adjacent to and accessible from the campus.

UNIVERSITY POLICY ON ADMISSION OF SEX OFFENDERS

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

CUNY ALERT SYSTEM

All students, as well as faculty and staff are strongly encouraged to participate in the CUNY Alert system. The CUNY Alert system is designed to give you immediate and up-to-date information regarding weather, utility and emergency situations. The system can contact you and family or friends, as you designate, via text message, cell phone, landline and e-mail. The system can offer all methods of notice, a single method or any combination thereof. It is user friendly and can prove to be invaluable before, during and after an emergency. Simply log onto www.cuny.edu/alert and follow the instructions.

FIREARMS POLICY

All students are prohibited from having in their possession a rifle, shotgun, firearm or any other dangerous instrument or material that can be used to inflict bodily harm on an individual, or damage the building or the grounds of the Law School. There are no exceptions to this policy. Possession on Law School grounds may subject students to disciplinary action by the Law School.

SNOW EMERGENCY PLAN

The purpose of the plan is to inform the Law School community about the status of operations during or following a snowstorm. The plan consists of two parts. The first and primary part of the plan uses the Law School telephone message system. The second part of the plan consists of giving a local radio station the School’s closing information for broadcast. Each part of the plan is outlined below.

(1) Telephone Call-In: In the event of a serious snowstorm, the Law School may be closed. An example of a serious snowstorm is one that has caused the closing of the New York City Public Schools. In the event of a serious snowstorm, an alert message will be placed on the automatic answering system that can be accessed by dialing 718-340-4399. If there is no message on the telephone system, assume the school is open.

(2) Radio Announcement: The Law School will announce its closing on radio station WCBS (880 AM, 101.1 FM). The City University Central Administration will have snow-closing information regarding all of the CUNY colleges, including the Law School, on:

- WADO 1280 AM
- WBLS 107.5 FM
- WFAS 1230 AM 104 FM
- WINS 1010 AM
- WLJB 1190 AM
ID CARDS
Identification Cards are an integral part of security at the Law School. The Public Safety Office will provide a photo identification card for each student. Validation stickers for your ID cards are required and are available in the Public Safety Office, room 1-301. A validated ID card identifies you as a registered student and serves as a door access device. A card access system is utilized for entry to various areas of the School including the Front Turnstiles and Elevator Vestibules. It is necessary to tap your card on wall-mounted reader boxes to gain access to certain areas of the building. The Public Safety Office can provide clips that can be used to affix the card to your clothing. If your card is lost or stolen, report it to the Public Safety Office immediately in order to invalidate it. A small administrative fee must be paid to the Business Office to replace it.

Because Security and Administrative personnel can request that you present your card for purposes of identification, please carry your identification card with you at all times when in the building. The University requires that all students have in their possession a valid student identification card when upon any CUNY campus.

LOCKERS
The School provides lockers (located throughout the building) with built-in combination locks. The following protocol pertains to the use of the lockers:

1. Lockers are the property of the CUNY School of Law. In an emergency or exigent circumstance, Public Safety reserves the right to enter any locker.
2. Lockers are secured with built-in combination locks. These locks are the only locks permitted to be used on the lockers.
3. Use of lockers is voluntary and at your own risk.
4. Student government room lockers are for the exclusive use of student government organizations.
5. Perishable items are not to be stored in lockers.
6. Defacing lockers, including markings and stickers inside or outside of lockers of any kind is prohibited. Any markings or stickers or taped messages will be removed and thrown out.
7. No locker may be used unless it is first registered and approved with the Security Office.
8. As a general rule, lockers must be emptied of all contents on the Friday of the week after the summer bar exam. After this time, lockers will be opened and contents removed as refuse.
9. The School reserves the right to amend these rules as needed.

LOST AND FOUND
The Lost and Found is located in the Public Safety Office, room 1-301. If something of substantial value is returned to Public Safety, it is locked in a file cabinet, not accessible to the officers. The Director or designee will release such valuables to the owner upon presentation of identification and a satisfactory description of the lost item. Keep valuables on your person or utilize the School’s lockers for safekeeping. Do not leave laptops, cell phones, wallets or other items of personal import unattended for extended periods of time.

EMERGENCY INFORMATION

Emergency Phone Numbers
- Police/Fire/EMS: 911
- Public Safety: 718-340-4270
- Health & Safety Officer: 718-340-4270
- Physical Plant/Engineer: 718-340-4280
- Student Counseling Services: 718-340-4216
- Dean’s Office: 718-340-4201
- Student Affairs: 718-340-4207

Off-Campus Assistance Numbers
- Local Police Precinct (108): 718-784-5411
- Local Fire Station: 718-999-2000
- Poison Control: 212-764-7667

When power to the building is down or the internal phone service is lost, the School has three POTS (Plain Old Telephone Service) lines connected directly to lines in the street.

Basic Emergency Procedures
The Public Safety Department needs you to serve as additional eyes and ears and be proactive in your own safety as well as the safety of your peers. Let us know of your concerns, inform us of problems and potential problems, heed the advice and directions outlined below, and let us know how we can improve our service to you. When fire alarm bells ring, unless otherwise instructed, treat as a real emergency and proceed to the nearest stairway and exit the building. Move at least 200 feet away from the building until given the all clear to return by Public Safety or administrative staff.

The College Emergency Plan
The succession of events in an emergency is not predictable and operational plans will serve only as guidelines and may require on-the-spot modification in order to meet the needs of the emergency. Stay calm, stay focused, follow formal instructions, and exercise common sense.

Emergency Communication Response System
The system will give oral instructions for you to follow and will be repeated several times. Floor coordinators will assist if time and situation permit, if we need to vacate the School. Please follow their instructions.

Emergency Two-Way-Call Stations
Are located throughout the building. Activating the device will put you in hands-free direct communication with the main Public Safety Desk.
Fire Emergency Plan

Fire Wardens and Floor Searchers are designated to serve specific areas of the building. Their job is to facilitate evacuations of all kinds and to pass information to the Public Safety Office. Please heed their directions. There may, however, exist circumstances when a rapid evacuation is necessary. In this case, Floor Searchers will evacuate with the rest of the staff and students. When fire alarms ring, proceed to the nearest exit and leave the building at once. If a false alarm has occurred, we will make an “all clear” announcement through our emergency communication response system. Treat all fire alarms as real unless otherwise directed by the Fire Wardens, Floor Searchers or members of the Public Safety staff. Advance notice will be given when formal fire drills are conducted. Drills should be treated as emergency incident and require everyone’s quick and full cooperation.

In all cases of fire the Department of Public Safety must be notified immediately. This can be done via phoning the department at 84440 or 84270 or use of one of our two-way emergency call stations. Make note of the location of stairways, fire extinguishers, fire exits, and call stations. If a minor fire appears controllable, immediately contact (personally or preferably have someone else call) Public Safety at ext. 84440 or 84270. During a fire event, corridor doors will swing shut to contain smoke and fire. Card access devices will power down to allow unfettered access. Do not attempt to pass through corridor doors that have shut. Go to the nearest stairway and exit the building. Most injuries and fatalities associated with fires are the result of smoke inhalation. Get out of the building quickly.

If time permits, close the door of the room where the fire exists. When the building evacuation alarm is sounded, always assume that an emergency exists. Touch closed doors; do not open them if they are hot. If the door is cool, brace yourself behind the door and open it slowly. Bracing yourself behind the door prevents the door from being blown open due to the pressure created by the fire. Walk quickly to the nearest exit and alert others to do the same. DO NOT USE ELEVATORS DURING A FIRE EMERGENCY UNLESS OTHERWISE DIRECTED BY EMERGENCY RESPONSE STAFF. Smoke is the greatest danger in a fire, so stay near the floor where the air will be less toxic. If you must pass through smoke, cover your mouth and nose with an article of clothing, preferably wet. STAY LOW. Smoke and heat tend to rise, as cooler air is denser. If you have any suspicion that the fire or smoke is related to a gas leak, DO NOT USE A CELL PHONE. Electrical energy can ignite fumes.

Once outside, move to a clear area at least 200 feet away from the affected building. Keep streets, fire lanes, hydrants and walkways clear for emergency vehicles and crews. These essential personnel must be allowed to do their jobs. Do not return to an evacuated building unless told to do so by a College official.

If you become trapped in a building during a fire and a window is available, place an article of clothing (shirt, coat, etc.) outside the window as a marker for rescue crews. Place a wet cloth at the base of doors to keep smoke from entering. Shout at regular intervals to alert emergency crews of your location. Dampen a cloth with water, place it over your nose, and breathe lightly through it. Should your clothing catch fire, stop, drop and roll. Rolling on the ground will help smother the fire.

Hostile Intruder

Don’t panic. Keep breathing and keep focused. When an intruder in a campus building is actively causing deadly harm or the threat of imminent deadly harm you must immediately seek cover and contact 911 and the Public Safety Department, if at all possible. If you are able to make a call, give as many details as possible relative to location, number of assailants, means of aggression and other pertinent information. IF POSSIBLE, USE AN EMERGENCY CALL STATION DEVICE. Be aware of alternate exits if it becomes necessary to flee. Persons should lock themselves in classrooms, dorm rooms, and offices as a means of protection. Persons should stay low, away from windows, barricade their door(s) if possible, and use furniture or desks as cover. If possible, cover any windows or openings that have a direct line of sight into the hallway. Students and staff should not attempt to leave the building until told to do so by Public Safety or NYPD. The only exception to this is if given the specific circumstances, a person is certain beyond any doubt that s/he is in more danger remaining in the building than in attempting to escape. When a hostile intruder is actively causing deadly harm or the threat of imminent deadly harm to people on the campus grounds, we recommend the following course of action: Run away from the threat if you can, as fast as you can. Do not run in a straight line. Use buildings, trees, shrubs, and cars as cover. If inside, desks, chairs bookcases may help. If you can get away from the immediate area of danger, summon help and warn others. If you decide to hide, take into consideration the area in which you are hiding. Will I be found? Is this really a good spot to remain hidden? If the person(s) is causing death or serious physical injury to others and you are unable to run or hide, you may choose to play dead if other victims are around you. Do not give your position away or stand-up until Public Safety or civil authorities give an all-clear signal.

Bomb Incident Plan

While it is important to note that the overwhelming majority of bomb threats are unfounded, it is the policy of the Law School to treat them as potentially real. Each threat will be thoroughly investigated until all avenues of investigation have been explored.

A suspicious looking box, package, object or container in or near your work area may be a bomb or explosive material. Do not handle or touch the object. Move to a safe area (far from the object) and call the Department of Public Safety immediately at...
d) Move away from the site of the explosion to a safe location;

e) Use stairs only, do not use elevators.

If you receive a bomb threat, remain calm and try to obtain as much information as possible from the caller. Specifically try to ascertain the following:

a) The location of the device;
b) The time, if any, the device is scheduled to go off;
c) The appearance or type of container used for the device;
d) The reason for placing the device;
e) The size of the bomb;
f) The type of explosive used in the device;
g) The name of the caller or organization taking responsibility;
h) Any additional information that might be available.

The person receiving the call should note the following:

a) Male or female voice;
b) Time of call;
c) Mood of caller (excited, nervous, calm, despondent);
d) Background noises that may be present at the location of the caller;
e) Approximate age of the caller;
f) Any other peculiarities that may be helpful in identifying the source of the call or its purpose.

The police will be called if an evacuation is deemed necessary and an announcement will be made via the public address system. If an evacuation is necessary, only use stairs. Do not use elevators. Move well away from the building and follow the instructions of floor coordinators and emergency personnel at the scene. In lieu of an evacuation, a designated staging area will be used. Please follow the directions broadcast on the public address system.

If there is an explosion:

a) Immediately take cover under sturdy furniture;
b) Stay away from the windows;
c) Do not light matches;
d) Move away from the site of the explosion to a safe location;
e) Use stairs only, do not use elevators.

Medical Emergencies

All medical emergencies should be reported immediately to Public Safety ext. 84440 or 84270. If the medical emergency is life threatening, call 911 before dialing Public Safety. When making the call, give your name, describe the nature and severity of the medical problem and the location of the victim. Try to answer all of the questions the dispatcher asks you and let him/her hang-up the phone first. Do not move the victim. If you are certified in CPR and first aid and able to help, try to assist the victim until help arrives. Look for emergency medical ID’s such as bracelets on injured persons and try to keep the victim as comfortable as possible until emergency personnel arrive. If a medical problem is non-life threatening, call the Public Safety Office at ext. 84440 or 84270. The school has seven Automatic Electronic Defibrillators. Each floor contains a device located just outside each passenger elevator vestibule. Note that there is an emergency call station near each device. The Childcare Center also contains an AED device.

If the victim can be safely moved then she/he will be escorted to the Public Safety Office, room 1-301. If campus police personnel believe that a victim should not be moved or that emergency medical care is required immediately, they will call 911. Please remember that the decision to call or not call 911 is not based on financial situation or insurance status. The focus is on assisting the ill or injured party.

Medical Emergencies that are Emotional in Nature

The Office of Students Affairs can be most helpful in assisting anyone who feels in need of counseling or mental health service. Linda Penkower, our Law School counselor, is available at ext. 84216. Whenever an individual demonstrates or reports a risk for self-destructive or suicidal behavior, immediate assistance is needed. If the situation poses an imminent physical danger, call ext. 84270 to reach the Public Safety Office. If imminent physical danger is not posed then call the Office of Students Affairs at ext. 84207 or Linda Penkower at ext. 84216. If they are unavailable, contact Public Safety.

Utility Failures

Report any power failure immediately to Public Safety at ext. 84440 or 84270. In the event of a building wide power failure, building phones may not function. A large diesel powered emergency generator that can power lights and other emergency systems for up to several hours serves the building. Having a flash light attached to a key chain, belt clip or in a bag may be helpful even when not in the School. Never use candles. During daylight, add as much natural lighting as possible by raising blinds. Faculty with classes should remain where they are until notified otherwise. During a power failure or possible power failure, never use an elevator. Once power is restored, Public Safety will make an announcement using the School’s emergency communication response system.

Plumbing Problem/Flooding

Cease using all electrical equipment. Notify Public Safety immediately. If necessary, vacate the area and prevent anyone else from entering. If a toilet overflows, contact us.

Gas Leaks

Gas leaks are very rare but can be very serious. If you smell gas, contact security by coming down to the main security desk or utilize a phone away from the smell of gas. Do not use a mobile phone near a gas leak whether here or at home. Gas vapors can be ignited by static electricity.
Evacuation Procedure
Although it is highly unlikely that there will ever be an emergency in the building that will require you to evacuate immediately, it is prudent to be prepared for such an occasion. The first rule of any emergency is to remain calm and have a plan. Once this is done, you will find that almost any situation has a safe solution. When in the School, familiarize yourself with the floor layout. Know where the emergency exits are. Know where the fire extinguishers are. Take time to learn where the stairways are and where they lead. Emergency exit doors in the building are never chain locked. You can exit the building from any stairway. WHEN USING A STAIRWAY FOR EMERGENCY EXIT, DO NOT REMAIN IN THE STAIRWAY-EXIT THE BUILDING AND MOVE AT LEAST 200 FEET AWAY FROM THE BUILDING. Ask questions of the Director if you have any concerns. Suggestions are welcome as well.

It is our policy to have the schedules of those persons who are differently-abled on file so that we may offer special assistance. If there is a large fire or explosion, do not waste time gathering personal effects. Remember to never use the elevator when the building is being evacuated unless specifically instructed by police, fire or civil authorities. If you are the first one on the scene at an emergency, call Security 84440 or 84270 or activate an emergency call station immediately. If this is not possible, yell, scream and make noise to attract attention. The key to safe building evacuation is to know your surroundings and move quickly.

FIRST AID
The Public Safety Office is equipped to deal with certain minor medical emergencies. Staff are trained and certified in basic first-aid, AED and C.P.R. If you or a community member requires first aid, please go directly to Security (Room 1-301). If that is not possible, phone the CONSOLE ROOM 84440 or FRONT DESK 84270. Please be advised that there are emergencies/medical conditions for which we are not equipped. In such cases, 911 emergency services will be summoned. If you have an existing medical condition that you think the School should know about, please inform either Security or the Office of Student Affairs. This information will be held in confidence to the best of our ability. We are not permitted to dispense any oral over-the-counter medications. It is advised that you store analgesics, antacids or antihistamines in your locker for personal use. The School employs a part-time nurse practitioner. The location is room 3-104.

ANIMALS IN THE BUILDING
With the exception of trained service animals, animals are not permitted in the building at any time.

BICYCLES
The School encourages the use of bicycles and provides for their security by means of bicycle racks located at the park directly across the street by the CitiBank tower. The municipal lot located one block away behind the courthouse provides free bike parking for up to ten bicycles. A good lock and chain (preferably cable type) are strongly recommended. As with vehicles, the School cannot assume responsibility for the safekeeping of bicycles. Bicycles are never allowed to be stored or brought into the building nor is it permissible to store bicycles or chains on the racks for extended periods of time. Please do not chain bicycles to the railings in front of the School or on signposts. City agencies will clip chains and seize bicycles affixed to public property. Please remove locks and chains when they are not in use.

GUESTS
All visitors to the School are expected to comport themselves in a manner consistent with an academic environment. Guests must be greeted and escorted by the invitee. Guests must sign in at the front Security Desk and show identification to the officer on duty. Upon exiting the School, guests must sign out. Guests must generally be in the same area as the host student and may not use School facilities such as copy machines or computers in furtherance of their own work without express permission of the Office of Student Affairs. Guests are subject to the lawful instructions of all members of the Security staff, as well as the Administrative staff. Guests may not remain in the building after midnight, weekends and holidays. If someone is waiting for you after this time to facilitate transportation or other issue of importance, they must remain on the first floor. If a guest seems to be intoxicated, refuses to follow procedures of identification or sign in and out, entry to the building will be denied. Any visitor to the School is subject to having any packages or bags screened through an x-ray machine. Refusal to allow such screening when requested by Public Safety will result in the guest not being allowed access to the building.

LAW SCHOOL BUILDING-LATE NIGHT POLICY
The Law School building is available to current Law School students, faculty and staff for school-related purposes during the hours of 12 midnight to 6:30 am. Any person wishing to remain in the building must sign in at the Security Desk at midnight. Anyone entering or leaving the building during this time period must sign in or out at the Security Desk. Everyone must sign in and out on weekends and holidays. Late-night usage of the building is limited to current Law School students, faculty and staff. NO GUESTS ARE PERMITTED DURING THESE HOURS. Late-night usage of the building is expressly limited to school-related purposes. Such permitted usage does not include sleeping, socializing or other recreational activities except as tangential to study or research. Violators of this usage limitation
will be asked to leave the building, and repeat violators may have their late-night privileges suspended or revoked.

CUNY SCHOOL of LAW PARKING POLICY

There are no parking facilities owned or controlled by the CUNY School of Law.

THE CITY UNIVERSITY OF NEW YORK CAMPUS AND WORKPLACE VIOLENCE PREVENTION POLICY

POLICY STATEMENT

The City University of New York (the "University" or "CUNY") is committed to the prevention of Workplace Violence and will respond promptly to any threats and/or acts of violence. For purposes of this Policy, Workplace Violence is defined as any physical assault or acts of aggressive behavior occurring where an employee performs any work-related duty in the course of his or her employment, including but not limited to:

(i) An attempt or threat, whether verbal or physical, to inflict physical injury upon an employee;

(ii) Any intentional display of force that would give an employee reason to fear or expect bodily harm;

(iii) Intentional and wrongful physical contact with an employee without his or her consent that entails some injury;

(iv) Stalking an employee in a manner that may cause the employee to fear for his or her physical safety and health when such stalking has arisen through and in the course of employment.

Workplace Violence presents a serious occupational safety hazard to CUNY and its employees. The University will respond promptly to threats and/or acts of violence. All employees are responsible for helping to create an environment of mutual respect and for assisting in maintaining a safe and secure work environment and will participate in the annual Workplace Violence Prevention Training Program. Individuals who violate this Policy may be removed from University property and are subject to disciplinary and/or personnel action up to and including termination, consistent with University policies, rules and collective bargaining agreements, and/or referral to law enforcement authorities for criminal prosecution.

Incidents involving Workplace Violence will be given the serious attention they deserve. Employees are responsible for reporting any incidents of Workplace Violence of which they become aware. The procedure for reporting incidents of suspected or alleged Workplace Violence can be found in the campus specific Workplace Violence Prevention Programs at Paragraph 7. The procedure for reporting complaints of a potential violation of the CUNY Workplace Violence Prevention Policy and Programs can be found in the campus specific Workplace Violence Prevention Programs at Paragraph 9.

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 when an employee or student anticipates that an act of violence may result from an encounter with said individual(s).

Employee participation in the implementation of this Policy will be provided through their authorized employee representatives, who will be invited to participate in: (1) Scheduled physical risk assessment site evaluation(s) to determine the presence of risk factors which may place employees at risk of workplace violence; (2) the development and annual review of a Workplace Violence Prevention Program promulgated by each College for the implementation of the Policy; (3) the annual review of the Campus Workplace Violence Incidents Report prepared annually by each College; and (4) as appropriate, following a serious incident of Workplace Violence.

CUNY BOARD OF TRUSTEES POLICY AGAINST SEXUAL HARASSMENT

Sexual harassment is illegal.

As Chancellor, I take this opportunity to reaffirm the University’s commitment to maintaining an employment and academic environment free from all forms of exploitation, intimidation, or harassment, including sexual harassment. The City University of New York does not tolerate sexual harassment. It is demeaning, offensive, illegal, and prohibited by University policy.

Every student, faculty member, staff member, and administrator is encouraged to become aware of and to support the University’s Policy Against Sexual Harassment. To this end, we provide this interactive computer program to inform all members of the University community about sexual harassment - what it is and how to prevent it in academic and workplace settings. A copy of the University’s Policy Against Sexual Harassment is available for printing during the program. Revised and adopted by the Board of Trustees in 2004, the policy defines sexual harassment, provides examples of prohibited conduct, discusses penalties for offenders, and establishes procedures for handling complaints.

The University strives to foster a harassment-free environment - one in which all its members can work, study, and learn in an atmosphere of courtesy and mutual respect. As a supervisor or administrator/faculty member/member of the University community, you have a role to play in the attainment of this goal. I thank you for devoting further attention to this serious issue.

Matthew Goldstein, Chancellor
Policy Statement

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

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

A. Prohibited Conduct

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

B. Definition of Sexual Harassment

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

1. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic standing;

2. submission to or rejection of such conduct by an individual is used as a basis for employment or academic decisions affecting such individual; or

3. such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile or abusive work or academic environment.

Sexual harassment can occur between individuals of different sexes or of the same sex. Although sexual harassment most often exploits a relationship between individuals of unequal power (such as between a faculty member and student, supervisor and employee, or tenured and untenured faculty members), it may also occur between individuals of equal power (such as between fellow students or co-workers), or in some circumstances even where it appears that the harasser has less power than the individual harassed (for example, a student sexually harassing a faculty member). A lack of intent to harass may be relevant to, but will not be determinative of, whether sexual harassment has occurred.

C. Examples of Sexual Harassment

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

- requesting or demanding sexual favors in exchange for employment or academic opportunities (such as hiring, promotions, grades, or recommendations);

- submitting unfair or inaccurate job or academic evaluations or grades, or denying training, promotion, or access to any other employment or academic opportunity, because sexual advances have been rejected.

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

- sexual comments, teasing, or jokes;

- sexual slurs, demeaning epithets, derogatory statements, or other verbal abuse;

- graphic or sexually suggestive comments about an individual's attire or body;

- inquiries or discussions about sexual activities;

- pressure to accept social invitations, to meet privately, to date, or to have sexual relations;

- sexually suggestive letters or other written materials;

- sexual touching, brushing up against another in a sexual manner, graphic or sexually suggestive gestures, cornering, pinching, grabbing, kissing, or fondling;

- coerced sexual intercourse or sexual assault.
D. Consensual Relationships

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

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

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

E. Academic Freedom

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

F. False and Malicious Accusations

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

G. Procedures

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

H. Enforcement

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

Enacted by the CUNY Board of Trustees, 11/29/04, effective 10/1/05.

Some FAQs (Frequently Asked Questions) About Sexual Harassment

Q. How are sexual harassment complaints handled?

A. At each college, the Sexual Harassment Coordinator, a Deputy Coordinator or any member of the Sexual Harassment Committee are available to receive complaints of sexual harassment from members of the college community, explain the University complaint procedures, and refer individuals to appropriate resources. The names, titles, telephone numbers, and office locations of the Sexual Harassment Coordinator, Deputy Coordinator(s) or members of the Committee may be obtained in the college’s Affirmative Action/Compliance and Diversity Office. Employees who are covered by collective bargaining agreements may use their contractual grievance procedures, within the time limits provided in those agreements, to report allegations of sexual harassment.

Q. Who may make a complaint of sexual harassment?

A. Any member of the college community may report complaints of sexual harassment to the Sexual Harassment Coordinator, a Deputy Coordinator or any member of the Sexual Harassment Committee.

Q. Must sexual harassment complaints be made in writing?

A. No. Sexual harassment complaints may be made by speaking to the Sexual Harassment Coordinator, a Deputy Coordinator, or any member of the Sexual Harassment Committee. The Coordinator or Deputy Coordinator, may, however, request an individual to prepare a written statement setting forth the particulars of the complaint.

Q. Are sexual harassment complaints kept confidential?

Q. Are sexual harassment complaints kept confidential?

A. No. Sexual harassment complaints are subject to a range of corrective actions and penalties, including termination of employment and/or student expulsion from the University.
A. It is not possible to guarantee absolute confidentiality. The privacy of persons who make complaints of sexual harassment will be respected. Information obtained in connection with bringing, investigating, or resolving complaints will be handled as confidentially as possible.

Q. Are there time limits for reporting sexual harassment complaints?

A. There are no time limits for reporting sexual harassment. However, allegations of sexual harassment should be reported as promptly as possible. Delay in making a complaint of sexual harassment may make it more difficult for the college to investigate the allegations.

Q. What should be done upon learning of an incident of sexual harassment involving another person?

A. A member of the University community with supervisory responsibility must report to the Sexual Harassment Coordinator any incidents of sexual harassment of which he or she becomes aware or reasonably believes to exist. Other members of the University community who become aware of allegations of sexual harassment should encourage the aggrieved individual to report the alleged sexual harassment to the Sexual Harassment Coordinator, a Deputy Coordinator or any member of the Sexual Harassment Committee.

Q. Where can more information about the Sexual Harassment Policy and Procedures be obtained?

A. More information about sexual harassment can be obtained in the Affirmative Action/Compliance and Diversity Office at each college.

New York State Penal Law
Chapter 40, Title H
Article 130 – Sex Offenses

130.20 Sexual misconduct
A person is guilty of sexual misconduct when:
1. He or she engages in sexual intercourse with another person without such person’s consent; or
2. He or she engages in oral sexual conduct or anal sexual conduct with another person without such person’s consent; or
3. He or she engages in sexual conduct with an animal or a dead human body.

Sexual misconduct is a class A misdemeanor.
(As amended L.2000, c. 1, § 31, eff. Feb. 1, 2001.)

130.25 Rape in the third degree
A person is guilty of rape in the third degree when:
1. Being twenty-one years old or more, he or she engages in sexual intercourse with another person less than seventeen years old; or
2. He or she engages in sexual intercourse with another person without such person's consent where such lack of consent is by reason of some factor other than incapacity to consent.

Rape in the third degree is a class E felony.
(As amended L.2000, c. 1, § 32, eff. Feb. 1, 2001.)

§ 130.30 Rape in the second degree
A person is guilty of rape in the second degree when:
1. Being eighteen years old or more, he or she engages in sexual intercourse with another person less than fifteen years old; or
2. He or she engages in sexual intercourse with another person who is incapable of consent by reason of being mentally disabled or mentally incapacitated.

It shall be an affirmative defense to the crime of rape in the second degree as defined in subdivision one of this section that the defendant was less than four years older than the victim at the time of the act.

Rape in the second degree is a class D felony.
(As amended L.2000, c. 1, § 33, eff. Feb. 1, 2001.)

§130.35 Rape in the first degree
A person is guilty of rape in the first degree when:
1. Being eighteen years old or more, he or she engages in sexual intercourse with another person less than fifteen years old; or
2. He or she engages in sexual intercourse with another person who is incapable of consent.

It shall be an affirmative defense to the crime of rape in the first degree as defined in subdivision one of this section that the defendant was less than four years older than the victim at the time of the act.

Rape in the first degree is a class B felony.
(As amended L.2000, c. 1, § 34, eff. Feb. 1, 2001.)

§130.40 Criminal Sexual Act in the third degree
A person is guilty of criminal sexual act in the third degree when:
1. He or she engages in oral sexual conduct or anal sexual conduct with a person who is incapable of consent by reason of some factor other than being less than seventeen years old; or
2. He or she engages in oral sexual conduct or anal sexual conduct with another person without such person's consent where such lack of consent is by reason of some factor other than incapacity to consent.

Criminal sexual act in the third degree is a class E felony.
(As amended L.2000, c. 1, § 35, eff. Feb. 1, 2001.)

§130.45 Criminal sexual act in the second degree
A person is guilty of criminal sexual act in the second degree when:
1. He or she engages in oral sexual conduct or anal sexual conduct with a person who is incapable of consent.

Criminal sexual act in the second degree is a class D felony.
(As amended L.2000, c. 1, § 36, eff. Feb. 1, 2001.)

| Last Updated: 3/19/07 |
2. he or she engages in oral sexual conduct or anal sexual conduct with another person who is incapable of consent by reason of being mentally disabled or mentally incapacitated. It shall be an affirmative defense to the crime of criminal sexual act in the second degree as defined in subdivision one of this section that the defendant was less than four years older than the victim at the time of the act.

Criminal sexual act in the second degree is a class D felony.

(As Amended L.2000, c. 1, ' 35, eff. Feb. 1, 2001.)

§130.50 Criminal sexual act in the first degree
A person is guilty of criminal sexual act in the first degree when he or she engages in oral sexual conduct or anal sexual conduct with another person:
1. By forcible compulsion; or
2. Who is incapable of consent by reason of being physically helpless; or
3. Who is less than eleven years old; or
4. Who is less than thirteen years old and the actor is eighteen years old or more.

Criminal sexual act in the first degree is a class B felony.

(As amended L.2000, c. 1, ' 37, eff. Feb. 1, 2001.)

§130.52 Forcible touching
A person is guilty of forcible touching when such person intentionally, and for no legitimate purpose, forcibly touches the sexual or other intimate parts of another person for the purpose of degrading or abusing such person; or for the purpose of gratifying the actor’s sexual desire. For the purposes of this section, forcible touching includes squeezing, grabbing or pinching.

Forcible touching is a class A misdemeanor.

(Added L.2000, c. 1, 0 53, eff. Feb. 1, 2001.)

§130.53 Persistent sexual abuse
A person is guilty of persistent sexual abuse when he or she commits the crime of forcible touching, as defined in section 130.52 of this article, sexual abuse in the third degree, as defined in section 130.55 of this article, or sexual abuse in the second degree, as defined in section 130.60 of this article, and within the previous ten year period, has been convicted two or more times, in separate criminal transactions for which sentence was imposed on separate occasions, of forcible touching, as defined in Section 130.52 of this article, sexual abuse in the third degree, as defined in section 130.55 of this article, or sexual abuse in the second degree, as defined in section 130.60 of this article, or any offense defined in this article, of which the commission or attempted commission thereof is a felony.

Persistent sexual abuse is a class E felony.

(Added L.2000, c. 1, ' 38, eff. Feb. 1, 2001.)

§130.55 Sexual abuse in the third degree
A person is guilty of sexual abuse in the third degree when he or she subjects another person to sexual contact without the latter’s consent; except that in any prosecution under this section, it is an affirmative defense that (a) such other person’s lack of consent was due solely to incapacity to consent by reason of being less than seventeen years old, and (b) such other person was more than fourteen years old, and (c) the defendant was less than five years older than such other person.

Sexual abuse in the third degree is a class B misdemeanor.

(As amended L.2000, c. 1, 8 39, eff. Feb. 1,2001.)

§130.60 Sexual abuse in the second degree
A person is guilty of sexual abuse in the second degree when he or she subjects another person to sexual contact and when such other person is:
1. Incapable of consent by reason of some factor other than being less than seventeen years old; or
2. Less than fourteen years old.

Sexual abuse in the second degree is a class A misdemeanor.

(As amended L.2000, c. 1, 0 40, eff. Feb. 1,2001.)

§130.65 Sexual abuse in the first degree
A person is guilty of sexual abuse in the first degree when he or she subjects another person to sexual contact:
1. By forcible compulsion; or
2. When the other person is incapable of consent by reason of being physically helpless; or
3. When the other person is less than eleven years old.

Sexual abuse in the first degree is a class D felony.

(As amended L.2000, c. 1, I 41, eff. Feb. 1, 2001.)

§130.65-a Aggravated sexual abuse in the fourth degree
A person is guilty of aggravated sexual abuse in the fourth degree when:
(a) He or she inserts a foreign object in the vagina, urethra, penis or rectum of another person and the other person is incapable of consent by reason of some factor other than being less than seventeen years old; or
(b) He or she inserts a finger in the vagina, urethra, penis or rectum of another person causing physical injury to such person and such person is incapable of consent by reason of some factor other than being less than seventeen years old.

2. Conduct performed for a valid medical purpose does not violate the provisions of this section.

Aggravated sexual abuse in the fourth degree is a class E felony.

(Added L.2000, c. 1, 8 42, eff. Feb. 1, 2001.)

§130.66 Aggravated sexual abuse in the third degree
A person is guilty of aggravated sexual abuse in the third degree when he inserts a foreign object in the vagina, urethra, penis or rectum of another person:
(a) By forcible compulsion; or
(b) When the other person is incapable of consent by reason of being physically helpless; or
(c) When the other person is less than eleven years old.

2. A person is guilty of aggravated sexual abuse in the third degree when he or she inserts a foreign object in the vagina, urethra, penis or rectum of another person causing physical injury to such person and such person is incapable of consent by reason of being mentally disabled or mentally incapacitated.

3. Conduct performed for a valid medical purpose does not violate the provisions of this section. Aggravated sexual abuse in the third degree is a class D felony.

(As amended L.2000, c. 1, 8 43, eff. Feb. 1, 2001.)

§130.67 Aggravated sexual abuse in the second degree
1. A person is guilty of aggravated sexual abuse in the second degree when he inserts a finger in the vagina, urethra, penis, or rectum of another person causing physical injury to such person:
   (a) By forcible compulsion; or
   (b) When the other person is incapable of consent by reason of being physically helpless; or
   (c) When the other person is less than eleven years old.

2. Conduct performed for a valid medical purpose does not violate the provisions of this section.

Aggravated sexual abuse in the second degree is a class C felony.
(Added L.1988, c. 460, § 1.)

§ 130.70 Aggravated sexual abuse in the first degree

1. A person is guilty of aggravated sexual abuse in the first degree when he inserts a foreign object in the vagina, urethra, penis, or rectum of another person causing physical injury to such person:
   (a) By forcible compulsion; or
   (b) When the other person is incapable of consent by reason of being physically helpless; or
   (c) When the other person is less than eleven years old.

2. Conduct performed for a valid medical purpose does not violate the provisions of this section.

Aggravated sexual abuse in the first degree is a class B felony.
(Added L.1978, c. 723, § 2; amended L.1981, c. 696, § 2; L.1988, c. 460, § 1.)

Criminal Classifications for Sexual Assault Crimes in New York State

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<th>Sexual Assault Offenses</th>
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<td></td>
<td>Imprisonment up to seven years</td>
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<td>§ 130.50 Criminal sexual act in the first degree</td>
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</tr>
<tr>
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<td>Imprisonment up to one year</td>
</tr>
</tbody>
</table>

Format for informing students as required by State Education Law Section 6432

Section 6450(1-a) (a) provides for the dissemination of the following information:
(3) Procedures in effect at the Law School for dealing with sex offenses;

The City University of New York has a policy against Sexual Harassment together with procedures for the implementation of the policy against sexual harassment. Under this policy, students may complain to the Sexual Harassment Coordinator, Deputy Coordinator(s), any member of the Sexual Harassment Committee, or any member of the sexual harassment panel. The following is a listing of the members of the panel and their departments and phone numbers:

Alizabeth Newman, Coordinator, (718) 340-4438
Raquel Gabriel, Deputy Coordinator (718) 340-4249

For additional members, please contact co-chairs.

Students who have been sexually assaulted should report the incident directly to either or both of the following two offices:

1. Student Affairs
   Cheryl Howard, Dean of Student Affairs
   Room: 5-107H  Telephone: (718) 340-4487
2. Public Safety/Security
Chief Public Safety Officer:
Steve Katz, Director of Public Safety
Room 4-303  Telephone: (718) 340-4271

Students also may report incidents to off-campus resources.

(4) Availability of counseling and other support services for the victims of sex offenses;

Anyone who believes she or he has been a victim of sexual assault is encouraged to seek counseling from a trained mental health professional. Experienced counselors, trained to assist with the consequences of sexual assault trauma, are on hand at the Law School’s Counseling Center to provide crisis intervention, in-office counseling, and referral to other support services and self-help groups. The center can also refer victims to community-based support groups and professional organizations. The Law School will assist any student wishing to contact outside agencies, including local police, regarding charges and complaints of sexual assault. The Law School can also assist in providing on-campus accommodations after an alleged incident.

On-campus resources:
1. Campus Security: Room 1-301, Telephone: (718) 340-4271
2. Counseling Center: Room 4-201, Telephone: (718) 340-4216
3. Health Services: Room 3-104, Telephone: (718) 340-4544
4. Student Affairs: Room 5-107, Telephone: (718) 340-4207

Off-campus resources:
5. Manhattan District Attorney, Sex Crimes Unit (212) 335-9373
6. Queens District Attorney, Sex Crimes Unit (718) 286-6505
7. Bronx District Attorney, Crime Victims Assistance Unit (718) 590-2115; Domestic Violence Services (718) 590-2323
8. Brooklyn District Attorney, Sex Crimes Unit (718) 250-3170
9. Staten Island District Attorney, Sex Crimes Unit (718) 556-7130
10. 212 COP-RAPE: The New York City Police Department Sex Crimes Report Line, open 24 hours, is answered by a female detective at all times. It takes telephone reports of sex crimes, refers victims to counseling and other community services, provides information on police procedures, etc.
11. NYC Task Force Against Sexual Assault (212) 274-3210. This service is open Monday to Friday, 9:00 a.m. through 5:00 p.m. and provides free literature and referrals to counseling.
12. NYC Victims Services Agency (212) 577-7777. This service is open 24 hours, seven days a week and provides crisis intervention for crime victims.
13. The Gay and Lesbian Anti-Violence Project (212) 807-0197 (24-hour hotline). This service is open 10:00 a.m. through 8:00 p.m. Monday through Thursday, and 10:00 a.m. through 6:00 p.m. on Friday. It provides short-term crisis counseling, advocacy services, and referrals for long-term counseling.

(5) Nature of and common circumstances relating to sex offenses on college campuses;

Sexual assault is a crime of aggression and violence. There is never an excuse or a reason for one person to rape, assault or even touch another person without permission. No one has this “right” no matter how someone else behaves or dresses. No woman causes herself to be raped.

Sexual assault is:
- Any sexual act committed or attempted against a person’s will.
- Forced sexual contact by dates, spouses, family members, acquaintances or strangers.
- A range of acts, from obscene phone calls to forced sexual intercourse.
- Any sexual contact you don’t want.

Rape is defined as sexual intercourse, sodomy or oral copulation accomplished against a person’s will:
- Through use of force or fear.
- Whether the person is male or female.
- When the person is prevented from resisting by alcohol or drugs administered by or with the knowledge of the offender.
- When the person is unaware of the nature of the act.

Most people think of rape as a sudden attack perpetrated by a vicious stranger on a dark, deserted street. This is one form of rape. In fact, however, as many as eighty percent of all rapes are perpetrated by dates, colleagues or other acquaintances. This is called date or acquaintance rape. Research shows that women in college are in much greater danger of date rape than assault by a stranger. Preventing date rape is very different from preventing stranger rape.

Date rape may be prevented. Talk clearly about sexual expectations with your date. Make it clear before you get into a sexual situation what your limits are. If you mean no, say it clearly and firmly. Don’t go to a secluded place with someone you’ve just met or don’t know well. Suggest meeting at public places. Drive your own car, use public transportation or have enough money for a taxi. Especially don’t go to your date’s apartment or invite him to yours if you are just getting to know him. Date rape occurs most often in the rapist’s home. Beware of the impact of alcohol and other drugs on your judgment and that of your date. These drugs often play a role in sexual assault. Beware of attitudes in a person whom you are thinking of dating which could signal the potential for sexual assault or violence: hostility toward the opposite sex, jealousy, condescending or judgmental viewpoints about women, or unrealistic expectations. Don’t rely on a charming, pleasant presentation in a man you’ve just met. Many date rape victims report that their assailant seemed “like a really nice person” at first. Get to know a person before you place your trust in him or her.
Observing general safety tips may help you to avoid becoming the victim of sexual assault. Be alert to your surroundings, both inside and outside. Listen to and act upon your gut feelings and instincts. Notice people, the lighting, and access to phones and exits. Use elevators, stairs and rest rooms in well-trafficked areas. Don’t study alone in an empty classroom. Avoid deserted parking lots, empty laundry rooms and other poorly lit or poorly populated locations. When possible, walk with a friend instead of walking alone in secluded areas or at night. If you are on-campus, call security for an escort. When riding the subways during less traveled times of day, ride in the middle car with the conductor or the first car with the engineer.

Carry a whistle and blow it for attention if necessary. If you feel threatened while walking, cross the street, change direction or run to a place where there are other people. If a car is following you, turn around and walk quickly in the opposite direction. Get the license plate number and a description if possible. If you are being followed on foot, turn around to let the person know you have seen them and then run to a place where a number of people will be.

Always keep your apartment and car doors locked. If you live in an apartment with a fire escape outside a back window, you should secure it with a fire department-approved gate, an alarm, or some barrier system. A window lock is not enough. Always close your blinds/shades/curtains at night.

If you are out and decide to bring someone home, introduce him or her to a friend, acquaintance or bartender so that someone knows the person who left with you. When driving a friend home, establish a signal that the friend is in the home and safe before you drive away.

If a stranger is at your door, do not give the impression that you are home alone. Shout over your shoulder, or indicate in some way, that there is another person present. Never open the door to strangers without verifying their identity by asking for an identification tag. Do not give out personal information over the phone or Internet.

Finally, report all incidents of violence or harassment. Call 911 as soon after the incident as possible. If you saw the perpetrator, try to remember his or her gender, age, height, race, weight, build, clothes and other distinguishing characteristics.

(6) The methods the college employs to advise and update students about security procedures;

In addition to the Student Handbook and college website, crime prevention pamphlets that include various safety tips and encourage the reporting of crime on campus are prepared and distributed periodically to students. Speakers, including law enforcement officials, are invited by the administration and student groups to inform students about prevention of crime and personal safety. Campus Security also makes a presentation about prevention of crime and personal safety to incoming students at orientation. Additionally, Campus Security meets with the Law School’s Security Advisory Committee on a regular basis to exchange information on recent events and security concerns on campus. The Security Advisory Committee is made up of equal numbers of faculty, administrators, and student officers. This committee reviews current campus security policies and practices and makes recommendations for their improvement.

Sexual Harassment Committee

The Dean of the Law School has designated the following persons to serve on the Law School Sexual Harassment Committee. You may make a complaint of sexual harassment to the Sexual Harassment Coordinator, the Sexual Harassment Deputy Coordinator, or any member of the Sexual Harassment Committee.

Alizbeth Newman, Coordinator (718) 340-4438
Raquel Gabriel, Deputy Coordinator (718) 340-4249
You may contact the Coordinator at (718) 340-4438, Deputy Coordinator at (718) 340-4249, Dean’s Office (718) 340-4202, or Student Affairs Office (718) 340-4207 for a complete current listing, including the names of any student members.

Making a Complaint of Sexual Harassment

Any member of the University community may file a complaint of sexual harassment with, or report allegations of sexual harassment to, the Sexual Harassment Coordinator, a Sexual Harassment Deputy Coordinator or any member of the Sexual Harassment Committee.

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

I. POLICY STATEMENT

The City University of New York seeks to create and maintain a safe environment in which all members of the University community—students, faculty and staff—can learn and work free from the fear of sexual assault and other forms of violence. The University’s policies on Workplace Violence and Domestic Violence and the Workplace apply to all acts of violence that occur in the workplace or that may spill over into the workplace. The University’s Sexual Harassment Policy prohibits many forms of unwelcome conduct, including but not limited to, physical conduct of a sexual nature. This policy is specifically directed towards sexual assault, domestic and intimate partner violence and stalking committed against students on and off-
CUNY wants all victims of sexual assault, stalking and domestic and intimate partner violence to know that the University has professionals and law enforcement officers who are trained in the field to assist student victims in obtaining help, including immediate medical care, counseling and other essential services. If the alleged perpetrator is also a member of the CUNY community, the college will take prompt action to investigate, and, where appropriate, to discipline and sanction the alleged perpetrator. CUNY urges all victims to seek immediate help in accordance with the guidelines set forth in this policy with the assurance that all information received from a complaint will be handled as confidentially as possible.

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

Accordingly, CUNY is committed to the following goals:

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

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

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

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

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

• Seek On-Campus Assistance
CUNY encourages student victims to contact the Dean of Student Affairs/Student Development to obtain assistance in accessing medical and counseling services, or to make any necessary changes to the student’s academic program or residential housing situation. Public Safety can assist victims getting to and from campus safely, filing a police report and obtaining an order of protection against the alleged perpetrator. Victims can also file a complaint with the College against an alleged perpetrator who is a student or employee of the University with the Dean of Student Affairs/Student Development and the Public Safety Office.

• Obtaining an On-Campus Advocate
Student victims of a sexual assault, stalking or domestic or intimate partner violence shall be provided with on-campus support in the form of an advocate from the Women’s/Men’s Center (if there is one on campus) or an appropriately trained counselor to assist them in handling the various aspects of their ordeal, such as: 1) explaining to victims their options of whether or not to report the incident to campus or law enforcement
Each College shall provide periodic notification, however, will generally be done without divulging the victim's identity and for the purpose of providing a campus-wide safety alert. In addition, the College must adhere to legal mandates such as Title IX, medical reporting laws, and the Campus Security Act. For example, CUNY is required to make an annual report documenting the occurrences of violent crimes on campus, including sexual assault. However, this report does not include any information identifying the individuals (including the victims) linked to these crimes.

III. IMPLEMENTATION OF THE POLICIES AND PROCEDURES CONCERNING SEXUAL ASSAULT AND OTHER FORMS OF VIOLENCE AGAINST STUDENTS

The President and Vice President for Student Affairs/Student Development of each college shall be responsible for implementing this policy in accordance with the most up-to-date information and resources pertaining to sexual assault, stalking and domestic/intimate partner violence education and prevention, and victim assistance. The following steps must be taken to implement this policy:

1. Publication: A copy of this policy shall be easily accessible on the CUNY website and on the website administered by each College. A summary shall also be incorporated into every College student handbook. In addition, copies of the policy and procedures shall be made available in student centers, residence halls, student affairs/student development offices, women's/men's centers, counseling centers, health clinics and public safety departments, and shall be distributed to all new students during orientations.

2. Prevention/Risk Reduction Education: Each College shall develop materials and programs to educate its students, faculty and staff on the nature, dynamics, common circumstances and effects of sexual assault, domestic/intimate partner violence and stalking, and the means to reduce their occurrence and prevent them. Prevention education should provide up-to-date and relevant information, such as education pertaining to bystander intervention, the importance of peer networks and the significance of fostering a community of responsibility. Prevention education materials and programs shall be incorporated into campus orientation activities for all incoming undergraduate and graduate students (including transfers), and shall be made available to all student activity groups, clubs and athletic teams. In addition, all residence halls shall have a mandatory orientation on sexual assault, stalking and domestic/intimate partner violence prevention. Colleges are encouraged to assist in the organization of peer education groups and to provide resources to such groups so that the groups can provide training and outreach to other students throughout the academic year. Since the abuse of alcohol is frequently involved in occurrences of sexual assault and other forms of violence, it is important that the education program include education about the deleterious effects of alcohol abuse.

3. Professional Training: Each College shall provide periodic training relating to the prevention and handling of sexual
assaults, stalking and domestic/intimate partner violence for all relevant personnel, including public safety officers, counselors, student affairs staff and residence hall assistants by experts trained in the field. Education and training shall also be made available to any interested faculty and staff member. Each campus must have at least one qualified staff or faculty member serve as a designated liaison and trainer.

4. Oversight by CUNY Central Administration: The University Vice Chancellor for Student Affairs shall monitor compliance with this policy at all of the campuses, shall review the policies and procedures on an annual basis, and shall make recommendations in the event that updates to prevention and education information are necessitated. In addition, the Office of the Vice Chancellor for Student Affairs shall provide educational materials that may be needed to ensure full implementation of this policy on every campus. Liaisons will be identified from each campus who will receive standardized training in order to fulfill their responsibilities on their campuses. The policies, procedures and outreach materials and programs will be subject to a periodic process of assessment in order to maintain efficacy.

Adopted by the CUNY Board of Trustees, June 28, 2010

THE CITY UNIVERSITY OF NEW YORK POLICY ON DRUGS AND ALCOHOL

The City University of New York (“CUNY”) is an institution committed to promoting the physical, intellectual and social development of all individuals. As such, CUNY seeks to prevent the abuse of drugs and alcohol, which can adversely impact performance and threaten the health and safety of students, employees, their families, and the general public. CUNY complies with all federal, state, and local laws concerning the unlawful possession, use, and distribution of drugs and alcohol.

Federal law requires that CUNY adopt and implement a program to prevent the use of illicit drugs and abuse of alcohol by students and employees. As part of its program, CUNY has adopted this policy, which sets forth (1) the standards of conduct that students and employees are expected to follow: (2) CUNY sanctions for the violation of this policy: and (3) responsibilities of the CUNY colleges/units in enforcing this policy. CUNY’s policy also (1) sets forth the procedures for disseminating the policy, as well as information about the health risks of illegal drug and alcohol use, criminal sanctions for such use, and available counseling, treatment, or rehabilitation programs, to students and employees: and (2) requires each college to conduct a biennial review of drug and alcohol use and prevention on its campus.

This policy applies to all CUNY students, employees and visitors when they are on CUNY property, including CUNY residence halls, as well as when they are engaged in any CUNY-sponsored activities on campus.

Standards of Conduct

The unlawful manufacture, distribution, dispensation, possession, or use of drugs or alcohol by anyone, on CUNY property (including CUNY residence halls), in CUNY buses or vans, or at CUNY-sponsored activities, is prohibited. In addition, CUNY employees are prohibited from illegally providing drugs or alcohol to CUNY students. Finally, no student may possess or consume alcoholic beverages in any CUNY residence hall, regardless of whether the student is of lawful age. For purposes of this policy, a CUNY residence hall means a residence hall owned and/or operated by CUNY, or operated by a private management company on CUNY’s behalf.

In order to make informed choices about the use of drugs and alcohol, CUNY students and employees are expected to familiarize themselves with the information provided by CUNY about the physiological, psychological, and social consequences of substance abuse.

CUNY Sanctions

Employees and students who violate this policy are subject to sanctions under University policies, procedures and collective bargaining agreements, as described below.

Students

Students are expected to comply with the CUNY and college policies with respect to drugs and alcohol. Any student found in violation may be subject to disciplinary action under Article 15 of the Bylaws of the Board of Trustees, which may result in sanctions up to and including expulsion from the University.

In addition, any student who resides in a CUNY residence hall and who is found to have violated any CUNY or college policy with respect to drugs and alcohol may be subject to sanctions under the CUNY Residence Hall Disciplinary Procedures, up to and including expulsion from the residence hall.

In lieu of formal disciplinary action, CUNY may, in appropriate cases, seek to resolve the matter through an agreement pursuant to which the student must see a counselor or successfully participate in a drug and alcohol treatment program.

In accordance with the Federal Education Rights and Privacy Act (“FERPA”), CUNY may also choose – when appropriate – to contact parents or legal guardians of students who have violated the CUNY policy on drugs and alcohol.

Employees

Any employee found to have violated the CUNY policy may be subject to disciplinary action, in accordance with the procedures set forth in applicable CUNY policies, rules, regulations, and
collective bargaining agreements. Sanctions may include a reprimand, suspension without pay, or termination of employment. In lieu of formal disciplinary action, CUNY may, in appropriate cases, seek to resolve the matter through an agreement pursuant to which the employee must successfully participate in a drug or alcohol treatment program.

Responsibilities of CUNY College/Units

Each college or unit of the University should make its best efforts to educate employees and students about this policy and the risks associated with unlawful possession, use, or distribution of illegal drugs and alcohol. The President of each college or unit may choose to ban alcohol on-campus functions or at any particular function. This policy, together with information about the health risks of illegal drug and alcohol use, criminal sanctions for such use, and counseling, treatment, or rehabilitation programs available to employees or students, must be distributed annually to all employees and students. The chief student Affairs Officer shall be responsible for the distribution of the material to students, and the Director of Human Resources shall be responsible for the distribution of the material to employees. The Vice President for Administration, or person performing the equivalent function at each college or unit of CUNY, shall be responsible for conducting a biennial review to determine the effectiveness of CUNY’s drug and alcohol program at its college or unit, and to ensure that sanctions for drug and alcohol violations are consistently enforced. Upon completion, the biennial review must be sent to the University’s Executive Vice Chancellor and Chief Operating Officer. This biennial review must include the number of drug and alcohol-related violations and fatalities that occur on the college’s campus or as part of the college’s activities, as well as the number and type of sanctions imposed as a result of drug and alcohol-related violations and fatalities that occur at the college as part of its activities.

Adopted by the CUNY Board of Trustees June 22, 2009, and amended on May 2, 2011.

THE CITY UNIVERSITY OF NEW YORK POLICY AND PROHIBITION OF SMOKING

Smoking is prohibited inside all facilities owned, leased, or operated by The City University of New York.

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 law school website at www.law.cuny.edu/app/admissions/housing.jsp. If you wish to be mailed copies of the campus crime statistics and the annual campus security report, you should contact Steve Katz, Director of Security at (718) 340-4271 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.

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 of a registered sex offender as a student or employee. You may contact the Law School’s chief security officer, Steve Katz, Room 117, phone (718) 340-4271 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.

BOARD OF TRUSTEES RESOLUTION IMPLEMENTING UNIVERSITY POLICY TO COMBAT BIGOTRY AND PROMOTE PLURALISM AND DIVERSITY

WHEREAS, The Board of Trustees of The City University of New York is committed to engendering values and implementing policies that enhance respect for individuals and their cultures; and
WHEREAS, This commitment is manifested in the statement of principles and recommendations for action on pluralism and diversity in The City University of New York adopted by the Board on January 20, 1988; and

WHEREAS, Our cultural, racial and ethnic diversity - our pluralism -- is one of our most valued, significant and important characteristics; and

WHEREAS, The student body of The City University of New York now includes students who trace their ancestries to over 130 countries, as well as growing numbers of students who are of color, women, immigrants, older adults and disabled persons; and

WHEREAS, We must be proactive in developing programs that both combat bigotry and other biases in all their forms, as well as build on the strengths that our multicultural, multiracial, multigenerational student body offers; and

WHEREAS, Such programs should build upon successful models of curricular and co-curricular pursuits developed by both members of the CUNY community, as well as with the advice and assistance of the extended CUNY family of supporters and resource persons; therefore

BE IT HEREBY RESOLVED, That the Chancellor in consultation with the Council of Presidents and the leadership of the University Faculty and Student Senates develop guidelines for a University-wide program to combat bigotry and to promote pluralism and diversity by the March 21, 1994 meeting of the Board of Trustees; and

BE IT HEREBY RESOLVED, That each college shall report to the Chancellor its development and implementation of programs to promote University policy to combat bigotry and to promote pluralism and diversity; and

BE IT FURTHER RESOLVED, That the Chancellor shall report to the Board on both the steps taken by the colleges and by the University in furtherance of the Board's policy to combat bigotry and to promote pluralism and diversity by October 31, 1994.

THE CITY UNIVERSITY OF NEW YORK GUIDELINES FOR A UNIVERSITY-WIDE PROGRAM TO COMBAT BIGOTRY AND TO PROMOTE PLURALISM AND DIVERSITY

At the January 24, 1994, meeting of the Board of Trustees of The City University of New York, a resolution was recommended by the Committee on Public Affairs to promote University policy to combat bigotry and reaffirm our commitment to pluralism and diversity. Adopted unanimously by the Trustees, the resolution calls upon the Chancellor to report to the Board on steps taken by the University and the colleges in furtherance of the policy by October 31, 1994. The Chancellor was asked to develop guidelines, by the March Board meeting, in consultation with the Council of Presidents and the leadership of the University Faculty Senate and Student Senate. These guidelines are the result of the consultative process.

The adopted Board resolution includes six whereas sections which should be reflected in the development of appropriate plans:

The Board of Trustees of The City University of New York is committed to engendering values and implementing policies that enhance respect for individuals and their cultures.

* This commitment is manifested in the statement of principles and recommendations for action on pluralism and diversity in The City University of New York adopted by the Board on January 20, 1988.
* Our cultural and ethnic diversity – our pluralism – is one of our most valued, significant and important characteristics.
* The student body of The City University of New York now includes students who trace their ancestries to over 130 countries, as well as growing numbers of students who are of color, women, immigrants, older adults and disabled persons.
* We must be proactive in developing programs that both combat bigotry and other biases in all their forms, as well as build on the strengths that our multicultural, multiracial, multigenerational student body offers.
* Such programs should build upon successful models of curricular and co-curricular pursuits developed by both members of the CUNY community, as well as with the advice and assistance of the extended CUNY family of supporters and resource persons.

The development of appropriate plans should be consistent with the By-laws of The Board of Trustees, including but not limited to Article 15.0 Preamble which states:

* Academic institutions exist for the transmission of knowledge, the pursuit of truth, the development of students, and the general well-being of society. Student participation, responsibility, academic freedom, and due process are essential to the operation of the academic enterprise. As members of the academic community, students should be encouraged to develop the capacity for critical judgment and to engage in a sustained and independent search for truth.
* Freedom to learn and to explore major social, political, and economic issues are necessary adjuncts to student academic freedom, as in freedom from discrimination based on racial, ethnic, religious, sex, political and economic differentiations.
*Freedom to learn and freedom to teach are inseparable facets of academic freedom. The concomitant of this freedom is responsibility. If members of the academic community are to develop positively in their freedom; if these rights are to be secure, then students should exercise their freedom with responsibility.*

By August 1, 1994, the Central Administration and the constituent colleges shall prepare such plans for submission to the Chancellor. Such plans should include a progress report on activities envisioned in the Board’s statement on Pluralism and Diversity, University and college programs, schedule and projected, to combat bigotry, and measures taken to advance the January 24, 1994, Board policy resolution. The plans should address the following elements:

1. A description of curricular and extracurricular programs and projects directed at the elimination of bigotry, encouragement of inter-group harmony, tolerance and respect and increasing understanding among members of the higher education community. This may include orientation and training programs, professional development, role-playing sessions, leadership conferences and retreats, lectures and seminars, discussions of pertinent research and scholarship, and improvements in methods for cross-cultural communication.

2. A clear statement of the availability of procedures and channels developed by the college community to expeditiously address allegations of bigotry, as well as intervention and conflict resolution alternatives that may be utilized. This should include how the institution is organized and which offices or individuals are appropriately designated to be accessible.

3. Early communication, by college officials, as the facts warrant, of institutional aversion to acts of bigotry, including the issuance of appropriate and timely statements condemning prejudice or discrimination, consistent with the first amendment. This should be done while simultaneously reaffirming the positive message of the extraordinary importance of a collegiate environment where all participants are protected, regardless of their background or social characteristics.

4. The availability of additional options for dispute resolution, such as mediation and conciliation resources both on or off campus, as needed and where appropriate. This may include the identification of faculty and staff experts, experienced student leaders, alumni, or resource persons from the greater college and University community. Established offices, however, should remain on the front-line and serve as conduits to campus and external expertise, as deemed appropriate.

5. The dissemination of materials throughout the campus community in order to ensure maximum awareness and to provide visible evidence of an institutional commitment to an intellectually tolerant collegiate environment.

Efforts to combat bigotry and promote diversity should continue to be an inextricable part of the educational mission of the University, not an ancillary activity that is re-invigorated from time to time on ad-hoc basis. Our future efforts should build upon the excellent college and University-wide programs and activities that already exist, which were reviewed by the Board of Trustees, through its Committee on Public Affairs. This will permit CUNY to continue to rejoice in the cultural richness of its varied constituencies, unrivaled in American higher education, and reflective of the University’s historic commitment to educate all those who seek upward social and economic mobility. At the same time, the University can continue to build bridges between those constituencies so that the most positive atmosphere for learning may be provided for generations to come.

*Board Minutes, March 21, 1994.*
<table>
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<tr>
<th>Specific Offense</th>
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<td>C</td>
<td>1 - 15</td>
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<td></td>
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<td>Robbery</td>
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</table>
The procedures in effect at the college for dealing with bias related crime:

Students who have been a victim of a bias related crime should immediately report the incident to the following offices:

1. Student Affairs
   Chief Student Affairs Officer: Cheryl Howard,
   Room 5-107H, (718) 340-4487

2. Public Safety/Security
   Chief Public Safety Officer: Steve Katz,
   Room 4-303, (718) 340-4271

The availability of counseling and other support services for the victims of bias related crime:

Anyone who is a victim of a bias related crime is encouraged to seek counseling from a trained mental health professional. Experienced counselors, trained to assist with the consequences of bias-related crime trauma, are on hand at the Law School’s to provide crisis intervention, in-office counseling, referral to other support services and self-help groups. The center can also refer victims to community based support groups and professional organizations. The Law School will assist any student wishing to contact outside agencies, including local police, regarding charges and complaints of a bias related crime. The Law School can also assist in changing academic schedules after an alleged incident.

On-campus resources:

1. Campus Security: Room 1-301, (718) 340-4271
2. Counselor: Room 4-201, (718) 340-4216
3. Student Affairs: Room 5-107, (718) 340-4207

Off-campus resources:

1. New York City Police Department Detective Bureau; Hate Crimes Task Force; 1 Police Plaza (646) 610-5267
2. Manhattan District Attorney, Community Affairs Unit (212) 335-9082
3. Queens District Attorney, Ant bias Unit (718) 286-7041
4. Bronx District Attorney, (718) 590-2427; or (718) 590-2715
5. Brooklyn District Attorney, Community Affairs Unit (718) 250-2241
6. Staten Island District Attorney, Special Investigations/Bias Unit (718) 876-6300 or (718) 556-7167
7. NYC Victims Services Agency (212) 577-7777.
   This service is open 24 hours, seven days a week and provides crises intervention for crime victims.

8. The Gay and Lesbian Anti-Violence Project (212) 807-0197 (24-hour hotline). This service is open 10:00 a.m. through 8:00 p.m. Monday through Thursday and 10:00 a.m. through 6:00 p.m. on Friday. It provides short-term crisis counseling, advocacy services, and referrals for long term counseling.
9. National Hate Crimes Hotline (208) 246-2292.

You have the option of completing and submitting a hate crime incident report on this website.

The nature of and common circumstances relating to bias related crime on college campuses:

Hate crime laws are designed to send the message that hate and bias motivated crimes will not be tolerated, because they are often attempts to silence and instill fear into entire groups. Reporting hate related incidents helps survivors take advantage of recovery services and enables our community to build up statistics and patterns of crime, providing an opportunity of catching offenders or preventing the violence altogether.

The key criterion in determining whether or not any crime or incident fits into the definition of a hate or bias related crime is the motivation behind the incident. A hate or bias related crime is one that is motivated, at least in part, because of someone’s bias or hatred of a person’s or group’s perceived race, religion, ethnicity, sexual orientation, or other characteristic. Victims of hate and bias related crimes often have intense feelings of vulnerability, anger, depression, physical ailments, learning problems, and difficult interpersonal relations. Hate crimes also have a psychological and emotional impact that extends far beyond the victim. Attacks motivated on the basis of bias against a person’s beliefs, values or identity undermine freedom of expression, association, and assembly and tear at the pluralistic fabric of our society.

Using slurs and epithets is a way of showing someone that you believe he or she is less than human and undeserving of respect. Hate crimes are a way to send a message to members of certain groups or individuals that they are unwelcome in a particular neighborhood, community, school or workplace. Calling someone a name, refusing to rent an apartment, verbal threats, vandalism, abusive phone calls and Internet hate mail are all examples of hate crimes. The most common form of bias-motivated incidents on college campuses are demeaning jokes or harassing or threatening phone calls or e-mails. However, bias-related physical attacks and vandalism do also occur. You can make a difference by speaking out when jokes or comments are made that are hateful or demeaning and by asking yourself if you use derogatory, degrading or offensive terms in describing others.
Observing general safety tips may help you to avoid becoming the victim of a hate or bias-related crime. Be alert to your surroundings, both inside and outside. Listen to and act upon your feelings and instincts. Notice people, the lighting, and access to phones and exits. Use elevators, stairs and restrooms in well-trafficked areas. Don’t study alone in an empty classroom. Avoid deserted parking lots, empty laundry rooms and other poorly lit or poorly populated locations. When possible, walk with a friend instead of walking alone in secluded areas or at night. When riding the subways during less traveled times of day, ride in the middle car with the conductor or the first car with the engineer.

Carry a whistle and blow it for attention when necessary. If you feel threatened while walking, cross the street, change direction or run to a place where there are other people. If a car is following you, turn around and walk quickly in the opposite direction. Get the license plate number and a description if possible. If you are being followed on foot, turn around to let the person know you have seen them and then run to a place where a number of people will be.

Always keep your apartment and car doors locked. If you live in an apartment with a fire escape outside a back window, you should secure it with a fire department approved gate, an alarm, or some barrier system. A window lock is not enough. Always close your blinds/shades/curtains at night. If you decide to bring someone home, introduce him or her to a friend, acquaintance or bartender so that someone knows who you left with. When driving a friend home, establish a signal that the friend is in the home and safe before you drive away. If a stranger is at your door, do not give the impression that you are home alone. Shout over your shoulder or indicate in some way that there is another person present. Never open the door to strangers without verifying their identity by asking for an identification tag. Do not give out personal information over the phone or Internet.

Finally, report all incidents of violence or harassment. Contact campus security or call 911 as soon after the incident as possible. If you saw the perpetrator, try to remember gender, age, height, race, weight, build, clothes and other distinguishing characteristics. If anything was said, such as anti-gay epithets or threats, make a mental note about them and write them down as soon as possible. If you want the crime to be reported as a hate or bias-related crime, tell the officer to note that on the report. If the police do not assist you properly, file a complaint and contact the Office of Student Affairs or the City information number, 311.

**The methods the college employs to advise and to update students about security procedures.**

In addition to the Student Handbook, crime prevention pamphlets that include various safety tips and encourage the reporting of crime on campus are prepared and distributed periodically to students. Speakers, including law enforcement officials, are invited by the administration and student groups to inform students about prevention of crime and personal safety. Campus Security also makes a presentation about prevention of crime and personal safety to incoming students at orientation. Additionally, Campus Security meets with the College’s Advisory Committee on Campus Security on a regular basis to exchange information on recent events and security concerns on campus. The Security Advisory Committee is made up of equal numbers of faculty, administrators, and student officers. This committee reviews current campus security policies and practices and makes recommendations for their improvement.
## CRIMINAL OFFENSES – ON CAMPUS

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<th>Criminal Offenses - On-campus</th>
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<th>2010</th>
<th>2011</th>
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<tr>
<td>b. Negligent manslaughter</td>
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<tr>
<td>c. Sex offenses - Forcible</td>
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<td>d. Sex offenses - Non-forcible</td>
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<tr>
<td>e. Robbery</td>
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<tr>
<td>f. Aggravated assault</td>
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<tr>
<td>g. Burglary</td>
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<tr>
<td>h. Motor vehicle theft</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>i. Arson</td>
<td>0</td>
<td>0</td>
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<table>
<thead>
<tr>
<th>Criminal Offenses - Public Property</th>
<th>2009</th>
<th>2010</th>
<th>2011</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Murder/Non-negligent manslaughter</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>b. Negligent manslaughter</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>c. Sex offenses - Forcible</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>d. Sex offenses - Non-forcible</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>e. Robbery</td>
<td>0</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>f. Aggravated assault</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>g. Burglary</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>h. Motor vehicle theft</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>i. Arson</td>
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<td>0</td>
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<table>
<thead>
<tr>
<th>Hate Offenses - On-campus</th>
<th>2009</th>
<th>2010</th>
<th>2011</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Murder/Non-negligent manslaughter</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>b. Negligent manslaughter</td>
<td>0</td>
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<tr>
<td>c. Sex offenses - Forcible</td>
<td>0</td>
<td>0</td>
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<td>d. Sex offenses - Non-forcible</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>e. Robbery</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>f. Aggravated assault</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>g. Burglary</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>h. Motor vehicle theft</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>i. Arson</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>j. Any other crime involving bodily injury</td>
<td>0</td>
<td>0</td>
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</table>

<table>
<thead>
<tr>
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<th>2011</th>
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<td>0</td>
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<tr>
<td>d. Sex offenses - Non-forcible</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>e. Robbery</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Crime Description</td>
<td>2009</td>
<td>2010</td>
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<td>----------------------------------------------------------------------------------</td>
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<td>0</td>
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<td>0</td>
</tr>
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<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>Arrests - On-campus</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. Illegal weapons possession</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>b. Drug law violations</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>c. Liquor law violations</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>Disciplinary Actions/Judicial Referrals - On-campus</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. Illegal weapons possession</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>b. Drug law violations</td>
<td>0</td>
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<td><strong>Disciplinary Actions/Judicial Referrals - Public Property</strong></td>
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<td></td>
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<tr>
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<td>0</td>
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<td>0</td>
</tr>
<tr>
<td>c. Liquor law violations</td>
<td>0</td>
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</tr>
</tbody>
</table>
LIBRARY

Prof. Julie Lim
Director of the Law Library
Room: 6-107
Phone: 718 340-4259
Email: lim@mail.law.cuny.edu

CIRCULATION POLICIES

The CUNY School of Law Library is not a lending library. Our collections are for the use of members of the Law School community and visitors. No library materials are permitted to leave the Law School building.

The library does, however, loan certain materials to members of the Law School community for use within the building. The library has established circulation rules that define loan periods for different classes of library materials. The goal of these rules is to facilitate access to library materials and to maximize convenience to library users, within the context of finite library resources. In applying these rules, the library staff takes into consideration the special and particular needs of all users.

<table>
<thead>
<tr>
<th>TYPES OF MATERIALS</th>
<th>LOAN CUNY Law Students</th>
<th>PERIOD CUNY Law Faculty, Staff and Administration**</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reference books</td>
<td>-NO-</td>
<td>-NO-</td>
</tr>
<tr>
<td>(including Shepard's citations)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Primary Sources and Primary Finding Tools</td>
<td>-NO-</td>
<td>-NO-</td>
</tr>
<tr>
<td>(including case reporters, statutes, regulations, digests, encyclopedias, form books, and the like)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>LIBRARY’S FIRST COPY</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ADDITIONAL COPIES</td>
<td>24 HOURS</td>
<td>24 HOURS</td>
</tr>
<tr>
<td>Reserve Materials</td>
<td>3 hours*</td>
<td>3 hours*</td>
</tr>
<tr>
<td>Legal Periodicals</td>
<td>-NO-</td>
<td>-NO-</td>
</tr>
<tr>
<td>UNBOUND</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BOUND</td>
<td>24 hours</td>
<td>3 weeks</td>
</tr>
<tr>
<td>Newspapers</td>
<td>-NO-</td>
<td>-NO-</td>
</tr>
<tr>
<td>Looseleaf Services</td>
<td>-NO-</td>
<td>-NO-</td>
</tr>
<tr>
<td>All Other Books</td>
<td>8 weeks</td>
<td>1 semester</td>
</tr>
</tbody>
</table>

*Reserve materials borrowed within three hours of closing time are due one-half hour after the library opens the next business day. This only applies when there is more than one copy on reserve. Please note that the Reserve Collection closes 15 minutes prior to the end of business hours. There is an after hours book drop return next to the Circulation Desk.

** CLRN staff may check out materials for CLRN Network members, subject to the restrictions set forth in the above policies.
## LIBRARY DIRECTORY OF SERVICES

<table>
<thead>
<tr>
<th>SERVICE</th>
<th>DESCRIPTION</th>
<th>CONTACT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Access to Libraries</td>
<td>*CUNY Libraries&lt;br&gt;CUNY law students with a current validated student ID have access to all CUNY libraries. A current validated student ID with a barcode will allow CUNY law students to check out books. In order to receive a barcode, please go to the Circulation Desk. The barcode also provides remote access to CUNY’s online abstract and full-text databases.</td>
<td>Circulation Desk</td>
</tr>
<tr>
<td>-JILP</td>
<td>Under the JILP program, CUNY law students with a current validated student ID have access to the law libraries at New York Law School and Brooklyn Law School. However, CUNY law students cannot check out books there, but CUNY Law Library can do an interlibrary loan of most books.</td>
<td></td>
</tr>
<tr>
<td>-Other Law Libraries</td>
<td>Access for CUNY Law students and faculty to nearly all metropolitan area law school libraries is facilitated by the use of “courtesy letters” which we will provide upon request the next business day. There are restrictions, set by the individual libraries. For example, NYU Law Library will allow access only for specific research and Columbia Law Library does not allow any access. Please note that access to other law libraries is a privilege and not a right. If a student or faculty is allowed access to other law libraries, she/he must follow the rules or policy of that host institution.</td>
<td></td>
</tr>
<tr>
<td>*Interlibrary Loan (ILL)</td>
<td>For information on interlibrary loan (ILL), please see “Interlibrary Loan” in this directory.</td>
<td></td>
</tr>
<tr>
<td>Audio recordings</td>
<td>All of the library's audio holdings are listed in the CUNY OPAC catalog. Recordings are kept on reserve at the Circulation Desk.</td>
<td>Circulation Desk</td>
</tr>
<tr>
<td>Book Orders</td>
<td>The library will accept suggestions for new acquisitions to its collection and will order new books, as appropriate. The library does not handle personal orders, nor orders for books to be distributed in courses.</td>
<td>Books for the library: Julie Lim (ext. 84259). &lt;br&gt;Books for distribution in courses: Bookstore (ext. 84489)</td>
</tr>
<tr>
<td>Borrowing of materials</td>
<td>See “Circulation Policies” in the Library Guide. <em>These services are available only to the CUNY Law School Community.</em></td>
<td></td>
</tr>
<tr>
<td>SERVICE</td>
<td>DESCRIPTION</td>
<td>CONTACT</td>
</tr>
<tr>
<td>---------</td>
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</tr>
<tr>
<td>*Computer-assisted legal instruction (CALI)</td>
<td>Interactive exercises on a wide variety of legal topics are available. For more information, please see Jonathan Saxon.</td>
<td>Jonathan Saxon (ext. 84242)</td>
</tr>
<tr>
<td>*Computer Systems</td>
<td>Except as listed in the Library Directory, all computer services—including maintenance of equipment, training, and dissemination of software—are handled by the Information Technology Office.</td>
<td>Information Technology Office (ext. 84456)</td>
</tr>
<tr>
<td>Course books</td>
<td>At least one copy of every course book is held on reserve at the Circulation Desk.</td>
<td>Circulation Desk</td>
</tr>
<tr>
<td>*Course reserve</td>
<td>Faculty teaching courses may place books and other materials for their courses on reserve at the Circulation Desk. Patrons requesting such materials should identify the name of the course when requesting these materials.</td>
<td>Circulation Desk</td>
</tr>
<tr>
<td>*Courtesy letters</td>
<td>See &quot;Access to Libraries.&quot;</td>
<td>Circulation Desk</td>
</tr>
<tr>
<td>CUNY OPAC Catalog</td>
<td>The Library's card catalog has been automated on the CUNY OPAC system. All questions regarding the use of CUNY OPAC—including reports of malfunctions—should be directed to the reference staff. CUNY OPAC is also available on the law library web site. See &quot;Internet Access.&quot;</td>
<td>Reference Librarians</td>
</tr>
<tr>
<td>Donations</td>
<td>The library gratefully accepts donations to its collections. Because all donated materials may not be essential to or appropriate for our collection, we reserve the right to discard or otherwise dispose of donated materials.</td>
<td>Julie Lim (ext. 84259)</td>
</tr>
<tr>
<td>Examinations</td>
<td>Previous selected course examinations are available in electronic format only. For instructions on how to access the exams file, please speak to a staff member at the Circulation Desk.</td>
<td>Circulation Desk</td>
</tr>
<tr>
<td>Faculty Research Support</td>
<td>The purpose of the program is to assist CUNY law faculty in their research endeavors.</td>
<td>Raquel Gabriel (84249) or <a href="mailto:faculty.research@mail.law.cuny.edu">faculty.research@mail.law.cuny.edu</a></td>
</tr>
<tr>
<td>*Group Study Rooms</td>
<td>The group study rooms are available for use by groups of two or more. The small group study rooms are available for use without the need to make reservations, but the Law School asks that you do not monopolize the space as it is important that these remain community spaces for everyone’s use. Please do not leave belongings unattended. We can not be held responsible for the security of these items. For more information, please read the email dated 8.22.12 sent by Dean Gibbs.</td>
<td></td>
</tr>
<tr>
<td>Hornbooks</td>
<td>All of the library’s current edition “Hornbooks” are held on reserve at the Circulation desk.</td>
<td>Circulation Desk</td>
</tr>
</tbody>
</table>

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<table>
<thead>
<tr>
<th>SERVICE</th>
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<tbody>
<tr>
<td>*Inter-library loans</td>
<td>The library staff will request books from other libraries on interlibrary loan, for appropriate law school educational purposes, as time and resources permit. Patrons making loan requests should be aware that it usually takes a few weeks to receive the requested items. See also “Access to libraries.”</td>
<td>Kathy Williams (ext. 84265)/Ricardo Pla (ext.84267) by email: <a href="mailto:interlibrary-loan-request@mail.law.cuny.edu">interlibrary-loan-request@mail.law.cuny.edu</a> or filing out a request from available at the Circulation Desk.</td>
</tr>
</tbody>
</table>
| *Internet Access | Internet access, including wireless, is available to current CUNY Law students, faculty, and staff throughout the building via Internet wireless network.                                                               | Information Technology Dept. (ext. 84456) for Internet access  
Jonathan Saxon (ext. 84242) for resources on the internet |
| *LEXIS-NEXIS     | LEXIS-NEXIS is available for use by current CUNY Law School students, faculty, and staff only.                                                                                                               | Jonathan Saxon (ext. 84242)                   |
| Microforms       | All of the library's microform holdings are listed on the CUNY OPAC catalog. Library staff will retrieve requested microforms for use on the reader-printers.                                                          | Circulation Desk                             |
| Newsletters      | Current issues of legal newsletters maybe requested at the Circulation Desk.                                                                                                                                  | Circulation Desk                             |
| Newspapers       | Current issues are held on reserve at the Circulation Desk. Older issues are discarded. The most recent issues of newspapers are placed in the newspaper racks near the Circulation Desk. | Current issues: Circulation Desk  
Older issues: Microforms Dept.                  |
| Nutshells        | At least one copy of most titles in the West Publishing Company's "Nutshell" series is held on reserve at the Circulation Desk.                                                                                  | Circulation Desk                             |
| Outlines/Study Aids | Legal outlines and similar study aids are kept on reserve at the Circulation Desk.                                                                                                                          | Circulation Desk                             |

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<table>
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<tr>
<td>Photocopies</td>
<td>Library photocopy machines accept copy cards that may be purchased from the Business Office in Room 5-109. Library personnel are trained to add paper and toner to the library photocopy machines and to perform simple troubleshooting. Please report all malfunctions to the Circulation Desk.</td>
<td>Service and repairs: Circulation Desk</td>
</tr>
<tr>
<td>Reference Services</td>
<td>The reference staff offers research assistance, primarily for the CUNY Law School community, during scheduled hours. The staff will also provide reference service to other library users, as time and resources permit; however, reference services does not include training in legal research methods, or legal advice of any kind.</td>
<td>Reference Desk</td>
</tr>
<tr>
<td>*Routed periodicals</td>
<td>As a current-awareness service, the library routs a variety of law-related journals, newsletters and newspapers to faculty and staff.</td>
<td>Ricardo Pla</td>
</tr>
<tr>
<td>*Use of Study Carrels</td>
<td>The study carrels are available on a first come, first serve basis. Use of library study carrels and tables is limited to day-to-day usage. They cannot be used for ongoing storage of personal belongings; e.g. coats, personal books, laptops, etc. The reason for this is two-fold: (1) space is limited in the library and (2) security issues. The Library cannot be held responsible if personal belongings are stolen, moved by others, etc. Also, your fellow students are denied access to a library study carrel when you leave your personal belongings to attend a review session, a meeting or class. Generally speaking, students should take all of their belongs with them if they will be gone from the area for more than a few minutes. If items remain unmoved or appear to have been left unused for a significant amount of time, Security may be asked to remove the items and store them for you until you pick them up.</td>
<td></td>
</tr>
<tr>
<td>*VHS/DVD</td>
<td>All of the library's media holdings are listed in the CUNY OPAC catalog. Recordings are available on 3-hour loan from the Circulation Desk. There is no overnight loan.</td>
<td>Circulation Desk</td>
</tr>
<tr>
<td>*Westlaw</td>
<td>Westlaw is available for use by current CUNY Law School students, faculty and staff only.</td>
<td></td>
</tr>
</tbody>
</table>

*These services are available only to the CUNY Law School Community*
THE CITY UNIVERSITY OF NEW YORK NON-DISCRIMINATION POLICY

Statement of Principles

The City University of New York, located in a historically diverse municipality, is committed to engendering values and implementing policies that will enhance respect for individuals and their cultures. The University believes that, in order truly to benefit from this diversity, the University must foster tolerance, sensitivity and mutual respect among all members of its community. Efforts to promote diversity and to combat bigotry are an inextricable part of the educational mission of the University. Diversity among the University's many members strengthens the institution, promotes the exchange of new ideas, and enriches campus life.

The University does not condone and will not tolerate discrimination or harassment in employment or in its educational programs and activities.

The City University of New York continues to recognize the important need to maintain at each campus equal access and opportunity for qualified students, faculty and staff from all ethnic and racial groups and from both sexes.

Policy Statement

It is the policy of The City University of New York and the constituent colleges and units of The University to recruit, employ, retain, promote, and provide benefits to employees and to admit and provide services for students without regard to race, color, creed, national origin, ethnicity, ancestry, religion, age, sex, sexual orientation, gender identity, marital status, legally registered domestic partnership status, disability, predisposing genetic characteristics, alienage, citizenship, military or veteran status, or status as victim of domestic violence.

Sexual harassment, a form of sex discrimination, is prohibited under the University's Policy Against Sexual Harassment.

The City University of New York, as a public university system, adheres to federal, state, and city laws and regulations regarding non-discrimination and affirmative action including, among others, Section 1324b of the Immigration and Nationality Act (INA), Executive Order 11246, as amended, Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, Section 402 of the Vietnam Era Veterans’ Readjustment Assistance Act of 1974, as amended, the Equal Pay Act of 1963, the Age Discrimination in Employment Act of 1967, as amended and the Age Discrimination Act of 1975, the New York State Human Rights Law and the New York City Human Rights Law. The "protected classes," as delineated in Executive Order 11246 (i.e. Black, Hispanic, Asian/Pacific Islander, American Indian/Alaskan Native and Women), were expanded on December 9, 1976 by the Chancellor of The City University of New York to include Italian-Americans.

The Office of Management and Budget further expanded these protected classes in 2006 to include two or more races (not Hispanic or Latino) and replaces Asian/Pacific Islander, with Asian (not Hispanic or Latino) and Native Hawaiian (not Hispanic or Latino) and Black will be renamed as Black or African American (not Hispanic or Latino).

Should any federal, state, or city law regulation be adopted that prohibits discrimination based on grounds or characteristics not included in this policy, this policy shall be read to prohibit discrimination based on those grounds or characteristics, as well.

Responsibility for Compliance

The President of each college of the University, the Senior Vice Chancellor at the Central Office, and the Dean of the Law School shall have ultimate responsibility for overseeing compliance with this Policy at his or her respective unit of the University.

Discrimination Complaints

The City University of New York is committed to addressing discrimination complaints promptly, consistently and fairly. There shall be a discrimination complaint procedure administered by each unit of the University.

Retaliation against any member of the University community who has made a complaint of discrimination is prohibited.

Board Approval: July 2010.
STATEMENT OF NON-DISCRIMINATION

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

Mary Nevins is the Law School’s Affirmative Action Officer and coordinator for the Age Discrimination Act, which prohibits age discrimination in federally assisted education programs. Her office is located in room 6-303 and her telephone number is (718) 340-4367.

Associate Dean Meredith Gibbs is the coordinator for Title IX, which prohibits sex discrimination in federally assisted education programs. Her office is located in room 5-108E and her telephone number is (718) 340-4583.

Dean of Students Cheryl Howard is the Law School’s ADA Coordinator and Meredith Gibbs is the Coordinator for Section 504, which prohibits discrimination on the basis of disability. Cheryl Howard’s office is located in room 5-107H and her telephone number is (718) 340-4487. Meredith Gibbs’ office is located in room 5-108E and her telephone number is (718) 340-4583.

POLICY ON DIVERSITY

The Law School is a public institution, committed to fostering respect for the rich diversity of our community, our city, our state, our nation, and, indeed, the world. To that end, the Law School has adopted the following:

THE FACULTY AND STAFF OF CUNY SCHOOL OF LAW AT QUEENS COLLEGE BELIEVE THAT WE HAVE A RESPONSIBILITY TO HELP CREATE A BAR THAT IS MORE DIVERSIFIED, AND MORE REPRESENTATIVE OF THE FULL RANGE OF PEOPLE THAT MAKE UP NEW YORK CITY AND THE UNITED STATES. ACCORDINGLY, WE ACTIVELY SEEK TO RECRUIT, EMPLOY, RETAIN, PROMOTE, AND TRAIN STUDENTS, FACULTY, AND STAFF OF ALL RACES, NATIONAL ORIGINS, CLASSES, AND BELIEF SYSTEMS, WITHOUT REGARD TO SEX OR SEXUAL ORIENTATION, OR TO AGE OR MARITAL OR PARENTAL STATUS. THIS COMMITMENT IS REFLECTED IN ALL THAT WE DO, BEGINNING WITH OUR ADMISSIONS POLICIES: WE LOOK AT THE WHOLE APPLICANT IN ACCORDANCE WITH THE BROAD AND INCLUSIVE CRITERIA APPROVED BY THE BOARD OF TRUSTEES OF THE CITY UNIVERSITY OF NEW YORK.

We are all very serious about abiding by this policy. To that end, we foster an exchange of views and ideas that may often be impassioned, but should never be hostile or disrespectful. We believe this attitude to be critical to the most professional practice of law, as well as to the productive functioning of our Law School.

In the event any member of the community experiences or witnesses behavior that violates this policy, he/she should immediately report the incident to the Office of Student Affairs. There is a procedure in place to handle such violations and all reports will be investigated thoroughly so that appropriate action may be taken.

The Law School and the Public Safety Department respect the rights and dignity of every student without regard to race, ethnicity, nationality, religion, sexual orientation, disability, sex, or gender identification. The Law School abides by the principle of non-discrimination. In terms of gender identification, we provide two gender neutral, single occupancy bathrooms on each floor. Additionally, individuals have the right to use multi-stall bathrooms consistent with their own gender identity. They also have the right to be free from harassment, exclusion, or other bias. Questions about these procedures should be referred to the Committee on Sexual Harassment, Workplace Violence and Campus Security.
GOVERNING BODIES

GOVERNANCE PLAN THE CITY UNIVERSITY OF NEW YORK SCHOOL OF LAW AT QUEENS COLLEGE

I. INTRODUCTION

A. PURPOSES

1. The central purpose of The City University School of Law at Queens College (the “Law School”) is to create an educational program that will train students for the practice of law in the service of human needs and honor students’ aspirations toward building a legal career that reflects their commitment toward justice, fairness, and equality. The organization of work and life at the Law School is designed to encourage students to think actively about their life choices, their evolving concept of professionalism, and the content and processes of the law itself, in ways that foster their capacity to practice law in a socially useful manner.

2. This Governance Plan is intended to provide a governance system for the Law School that facilitates the realization of this commitment. This Governance Plan should be read consistent with the Bylaws of the Board of Trustees of The City University of New York, and nothing in this Plan should be read as inconsistent with the Bylaws of the Board of Trustees unless specifically so stated in this Governance Plan. The procedures that follow seek to encourage a spirit of relationship, trust, and community that operates within a framework of rules. The rules are designed to provide a framework within which people motivated by a sense of shared mission can operate in a manner that encourages responsibility and participation by all members of the Law School community.

3. In order to serve these ends, a governance system needs to respect both democratic modes of participation and an institutional authority that enables the Law School to maintain a coherent and coordinated expression of its purpose.

B. STATUS WITHIN THE CITY UNIVERSITY

1. The City University School of Law at Queens College is a unit of The City University of New York ("The City University"). The Law School is a constituent element, similar to a college of The City University and shall have ties to all institutions within The City University.

C. TITLES AND DEFINITIONS

1. The Board or Board of Trustees means the Board of Trustees of The City University of New York.

2. The authorization and definition of titles for faculty, permanent Instructional staff, other instructional staff, and classified (non-instructional) staff at the Law School shall include only those titles authorized and defined in the Bylaws of the Board of Trustees.

3. Notices of reappointment at the Law School shall be handled in accordance with the Bylaws of the Board.

4. The term “administrative staff” or “administrators” shall mean full-time members of the instructional staff within the meaning of Section 6.1 of the Board of Trustees’ Bylaws who are not members of the faculty.

5. The term “support staff” refers to persons, other than students enrolled at the Law School, who are working full-time at the School, or who have worked part-time, at least 10 hours per week, at the School for at least six months, and are not members of the instructional staff.

II. THE DEAN

A. AUTHORITY OF THE DEAN

1. The Dean of The City University School of Law at Queens College shall be the chief educational and administrative officer of the Law School. The Dean of the Law School shall be a member of the CUNY Council of Presidents and shall have, subject to the provisions and exceptions contained in this Governance Plan, the duties and responsibilities of a college president as stated in Section 11.4 of the Board of Trustees Bylaws and other policies and resolutions of the Board. The Dean of the Law School shall have, subject to the provisions and exceptions contained in this Governance Plan, all of the rights and responsibilities of a president relative to all collective bargaining agreements, rules and regulations of CUNY Classified Service and all other policies and procedures issued by the City University of New York.

2. The Dean may be removed by the Board upon the recommendation of the Chancellor after consultation with the faculty of the Law School. The Dean of the Law School shall be a tenured member of the Law faculty.

3. The Dean of the Law School shall exercise all the responsibilities customarily exercised by law school deans. He/she shall consult with and report to the Chancellor. He/she shall have the affirmative
responsibility for developing the academic program, enhancing the educational standards and assuring the academic excellence of the Law School. Such responsibility shall include but not be limited to the following duties:

a. to recommend, as stated in this Governance Plan, the appointment, promotion, and tenure of persons who will contribute to the improvement of the Law School program. These recommendations shall be consistent with the immediate and long-range objectives of the Law School;

b. to advise the Chancellor and the Board of Trustees on matters concerning the program of the Law School;

c. to provide advice concerning other law-related programs within The City University and to make recommendations on the development and operation of such programs;

d. to supervise and manage the work of the Law School faculty and employees, and to carry into effect the Bylaws, resolutions and policies of the Board of Trustees;

e. to prepare and implement a long-range plan for the Law School;

f. to act as chairperson of the faculty of the Law School and the Law School Committee on Personnel and Budget;

g. to review and recommend to the Chancellor and other appropriate officials the actions of the Law School faculty on matters of curriculum and other matters falling under faculty jurisdiction;

h. to consult with appropriate faculty committees on matters of appointments, reappointments, and promotions, taking systemic student evaluations into account;

i. to develop Law School activities that enhance the Law School’s involvement and reputation in the legal community;

j. to develop integrated courses of study with law-related disciplines;

k. to prepare and present an annual Law School budget to the Chancellor;

l. to appoint such ad hoc and/or special committees as appropriate.

B. APPOINTMENT AND REAPPOINTMENT OF THE DEAN

1. When a vacancy occurs or is expected in the office of the Dean of the Law School, a Search Committee shall be established under the Board guidelines for Presidential searches.

2. A committee which will be constituted in the same fashion as a Presidential Review Committee will be appointed at the beginning of every fifth year of a Dean’s term to serve as a Review Committee to review the Dean’s performance. This committee will make a report to the Chancellor.

III. THE FACULTY

A. ORGANIZATION AND DUTIES

1. The faculty of the Law School will meet monthly, during the academic year, on the dates set forth in a calendar distributed at the start of each semester by the Dean. The faculty shall also meet on call of the Dean or upon the petition of 1/3 of the faculty, and the Dean will preside at its meetings. Within general policies established by the Board of Trustees, through its Bylaws, resolutions, policies, rules, regulations, and this Governance Plan, the Dean and Faculty of the Law School shall have the responsibility for formulating and administering the program of the School including such matters as faculty selection, retention, promotion and tenure; curriculum; methods of instruction; admission policies; and academic standards of retention, advancement and graduation of students.

2. The presence of a majority of the voting faculty shall constitute a quorum. A quorum shall be necessary for the transaction of any business. Business shall be conducted in accordance with Robert’s Rules of Order, latest edition. Minutes shall be kept of all meetings. The faculty may adopt such additional procedures for the discharge of its responsibilities under this Governance Plan, as it may deem necessary, subject to the approval of the Dean.

3. The agenda for the regular monthly faculty meeting shall be proposed by the Dean and distributed to the faculty within a reasonable time prior to the meeting. Any member of the faculty may add items to New Business. The proposed agenda shall be adopted by the faculty, by a vote of a majority of those present if a quorum is present, at the beginning of each faculty meeting and may be amended by the faculty by the same vote prior to its adoption. Once adopted the agenda may be amended in any manner by a 2/3 vote.
4. A faculty member who misses three regular faculty meetings during an academic year shall not be entitled to vote nor be counted towards a quorum at all faculty meetings for the remainder of the academic year in which the third absence occurs. Faculty members facing the loss of voting rights may appeal to the remaining voting faculty for a waiver of this rule by providing good and sufficient reasons. The waiver shall be granted if 2/3 of faculty present at a faculty meeting vote to approve the waiver.

5. The student government is authorized to elect three students, one from each class, who must be in good standing, to serve as ex-officio members of the faculty for the purpose of faculty meetings. The student government is also authorized to elect students in good standing to be the student members of faculty committees, except where otherwise specified by this Governance Plan or the Bylaws or resolutions of the Board of Trustees. All elected students must remain in good standing to retain their seats on committees or in student government; all serve for a one-year term and may be reelected. No student may serve in more than two elected positions under this Governance Plan, including student government, at a time. When a vacancy occurs, the student government may fill the vacant seat for the remainder of the term.

B. FACULTY COMMITTEES

The Faculty committees shall be those specified below and shall also include any additional committees created from time to time by action of the Faculty or the Dean.

1. The Personnel and Budget Committee

a. The Law School shall establish a Personnel and Budget Committee which shall be composed of five persons. Members of the Personnel and Budget Committee shall be Law School faculty members elected in accordance with the Bylaws and written policies of the Board of Trustees and one second or third year student elected by the students as a non-voting member. The manner of constituting the committee, and the procedure to be followed by it, shall be subject to the approval of the Dean of the Law School. This committee shall review all recommendations for appointment and reappointment, with or without tenure, to the faculty, and promotion in rank, special salary increases and increments, and applications for fellowship and other leaves. Additionally, the Committee on Committees may appoint other committees, when needed, to review faculty candidates and to develop reports, make factual findings, and make recommendations to the P & B on reappointment, tenure, and/or promotion. Upon receiving these reports and the factual record underlying them, the P & B shall make an independent assessment and recommendation to the Dean. These other committees shall review candidates’ qualifications under the policies and standards of the City University of New York as set forth in the Bylaws, personnel policies, and resolutions of the Board of Trustees of the City University of New York. It shall recommend action thereon to the Dean. The Dean of the Law School will be one of the five members of the Law School Personnel and Budget Committee and shall serve as Chair.

b. A Faculty Search Committee shall report its recommendations to the faculty for discussion and then to the Dean. The Dean shall review the recommendations and make his or her own recommendation regarding each faculty appointment to the Personnel and Budget Committee.

c. The Personnel and Budget Committee shall review the recommendations of the Dean, consult with the full-time tenured and tenure-track faculty, and shall make its own recommendation regarding each faculty appointment to the Dean.

d. The Dean shall review the recommendations of the Personnel and Budget Committee and shall recommend to the Chancellor for appointment, only those persons who he/she is reasonably certain will contribute to the improvement of the academic excellence of the Law School.

e. The Chancellor will review the Dean’s recommendations in accordance with Section C of this Article.

2. Faculty Search Committees and Faculty Appointments

The Dean, in consultation with the Personnel and Budget Committee, shall establish such Faculty Search Committees as are appropriate. All Faculty Search Committees shall adopt and follow appropriate procedures in order to assure compliance with The City University Affirmative Action policies and procedures. The Dean shall appoint a student member to each Search Committee.

3. Faculty Reappointment, Promotion, and Tenure Review Procedures

a. The Personnel and Budget Committee and all other committees charged with the review of faculty shall review all candidates’ qualifications under the policies and standards of The City University as set forth in the
Bylaws, personnel policies, and resolutions of the Board of Trustees of The City University of New York.

b. The Dean shall review the affirmative recommendation(s) of the Personnel and Budget Committee and shall recommend to the Chancellor for reappointment, promotion, and tenure only those persons who he/she is reasonably certain will contribute to the improvement of the academic excellence at the Law School.

c. The Chancellor shall review the Dean’s affirmative recommendations in accordance with Section C of this Article.

4. The Admissions & Admissions Policy Committee

The Admissions & Admissions Policy Committee shall include the Assistant Dean for Enrollment Management and Director of Admissions, not fewer than three faculty, and two students who are members of the second or third year classes. Faculty appointments shall be for a term of two years.

a. The Admissions & Admissions Policy Committee shall review individual candidates for admission and recommend admissions policy, subject to the approval of the faculty, the Dean and the Chancellor.

b. No applicant may be admitted by the Law School except on the affirmative vote of the Admissions & Admissions Policy Committee. The Committee shall follow procedures that have been approved by the faculty and the Dean.

5. Scholastic Standards and Academic Standing Committee

a. The membership of the Scholastic Standards and Academic Standing Committee shall include an Associate Dean, who shall chair the Committee, not fewer than four faculty members and two third-year students.

b. The Committee shall review policies and procedures concerning scholastic standards and assist in the development of academic support systems for students.

c. The Committee shall apply the academic standards of the Law School to individual students from the time of admission until the granting of the Juris Doctor. The Committee will receive and act upon student appeals relating to academic matters.

6. The Curriculum Committee

a. The Curriculum Committee shall be composed of not fewer than four faculty and three student members. The term of all faculty members shall be two years.

b. The Curriculum Committee shall have authority to consider all proposals to review, modify, or develop the course of study for each of the three years, and all proposals relating to the educational program; including, but not limited to, evaluation of student work and scheduling.

7. Committee on Committees

a. A Committee on Committees shall be constituted each year, consisting of the Dean, two faculty members elected by the faculty, one student elected by the student government and one staff member elected by the administrative and support staff.

b. The Committee shall recommend, except with respect to committees that consider personnel matters or where specified in this Governance Plan or the Bylaws of the Board of Trustees, how many, if any, members of the faculty, administrative staff, and support staff shall be nominated to each committee. The Committee shall also propose nominations for membership and chair for each committee that shall be submitted to the faculty for election, substitution or addition. Except where the Board of Trustee Bylaws or resolutions are to the contrary, the normal term of office for faculty members on committees shall be two years and for students, one year. Committee members may be reelected unless the charge of the committee or rules of the Board of Trustees limits a member's term.

C. APPOINTMENTS AND REAPPOINTMENTS TO, AND PROMOTIONS WITHIN, THE INSTRUCTIONAL STAFF PROCEDURE

1. All appointments and reappointments, including reappointments with tenure, to, and promotions within the instructional staff, except where otherwise provided, shall be recommended to the Dean who shall review the recommendations and recommend to the Chancellor only those persons who he/she is reasonably certain will contribute to the academic excellence of the Law School.

2. The Chancellor shall review the Dean’s affirmative recommendations and shall recommend to the Board of Trustees for appointment, reappointment, promotion and/or tenure only those persons who he/she is reasonably certain will contribute to the improvement of the academic excellence at the Law School.
D. APPEALS

1. A Faculty member may appeal a negative decision of the Personnel and Budget Committee regarding his or her candidacy to the Dean, who shall consider, decide and notify the candidate regarding the appeal.

IV. APPOINTMENT AND REAPPOINTMENT OF EXECUTIVES AND ADMINISTRATORS

A. INITIAL PROCESS FOR APPOINTMENT AND REAPPOINTMENT OF ADMINISTRATORS OTHER THAN THOSE IN EXECUTIVE PAY PLAN TITLES

1. Proposed appointments, other than acting or substitute appointments, to positions on the administrative staff shall be reviewed initially, after a search, by the Dean.

There shall be an Administrative Screening and Review Committee. The Dean shall make his/her recommendations to the Administrative Screening and Review Committee. The members of the Administrative Screening and Review Committee shall be appointed by the Dean and shall consist of no fewer than three members, at least one of whom must hold a professorial appointment, and a majority of whom must be administrators. An Associate Dean shall chair the Administrative Screening and Review Committee.

2. The Committee will review proposed appointments and reappointments, and proposed title and salary recommendations, for administrative positions to assure that the applicable University standards have been met and that rates of pay for members of the Law School administrative staff take into account comparable rates at metropolitan area law schools and other institutions in The City University and, to the extent practicable, are commensurate for those with comparable tasks and comparable experiences within The City University. The Committee shall make its recommendation to the Dean. The Dean shall review those recommendations in making his/her own recommendation to the Chancellor for appointment or reappointment.

B. EVALUATION OF ADMINISTRATORS OTHER THAN THOSE IN EXECUTIVE PAY PLAN TITLES

Evaluation of the work of persons on the administrative staff is ultimately the responsibility of the Dean. The Dean, in consultation with the Administrative Screening and Review Committee as outlined in Section A above, may recommend for appointment or reappointment persons holding such titles in accordance with established University procedures.

C. APPOINTMENT OF PERSONS HOLDING PROFESSORIAL TITLES TO ADMINISTRATIVE DUTIES OTHER THAN THOSE IN EXECUTIVE PAY PLAN TITLES

1. The Administrative Screening and Review Committee of the Law School may recommend to the Dean that an administrative position be filled by an individual whose title is law school instructor, law school assistant professor, law school associate professor, law school professor, or law school lecturer. Such recommendation may, but need not, include a recommendation that the person receive a change in remuneration for work in that title.

2. If the Dean concurs with their recommendation he/she may make such a recommendation to the Chancellor in accordance with the procedures for appointments to the instructional staff.

D. APPEALS

1. An administrator may appeal a negative decision of the Administrative Screening and Review Committee regarding his or her candidacy to the Dean, who shall consider, decide, and notify the candidate regarding the appeal.

V. BOARD OF VISITORS

A. There shall be a Board of Visitors for The City University School of Law at Queens College appointed by the Chancellor. The Board of Visitors shall be made up of distinguished jurists, lawyers, scholars, and other interested persons. Its role will be to advise the Law School about its academic program, its role in the community, placement of graduates and the like. It shall assist the Dean, the Chancellor and the Board of Trustees in all aspects of the Law School’s development efforts. It shall serve as a liaison between the Law School, the legal profession, and the public and private groups, which are served by the legal profession and participate in the legal process.

B. Members of the Board of Visitors will be appointed for three-year terms upon the recommendation of the Dean of the Law School, with the concurrence of the Chancellor.

C. The membership of the Board of Visitors should reflect the Law School’s role in the Borough of Queens, in the City, the State, and the Nation. The Board of Visitors shall be governed by Bylaws promulgated by the Board of Visitors.
VI. AMENDMENTS

A. AMENDMENT PROCEDURE

1. Amendments to this Governance Plan may be recommended by the Faculty, the Dean, or the Chancellor. Any recommendations which originate in the Law School Faculty must be first submitted to the Dean for consideration. The Dean shall review the Faculty recommendation(s). Any recommendation in whole or in part approved by the Dean or any modification thereof that the Dean determines to be in the best interests of the Law School shall be recommended to the Chancellor for further consideration.

2. The Chancellor shall review the Dean’s recommendations. Any recommendation in whole or in part approved by the Chancellor or any modification thereof that the Chancellor determines to be in the best interests of the Law School shall be recommended to the Board for approval.

3. No change in this Governance Plan shall be implemented until it has been adopted by the Board. Amended by the faculty on December 10, 2008 Approved by the Board of Trustees on February 23, 2009

Amended Dec. 9, 2008, approved by CUNY Board of Trustees March 23, 2009.

CUNY SCHOOL OF LAW STUDENT GOVERNMENT CONSTITUTION

PREAMBLE

We, the students of the CUNY School of Law, affirm that we have power to effect change within our community. Our history of struggle reveals that individual, group, and class concerns impact us all and thus ought to be the concern of all; therefore, we shall create an environment that supports, respects, and thrives on the differences among us. We also affirm that the protection of our rights and freedoms as students requires an organized, active, and unified Student Government; therefore, we charge our Government with the duty to provide an inclusive forum to actively address students’ needs and concerns and with the duty to maintain an engaged, informed and supportive law student community, which will, by its example, reverberate throughout the larger legal community.

ARTICLE I | NAME

The name of this organization shall be the Student Government of the CUNY School of Law, hereinafter referred to as the SG.

ARTICLE II | PURPOSE

The purposes of the SG shall be:
1. To provide a forum for discussion of matters affecting the student body as a whole;
2. To be an independent mechanism for unified student action and unified student voice in areas of academics, government, political and social concerns; and
3. To coordinate and facilitate the process for selection of student representatives in the CUNY School of Law’s governance system.

ARTICLE III | PARLIAMENTARY AUTHORITY

A. Enforcement and legislation

The SG shall have the power to enforce, by appropriate legislation, including SG Bylaws, Rules, and Resolutions, the provisions of this Constitution.

B. Creation of Committees, Offices, and other entities

The SG may create Standing Committees, ad hoc committees, Offices, or other subordinate entities in order to facilitate the commencement and/or continuation of activities which are in accordance with the purposes of the SG, including activities of investigation and activities intended to further policies adopted by the SG.

C. Appearance requests

The SG may hold hearings and issue requests for individuals to appear at any of its Sessions or hearings for the purpose of obtaining information or performing oversight functions relevant to its purposes.

ARTICLE IV | MEMBERSHIP

A. Standing for Membership

Any matriculated student, registered at the CUNY School of Law, is eligible to run for a seat on the SG as a Member of the SG.

B. Number of Members
Eight members from each class shall be elected from the student body at large during the annual General Election.

C. Voting power of Members

1. Each member shall have the power to cast one vote for each vote called during any and all Sessions at which they are present, unless that Member is either chairing the session or is the subject of a current impeachment proceeding.

2. The presiding officer of any Session shall refrain from voting except in the event of a tie among the other members present at that Session.

D. Responsibilities of Members

Each member shall attend all General Sessions and Special Sessions, and shall make good faith efforts to attend any Emergency Sessions.

Each member shall serve either as an officer, or as a member of one of the internal standing committees, or as a student representative on one of the external standing committees.

To the extent necessary to enable the officers to perform their required functions adequately, each member shall make himself or herself available to the officers by providing both a phone number and an email address by which the officers may reliably contact that member. The phone number and preferred email address shall be accessible only to the SG officers and shall be shared with others only upon the express consent of the member in question.

In the event that a member reasonably anticipates not attending any General or Special Session, that member shall notify the Whip as soon as possible of his or her anticipated absence, providing an explanation for the anticipated absence that is sufficiently detailed such that the Whip will be able to determine whether the absence should be deemed excused or unexcused.

In the event that a member fails to attend any General or Special Session, that member shall, on his or her own initiative, contact the Whip within one day following the absence. If he or she has not already done so, the member shall provide the Whip with an explanation for the absence that is sufficiently detailed such that the Whip will be able to determine whether the absence should be deemed excused or unexcused.

E. Filling Member vacancies

1. If at any time a Member resigns or is removed, that Member’s seat shall be declared vacant and shall be offered to the candidate who in the most recent SG General Election received the most votes from among the remaining candidates of that Member’s class. If such candidate declines to fill the vacant seat, the seat shall then be offered to the candidate with the second most votes from among the remaining candidates of that class, and so on in descending order, until either the vacant position has been filled by an acceptance or the list of the remaining candidates has been exhausted.

2. In the event that the list of the remaining candidates has been exhausted, the SG shall hold a Special Election in order to fill the vacant seat. The Special Election shall be put to the student body at large and governed by the same rules as the General Election held by the Office of Student Affairs. Any student from the class of the member whose seat has been vacated may run for the vacated seat. The winner of the Special Election shall be entitled to hold the vacant position for the rest of the academic year.

ARTICLE V | OFFICERS

A. Types

There shall be four Officers who altogether shall comprise the Executive Membership of the SG:

(1) the President;
(2) the Vice President;
(3) the Secretary; and
(4) the Whip.

B. Qualifications

All Officers shall be duly elected Members of the SG.

C. Vacancies

In the event of an Officer’s resignation or removal, the remaining Officers of SG shall call a Special Election within two weeks of the representative’s resignation or removal by impeachment. The Special Election shall then be held during the Session immediately following the call for a Special Election.

D. Responsibilities

1. The President

   a. Within two weeks after his or her election, the President shall propose and, upon majority approval by the other Members of the Steering Committee, schedule
at least six General Sessions for each semester of the academic year.
b. Agenda. The President, in consultation with the Members of the Steering Committee, shall set the Agenda for every Session.
c. Sessions. The President shall preside at all Sessions unless either absent, subject to a current impeachment proceeding, or otherwise disabled from presiding. In presiding over the Sessions, the President shall strive to ensure constructive deliberation, the efficient use of time, and effective decision-making among the Members.
d. Oversight of all SG functions. The President shall be the individual primarily responsible for the oversight and coordination of all of the standing activities of the SG.
e. Student Liaison to Administration and other entities. The President shall be responsible for acting as the chief liaison of the student body to the administration, faculty, staff, and relevant individuals and organizations outside the law school community, and to that end shall be responsible at all times for making good faith efforts to be both informed about and representative of students’ interests, positions, and concerns.
f. Deans’ Forums. The President shall preside at and set the agenda for all Deans’ Forums.
g. To the extent necessary to discharge all of his or her responsibilities, the President may delegate a lesser portion of the responsibilities of the Office of the President to the Vice President; provided, however, that such delegation does not impede the Vice President from discharging the responsibilities or the Office of the Vice President.
h. Advice. If requested by the incoming President, the outgoing President shall provide instruction and other advice to the incoming President on the responsibilities of the office for a reasonable period of time.

2. The Vice President

a. The Vice President shall attend and stand ready to preside at all properly convened meetings, including but not limited to General Sessions, Special Sessions, Emergency Sessions, and Deans’ Forums.
b. The Vice President shall assume the responsibilities of the President should that office become vacant or in the President’s absence.
c. Committees point person. The Vice President shall be responsible for informing the SG General Body of the activities of both the internal committees and the external committees.
d. In the event that the Secretary is not present at a properly convened meeting, the Vice President shall prepare minutes for that meeting; provided, however, that if the Vice President is presiding at the meeting in question, then the Whip shall be held responsible for preparing the minutes.
e. Appointment of replacement Chairs. In the event that a Chair fails to submit two reports to the Whip in accordance with the requirements of Article III, the Vice President shall appoint another member of that Committee to be Chair.
f. If requested by the incoming Vice President, the outgoing Vice President shall provide instruction and other advice to the incoming Vice President on the responsibilities of the office for a reasonable period of time.

3. The Secretary

Agenda. The Secretary shall distribute the Agenda for each Session to all Members by email no later than twenty-four hours prior to that Session.
Minutes. The Secretary shall attend and prepare minutes for all properly convened meetings, including but not limited to General Sessions, Special Sessions, Emergency Sessions, and Deans’ Forums.
Compilation of records. The Secretary shall be responsible for compiling in orderly fashion all minutes, agendas, legislative documents, official SG communications, and other similar documents, which were either created or modified during the Secretary’s term. All documents shall be promptly archived and released as required by the Office and Records Management Committee and by the Communications Committee, respectively.
If requested by the incoming Secretary, the outgoing Secretary shall provide instruction and other advice to the incoming Secretary on the responsibilities of the office for a reasonable period of time.

4. The Whip

a. Attendance. The Whip shall be responsible for taking attendance at each Session.
b. Session Reminders. The Whip shall email to all Members of the SG reminders of each upcoming General or Special Session two days before that Session is to take place.
c. Follow-up on absences. The Whip shall contact, by phone and/or email, any and all Members who were absent at the most recent Session within two days of the absence. The Whip shall ask any and all such Members to give a reason for his or her absence for the purpose of determining whether the absence was excused or unexcused. The Whip shall record the
reason(s) given by such Member(s) and submit such records to the Secretary.

d. Excused and unexcused absences. The Whip shall be authorized to determine whether the absence of any Member at any and all General and Special Session is an excused absence or an unexcused absence. The Whip shall be the sole Member authorized to determine whether a given absence falls within one of the following categories of excused absences:
   (1) Emergency illness;
   (2) Conflict due to work or class;
   (3) Conflict due to attendance at an external Committee meeting; or
   (4) Religious holiday or personal emergency.

e. Compiling reports of Chairs. The Whip shall compile the status reports from the Chairs of all SG Standing Committees and present them to the President and Vice President within one day following the receipt of the reports from the Chairs. In the event that a Chair fails to provide a report to the Whip in accordance with the requirements of Article III, the Whip shall contact the Chair and remind that Chair to submit a report immediately.

ARTICLE VI | COMMITTEES

A. Categories

1. Internal committees. For the purposes of this Constitution, “internal” committees means:
   (a) all of the SG Standing Committees;
   (b) the SG Steering Committee; and
   (c) any ad hoc committees created by the SG.

2. External committees. For the purposes of this Constitution, an “external” committee means any committee in the Law School’s governance system which was not created by the SG and on which committee at least one seat is reserved for a student representative.

B. SG Standing Committees

1. Types

There shall be six SG Standing Committees:

(a) The Budget and Finance Committee;
(b) The Office and Records Management Committee;
(c) The Communications Committee;
(d) The Polling Committee;
(e) The Academic Affairs Committee; and
(f) The CUNITY Committee.

2. Jurisdiction and enumerated responsibilities

a. The Budget and Finance Committee

i. Jurisdiction

The Budget and Finance Committee shall have jurisdiction over the design and implementation of such Rules and other protocols on the SG’s budget and finances as are necessary to ensure both the adequate funding of the SG and the prudent use of SG funds.

ii. Enumerated responsibilities

The Budget and Finance Committee shall:

A. Propose an SG budget within two weeks after notification of the Law School Association’s tentative budget allocations and submit the proposed budget to the SG General Body for approval by majority vote;
B. Promulgate Rules governing the use of SG funds;
C. Maintain accurate and orderly records of all expenditures and receipts by the SG;
D. Be responsible for overseeing any SG fundraising initiatives; and
E. Draft the SG’s budget proposal to the LSA for the upcoming academic year.

b. The Office and Records Management Committee

i. Jurisdiction

The Office and Records Management Committee shall have jurisdiction over the design and implementation of such Rules and other protocols governing the use of the SG office space, the SG bulletin boards, and SG records as are necessary to ensure the maintenance of an office which promotes the transparency, accessibility, efficiency, and overall effectiveness of SG.

ii. Enumerated responsibilities

The Office and Records Management Committee shall:

A. Promulgate Rules governing the use and maintenance of the SG office space, the SG bulletin boards, and SG records;
B. Ensure the physical maintenance of an orderly SG Office, and to that end also remind students and students organizations to remove items stored in the SG office after a period of time in accordance with the Rules which have been promulgated by this Committee; and
C. Archive all SG documents in a prompt, orderly, and accurate fashion.

c. The Communications Committee
i. Jurisdiction

The Communications Committee shall have jurisdiction over the design and implementation of such Rules and other protocols governing SG communications as are necessary to ensure that the student body is adequately informed of the SG’s activities and goals.

ii. Enumerated responsibilities

The Communications Committee shall:

A. Ensure timely maintenance of the website;
B. Ensure the prompt and accurate release of SG public documents to the student body at large and/or the school community as a whole; and
C. Lead initiatives to utilize the unique resources of the SG website and any other web-based communications.

d. The Polling Committee

i. Jurisdiction

The Polling Committee shall have jurisdiction over the design and implementation of such Rules and other protocols governing all polls conducted by the SG as are necessary to ensure that the SG is adequately informed of the needs and interests of the student body.

ii. Enumerated responsibilities

The Communications Committee shall:

A. Design, in consultation with the officers and chairs of the Standing Committees, polls which are pertinent and relevant to the student body, and which have the intent or effect of keeping the student body informed about current events and promoting collective student action on issues or events with significant impact on the community;
B. Conduct these polls in an efficient, accountable, and reliable manner; and
C. Work together with the Officers to develop protocols for releasing the results of these polls.

e. The Academic Affairs Committee

i. Jurisdiction

The Academic Affairs Committee shall have jurisdiction over the design and implementation of such Rules and other protocols governing the measures taken by the SG to address issues pertaining to the academic life of students at the Law School.

ii. Enumerated responsibilities

The Academic Affairs Committee shall:

A. Be responsible for soliciting and recording concerns, problems, and other comments from the student body on matters of academic policy, teaching quality, curriculum, and other matters pertaining to academic life at the Law School;
B. Recommend any measures that it believes the SG should take on particular matters within its jurisdiction.

f. The CUNITY Committee

i. Jurisdiction

The CUNITY Committee shall have jurisdiction over the design and implementation of such Rules and other protocols as are necessary to ensure the protection and promotion of the sense of community at the Law School, which sense is both unique among schools and essential to the fulfillment of the dual mission of the school.

ii. Enumerated responsibilities

The CUNITY Committee shall:

A. Organize student forums on issues and problems significantly affecting the student body;
B. Plan and execute the End of the Year party;
C. Work with different members of the school community, including leaders of student organizations, faculty members, and administrators, on the resolution of conflicts within the community and organize events or actions designed to help resolve such conflicts.

3. Chairs

a. Qualifications

i. Each Standing Committee shall be chaired by a Member of the SG.
ii. The Budget and Finance Committee shall be chaired by the President.
iii. The Communications Committee shall be chaired by the Vice President.
iv. The Office and Records Management Committee shall be chaired by the Secretary.

b. Appointments

The President shall nominate, and the SG General Body shall approve by simple majority at a Session, the Chairs of the Polling, Academic Affairs, and CUNITY Committees.
c. Responsibilities

i. Selection of other Committee members. Each Chair shall be responsible for recruiting and selecting other students to serve on the Standing Committee of which he or she is Chair. The total number of members of any given Standing Committee shall be proposed by the Chair of that Committee and shall take effect unless overruled by a majority of SG Members at a Session. In all cases, however, the total number of members of any Standing Committee shall be large enough to ensure the fulfillment of the enumerated responsibilities of that Committee. The non-Chair members of the SG Standing Committee need not be Members of the SG; however, in the event that both Members of the SG and students who are not SG Members are willing to serve on the Committee and the Chair must choose some individuals over others, the Chair shall give preference to Members of the SG over non-SG Members.

ii. Status reports. Each Chair shall prepare concise written reports on the current status of his or her Committee’s tasks, deliberations, and actions. A report shall be due to the Whip at the beginning of each week for which classes are in session; provided, however, that if there is no status change, then the Chair may simply send the Whip a brief written message indicating the lack of change in status. The Chair’s status report should not be longer than three paragraphs and shall consist of the following:

A. a list of the specific tasks that the committee has been charged with performing;
B. any progress made by the Committee on these tasks during the past week; and
C. what measures the committee needs and plans to take next.

d. Dereliction of duty

If a Chair fails to send two or more updates to the Whip as specified in Art. VI(B)(3)(b)(1), then the Chair shall lose his or her seat as Chair and the Vice President shall appoint another Member of that Committee to be Chair.

C. SG Steering Committee

Composition. The Steering Committee shall be composed of the Officers of the SG and the Chairs of the SG Standing Committees.

Time-sensitive decisions. The SG General Body may, by appropriate legislation, authorize the members of the Steering Committee to make decisions on behalf of the General Body on matters which are time-sensitive but which also counsel deliberation among a body not solely comprised of the Executive Members.

D. External committees

Qualifications

Any Member of the SG may serve on an external committee.

Appointments

Who may nominate. Any member of the Steering Committee may nominate a Member of SG, including himself or herself, to serve as a student representative on any external committee containing a student representative seat which is filled neither by means of election by the student body at large nor by administrative appointment.

Nomination and approval. A valid appointment shall consist of a nomination by a member of the Steering Committee followed by simple majority approval of that nomination by the SG General Body. All such appointments shall take place by the end of the second General Session of each academic year and after the election of the Officers.

Vacancies. In the event that any student seat for any of the aforementioned external committees remains vacant by the end of the second General Session, the Officers shall be authorized to appoint students to such vacant seat(s). These appointments shall be presented to the SG General Body during the next Session, at which time the appointments may be overruled by a simple majority vote of the SG General Body at any Session, including the Session at which such appointments were presented by the Officers.

ARTICLE VII | MEETINGS

A. Definitions

1. There shall be two general categories of meetings:

(a) Sessions; and
(b) meetings other than Sessions which have been convened by the SG.

2. Sessions

a. Types. There shall be three types of Sessions:

(i) General;
(ii) Special; and
(iii) Emergency.

b. General Sessions

A “General” Session is any of the twelve Sessions scheduled by the President as required by Art. V(D)(1)(a).
c. Special Sessions

A “Special” Session is a Session other than a General Session which has been proposed by a consensus of all of the officers and which has been scheduled and announced to the SG General Body at least one week in advance of the proposed date and time.

d. Emergency Sessions

An “Emergency” Session is a Session other than a General or Special Session which has been proposed by a consensus of all of the officers and which has been scheduled and announced to the SG General Body less than one week in advance of the proposed date and time. Any Member who is unable, despite having made good faith efforts, to attend an Emergency Session shall not be deemed in violation of Art. IV(D)(1).

3. SG Meetings other than Sessions

Meetings other than Sessions which have been convened by the SG shall include but are not limited to:

(a) Deans’ Forums; and
(b) Student Forums.

B. Attendance at Meetings

1. Attendance at Sessions

a. Member attendance requirements. Each Member shall attend all General Sessions and Special Sessions, and each Member shall make good faith efforts to attend any Emergency Sessions.

b. Absences

i. A member who has accumulated three or more unexcused absences shall be deemed to have vacated his or her seat.

ii. The following excuses shall qualify as excused absences:

(A) Illness;
(B) Conflict due to work or class schedule;
(C) Conflict due to attendance at an external Committee meeting; and
(D) Religious holiday or personal emergency.

iii. The Whip shall determine whether a given absence qualifies as excused or unexcused.

iv. The Whip shall provide written notification of all excused and unexcused absences to the Secretary, who shall then archive such records. The Whip shall compile and submit to the Secretary for archival all statements that were submitted to the Whip from Members explaining an anticipated and/or actual absence.

2. Attendance at non-Session SG meetings

a. All officers shall attend all Deans Forums and Student Forums.

b. Any member other than an officer shall not be deemed in violation of Art. IV(D)(1) for failure to attend SG meetings other than Sessions.

C. Minimum number of General Sessions per month

There shall be at least two General Sessions per month while fall and spring classes are in session.

D. Quorum for Sessions

A quorum shall consist of one-third of the current membership plus one and is necessary to conduct official business at any Session.

E. Additional rules for Sessions

The presiding officer shall temporarily step down when voicing preferences regarding matters under deliberation.

2. All Sessions shall be open to all members of the CUNY community.

3. All Sessions may be conducted using any procedures that facilitate open debate and consensus-building for the purpose of moving business forward.

ARTICLE VIII | ELECTIONS

A. Accordance with CUNY bylaws

1. SG elections shall be held in accordance with CUNY bylaws, and pursuant to the procedures and guidelines set forth in this Article.

B. General Election

1. 2L and 3L Members. Second- and third-year Members shall be students elected at-large by their respective classes no earlier than April 20 for a one-year term of office that begins July 1.

2. 1L Members. First-year Members shall be students elected at-large by the first-year class no later than September 15 for a one-year term of office that begins October 1 and ends June 30.

3. Only duly enrolled students at the CUNY School of Law may vote, and each such student is
entitled to cast one ballot. Each student may vote for up to eight representatives from his or her graduating class.

C. Election of Officers

1. All Officers and Chairs shall be elected by a majority of the new Membership present at the last General Session of each year, for a term of office that begins July 1.
2. The order in which the four officers are elected at the first General Session shall be as follows:
   (1) the President;
   (2) the Vice President;
   (3) the Secretary; and then
   (4) the Whip.

ARTICLE IX | IMPEACHMENT

A. Who may bring an impeachment charge

Any Member other than the President may bring impeachment charges against any other Member, including the President. An impeachment charge must be presented at a Session in order to take effect.

B. Number of votes required for removal

Impeachment and subsequent removal from office requires a two-thirds vote of the Members present at a Session.

C. Procedure for impeachment proceeding

1. Hearing

Both the accusing Member and the accused Member shall be called upon to present their respective cases in Session. The accused Member shall be excluded from subsequent deliberation and voting during the remainder of the impeachment proceeding.

2. Deliberations and voting

a. Recorded vote. The presiding officer shall, under all circumstances, call for a recorded vote on any motion to remove by impeachment.

b. Where the accused is an Officer. If the accused Member is also an Officer, then the presiding officer shall call a vote on whether to remove the accused Member solely from his or her current office or whether to remove the accused from his or her seat entirely.

D. Standard for removal by impeachment

When voting on whether to remove the accused Member by impeachment, each Member shall vote to remove the accused Member only if that Member has engaged in conduct that is in substantial violation of the provisions of the SG Constitution.

E. Closed Session

All impeachment proceedings shall take place in closed Sessions of the SG, wherein only Members and any testifying witnesses may be present during these proceedings.

ARTICLE X | AMENDMENTS

A. Who may request an Amendment

Written request to amend this document may be made by any matriculated student, regardless of whether he or she is a Member of SG.

B. Procedure for ratification of Amendments

The procedure by which a proposed Amendment to the SG Constitution shall be ratified is as follows:

1. The proposed Amendment shall be sponsored by at least one Member and co-sponsored by at least two other Members.
2. The proposed Amendment shall be presented to the whole student body, by both paper and electronic means, a minimum of one week prior to the date on which the vote on the proposed Amendment is scheduled.
3. The proposed Amendment shall be deemed ratified by either one of two methods:

   a. Ratification by Membership

   A proposed Amendment may be ratified by the SG Membership if carried by a two-thirds majority of the Membership present at the Session for which the vote is scheduled.

   b. Ratification by Referendum

   A proposed Amendment may be ratified by the student body at large if both of the following conditions have been met:

   (i) More than half the currently matriculated student body at large votes in the referendum; and
   (ii) At least two-thirds of the students who voted in the referendum have voted in favor of the proposed Amendment.

Adopted by Student Government Spring 2009
CUNY LAW SCHOOL ASSOCIATION
BYLAWS

ARTICLE I. NAME AND PURPOSES

Section 1. Name.
The organization’s official name shall be the City University School of Law at Queens College Association; its short name shall be the CUNY School of Law Association, and hereinafter in these Bylaws it shall be called the “Association.”

Section 2. Purposes.
The Association shall have responsibility for the supervision and review over Law School student activity fee supported budgets and for the oversight, supervision, and review over Law School college association service. The Association shall operate in the manner prescribed by the Board of Trustees of the City University as stated in Board of Trustees Bylaws, resolutions, and the City University Fiscal Handbook for the Control and Accountability of Student Activity Fees, and policies, regulations, and orders of the College.

The purposes of this Association are educational within the meaning of Section 501 (c) (3) of the Internal Revenue Code and its regulations and within this meaning it is the purpose of the Association to carry out the activities listed below in order to promote and cultivate student activities and the quality of education for the students at the City University School of Law at Queens College:

a. To fund programs of the student body at the Law School which are of an educational, recreational, social or cultural nature and for expenses incidental to the administration of these programs.
b. To operate and/or fund the cafeteria, and other college association services which serve the needs of the students and/or other members of the Law School community.
c. To hold and administer real and personal property in connection with carrying out its purposes.
d. In aid of the foregoing purposes, the Association shall have the power to do everything and anything reasonably and lawfully necessary, proper, suitable, or convenient for the achievement of the purposes above stated, or for any of them, or for the furtherance of the said purposes.

ARTICLE II. OFFICES

Section 1. Principal Office.
The principal office and central depository of the Association shall be the Business Office of the Law School located at 2 Court Square, Long Island City, New York 11101.

Section 2. Additional Offices.
The Association may also have offices and places of business at such other places, within or without the State of New York, as the members may from time to time determine.

ARTICLE III. MEMBERSHIP

Section 1. Law School Association.
The Association shall consist of thirteen (13) members as follows:

a. The Dean as chair or her/his designee.
b. The Associate Dean of Academic Affairs.
c. The Associate Dean of Administration.
d. The Assistant Dean of Students.
e. Three faculty members appointed by the Dean from a panel of six faculty members elected by the Law School Faculty. The Dean shall fill any vacancies that may occur during the year from the remaining members of the panel.
f. Two second-year students elected at-large by the student body before the end of the spring semester for a one-year term of office that begins on July 1.
g. Two third-year students elected at-large by the student body before the end of the spring semester for a one-year term of office that begins on July 1.
h. Two first-year students elected at-large by the student body before the end of September for a one-year term of office that begins on October 1.
i. The Association shall fill, for their unexpired term, from the appropriate class, any vacant student seat(s) that may occur during the year.

Section 2. The Association Budget Committee.
The budget committee members shall be Association members. It shall elect its own chair and be composed of:

a. The Assistant Dean of Students.
b. Two second-year students elected at-large by the student body before the end of the spring semester for a one-year term of office that begins on July 1.
c. Two third-year students elected at-large by the student body before the end of the spring semester for a one-year term of office that begins on July 1.
d. Two first-year students elected at-large by the student body before the end of September for a one-year term of office that begins on October 1.

ARTICLE IV. POWERS AND EXPENDITURE CATEGORIES

Section 1. Powers.
a. The Association shall review student activity fee allocations and expenditures recommended by the Budget Committee to ensure conformance with the expenditure categories listed in Section 2 of this Article. The Association shall disapprove any allocation or expenditure it finds does not so conform, or is inappropriate, improper, or inequitable. Where the Association disapproves any budget or portions of a budget, the entire budget shall be returned to the Budget Committee with the specific concerns of the Association noted for further deliberation by the Budget Committee and subsequent re-submission to the Association. If the budget is not approved within thirty days, those portions of the budget voted upon and approved by the Association will be allocated. The remainder shall be held until the Association and the Budget Committee agree.  
b. The Association shall review, amend, or approve all budgets of college association services funds and all contracts for college association services prior to expenditure or execution.  
c. The Budget Committee shall be empowered to receive and review student activity fee budget requests and to develop and allocate a budget subject to the review of the Association.  

Section 2. Expenditure Categories. Student activity fee funds shall be allocated and expended only for the following purposes:  
a. Extracurricular educational programs;  
b. Cultural and social activities;  
c. Recreational and athletic programs;  
d. Student government;  
e. Publications and other media;  
f. Assistance to registered student organizations;  
g. Community service programs;  
h. Enhancement of the Law School and University environment;  
i. Transportation, administration, and insurance related to the implementation of these activities;  
j. Student services to supplement or add to those provided by the University;  
k. Stipends to student leaders.  


ARTICLE V. BUDGET PROCEDURE  

Section 1. Public Notice. At least two weeks before budget requests are due, the Budget Committee shall distribute public notice to each organization and all students regarding the timetable and procedure to be followed to request funds. The notice shall contain:  
a. The budget period;  
b. Date by which budget requests must be submitted;  
c. The place to submit budget requests;  
d. Dates of public hearings to be held;  
e. A budget request form listing the names of budget line items which those requesting funds must use.  

Section 2. Proposed Budgets. Each organization or individual seeking funds must submit a written budget proposal to the Budget Committee, within the time prescribed, that contains the following information:  
a. Name of organization or individual requesting funds;  
b. Names of officer(s) authorized to sign for expenditures;  
c. Size of membership;  
d. Purposes of the organization and program(s) for which funds are requested;  
e. Other anticipated funding sources;  
f. Requested budget allocations by line item in the form required by the Budget Committee.  

Section 3. Budget Hearings. The Budget Committee shall hold public hearings to review all budget requests at the time, place, and date announced under Section 1 (d) of this Article.  

Section 4. Tentative Allocations. After the budget hearings have been held, the Budget Committee shall decide tentative allocations for each request and shall notify each organization or individual of its tentative decision. Each organization or individual shall be required to submit a revised budget on a line-by-line basis totaling no more than the tentative allocation, for final review by the Budget Committee.  

Section 5. Final Budget. The Budget Committee shall review the line-by-line revised budget and either amend or approve it. It shall recommend its final budget to the Association for review as specified under Section 1 of Article IV.  

Section 6. Modification of Final Budget. During the period for which the budget is approved, should it be necessary to modify the final approved budget, adjustments may only be recommended by the Budget Committee for approval by the Association before any changes are authorized; except that the Association shall permit administrative authorization of discretionary transfers between budget lines within the total budget of up to fifteen (15) percent of the total budget, upon the approval of any of the ex-officio members of the Association.  

ARTICLE VI. APPROVAL AND AMENDMENT  

Section 1. Approval. These Bylaws shall be considered approved upon review of the Board’s General Counsel
and upon adoption by the Board of Trustees of the City University of New York.

Section 2. Amendment.

a. The membership of the Association shall have the right to recommend to the Dean amendments to these Bylaws.

b. The Dean shall have the right to recommend to the Board of Trustees amendments to these Bylaws.

c. Bylaw amendments shall be considered approved upon review by the Board, General Counsel, and upon adoption by the Board of Trustees of the City University of New York.
CUNY Alert

at CUNY School of Law

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