
S T U D E N T
H A N D B O O K

Division of Student Affairs

LEHMAN
COLLEGE

The City University of New York

As an official document of Lehman College of The City University of New York, the *Student Handbook* derives its authority from the institution's catalog, which is the official document setting forth the programs, policies, regulations, and procedures of the College and the University. It does not purport to fully address all the policies, procedures, and regulations for every area of the University. Therefore, the *Student Handbook* must be used as a companion document to the *Undergraduate Bulletin* and other published regulations and guidelines issued by the various offices and programs of the College and University.

The rules and regulations in the Lehman College *Undergraduate and Graduate Bulletins* will supersede any inconsistent rules and regulations published in other sources.

The Board of Trustees of the City University of New York reserves the right to make changes of any nature in the academic programs and requirements of the City University of New York and its constituent colleges. All programs, requirements, and courses are subject to termination or change without advance notice. Tuition and fees are also subject to change by the Board of Trustees of The City University of New York.

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The Mission of the College

The mission of Lehman College, the only public senior college in the Bronx, is to offer New York City and regional residents a liberal arts education and preparation for careers and advanced study. The college, committed to meeting the educational needs of its urban population, affirms the following objectives:

- n to provide access to a common body of knowledge and opportunities to develop a lifelong love of learning;
- n to promote excellence in scholarship, teaching, research and artistic endeavors;
- n to develop the ability to think analytically and creatively;
- n to broaden educational opportunities through joint programs with other institutions locally, nationally, and internationally;
- n to promote an understanding of and respect for such differences as gender, age, ethnicity, culture, religion, sexual orientation, and physical ability;
- n to advance the understanding and use of emerging technologies;
- n to serve as a center for the continuing educational and cultural needs for the region through access to the college's facilities and expertise in the academic disciplines, professional fields and the fine and performing arts.

Dear Students,



It's my great pleasure to welcome you to Lehman College at the beginning of this important milestone in your life. A Lehman education often transforms the lives of our students, and I urge you to make the most of the many opportunities we offer, both in the classroom and beyond. From career preparation to cultural enrichment, the programs and facilities available on the Lehman campus can help you acquire many valuable skills and experiences. Some of those programs are described in this Handbook, which we hope will be a useful guide to the rules of our community and to our administrative services and procedures.

As you'll soon discover, Lehman faculty are not only highly knowledgeable in their fields but also committed to your success. Follow their advice. Become actively engaged in the planning of your studies and the pursuit of your own excellence. Balance your academic work with involvement in our athletic programs or student organizations. Over 40,000 alumni have gone on from Lehman College to lead rewarding, fulfilling lives. We are here to help you reach that same goal. If some difficulty arises in either your academic or personal life, please remember that the doors of our counseling, advising and health services are always open to you.

The people of Lehman College have made this a proud and close-knit community. We look forward to the contribution you will make to this tradition, and to your own development as a scholar and citizen.

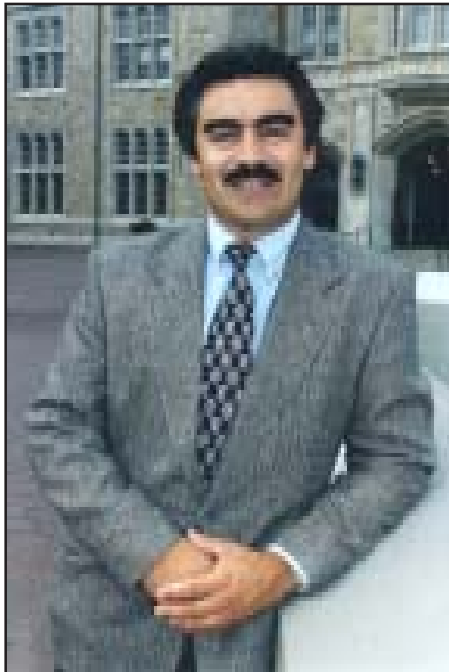
Sincerely,

Ricardo R. Fernández, Ph.D.
President, Lehman College

Dear Students,

Welcome to Lehman College!

Whether you're entering your first or your fourth year in college, this is certainly an exciting and important time in your life, filled with challenges and opportunities. One of the biggest challenges for any new student is finding the resources you need to succeed. We're here to help you in any way we can, and I strongly encourage you to take advantage of the extensive array of services Lehman provides to all



our students. Be sure to read through this handbook and call or visit those you think might be helpful to you.

Another important source of information is Lehman's Web Site, which includes a schedule of upcoming events as well as useful information about programs, facilities and other aspects of campus life. You don't need your own computer to access the site—just visit either the College Library or our new Information Technology Center in Carman Hall. Staff will be glad to help you. The Lehman Web Site address is: <http://www.lehman.cuny.edu>

As you meet with faculty and interact with staff, you'll soon see that Lehman is committed to helping you attain your educational, personal and career goals. As a student-centered college, we design our academic programs and support services to meet your needs. Each and every student is a welcomed and valued member of this community.

I urge you to become involved in campus life, even though juggling your coursework and personal responsibilities may take up much of your time. Learning takes place both inside and outside our classrooms, and the wide variety of student activities here at Lehman will enhance your educational experience and promote a sense of community. With over 40 clubs and organizations available, you will find plenty of opportunity to lead as well as follow, to learn as well as have fun. If there's no organization that relates to your interests, start one!

The key word is involvement. By getting involved, you can make new friends, pursue shared interests, take a break from your studies, and make a difference in both your own life and that of Lehman College.

Best wishes for a successful semester!

Sincerely,

José Magdaleno
Vice President for Student Affairs

About Lehman College

Lehman College was established as an independent unit of The City University of New York on July 1, 1968, following a decision by the University's Board of Trustees to create a comprehensive senior college in the Bronx with its own faculty, curriculum, and administration.

The College took over the campus that, since 1931, had served as the Bronx branch of Hunter College, known as Hunter-in-the-Bronx. Adjacent to the historic Jerome Park Reservoir, the first four buildings in the plan—Gillet and Davis halls, the Music Building, and the Gymnasium—were completed in 1931 by the New York State Works Project Administration. The original campus plan called for nine buildings, but the Great Depression delayed construction, and the ambitious plan was later abandoned by Mayor Fiorello H. La Guardia.

For a decade before the entry of the United States in World War II, only women students attended, taking their first two years of study at the Bronx campus and then transferring to Hunter's Manhattan campus to complete their undergraduate work.

Shortly after U.S. entry into the war, the students and faculty vacated the campus and turned over the facilities to the U.S. Navy, which used them as a training station for the newly organized WAVES (Women Accepted for Volunteer Emergency Service). To commemorate this period, the Navy later installed a ship's bell from the U.S.S. Columbia on the campus.

Our Historic Past

In 1946 the campus won a niche in world history when it was made available to the United Nations at the urging of Bronx officials. From March to August 1946, the first American meetings of the Security Council were held in the Gymnasium Building where intercollegiate basketball, archery, swimming, and other sports have been played. During festivities marking the 40th anniversary of the United Nations in 1986, the Southern New York State Division of the United Nations Association presented the College with a commemorative plaque, which is displayed outside the Gymnasium Building. The College has also participated in the United Nations' 50th anniversary activities which began in the fall of 1995.

Normal peacetime collegiate activity resumed at the campus in 1947, but in addition to women, the Bronx branch now accepted former servicemen, who studied in separate classes. In 1951 the campus became fully coeducational and a four-year curriculum was introduced.

The process of separating the Bronx campus from Hunter College into a separate unit began in 1967. Dr. Leonard Lief, chairman of the English Department, was named provost and made responsible for overseeing the transition. On July 1, 1968, Lehman College began an independent existence with Dr. Lief as president.

The Board of Higher Education named the new college after Herbert H. Lehman in recognition of the commitment to public service exemplified by the four-time governor of New York State who later became a U.S. senator and was the first director-general

of UNRRA (the United Nations Relief and Rehabilitation Administration). The College was formally dedicated on March 28, 1969, the 91st anniversary of Governor Lehman's birth. Each year, on or about March 28, the College commemorates the double anniversary by inviting a distinguished speaker to deliver the Herbert H. Lehman Memorial Lecture.

Present Responsibilities and Challenges

Much has occurred at The City University since 1968: open admissions, tuition, changes in governance, demographic shifts, and a weakening of the economy of New York City, the state, and the nation. As the only public senior college in the borough and a region that includes southern Westchester County, Lehman College has adapted to meet changing conditions and is poised to respond to new needs and challenges.

Lehman's undergraduate curriculum seeks to build a strong background in the liberal arts and sciences. It requires core courses in humanities, social and natural sciences, origins of the modern age, and problem solving through quantitative reasoning. Students also must complete writing courses and at least one course from a list of introductory courses in seven areas: social science; natural science; literature; the arts; comparative cultures; historical studies; and knowledge, self, and values. Major and minor fields of study are required, as well as foreign language study.

On the graduate level, the College has developed professional programs in nursing, teacher preparation, accounting, computer science, and speech-language pathology and audiology. The College also offers strong traditional liberal arts graduate programs in art, English, history, and mathematics.

Facilities and Programs

Since 1980 and continuing into the current decade, Lehman has deepened its involvement with the surrounding community. The opening of the Lehman Center for the Performing Arts in 1980 and the Lehman College Art Gallery in 1984 have made the College a cultural center for the region. The Art Gallery is housed in a building designed by the renowned Marcel Breuer, along with Shuster Hall, which houses the College's administrative offices. The Concert Hall, the adjacent Lehman College Library, and the two Breuer buildings offer a striking contrast to the Tudor-Gothic architecture of the original College buildings, providing an environment of considerable architectural interest. The APEX, a new building designed by the internationally acclaimed architect Rafael Viñoly, opened in 1994, with sophisticated facilities for swimming, basketball, track and field, and dance as well as new offices for public safety and academic departments.

The City and the Humanities Program, the Art Gallery, the Departments of Music and Speech and Theatre, and the Lehman Center present dozens of concerts, plays, dance performances, and exhibitions that are free and open to the public. Local residents also are served by The Bronx Regional and Community History Institute, which has documented the borough's past through recorded interviews and memorabilia of longtime Bronx residents.

Lehman College recognizes the importance of its role in providing education to its international students, who come from more than 80 countries, and in offering an international perspective to all students.

Lehman College also provides a variety of services to the public. The Institute for Literacy Studies sponsors classes to teach adults fundamentals of reading and writing. The Speech and Hearing Center sponsors a clinic offering comprehensive evaluations of hearing and speech-language disorders.

There is close collaboration between the College's teacher education programs and Bronx school districts. The New York City Writing Project supports workshops for teachers of writing as well as research at all educational levels. The Northwest Bronx Educational Park strengthens the ties between Lehman and three neighboring high schools: Bronx Science, Walton, and DeWitt Clinton.

The College also maintains close ties with leading Bronx institutions. Among them are Montefiore Medical Center, the Albert Einstein College of Medicine, the New York Botanical Garden, and the New York Zoological Society.

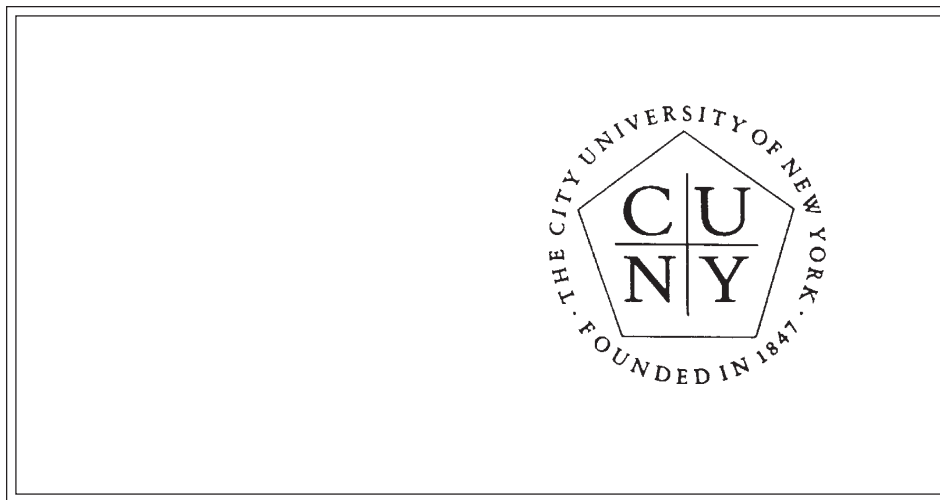
Dr. Ricardo R. Fernández succeeded Leonard Lief, the founding Lehman president of Lehman College, on September 1, 1990. Dr. Fernández had been assistant vice chancellor for academic af-

fairs and professor of educational policy and community studies at the University of Wisconsin at Milwaukee.

The City University of New York

The City University of New York is a 20-college university, with branches located throughout the five boroughs of the city. The University's governing body is The Board of Trustees of The City University of New York. The Board formulates bylaws and policies providing direction for the operation of the University in general and of its constituent colleges. In addition, the Board passes on the policy recommendations submitted by each of the autonomous City University colleges. Funds for the City University are provided through the State of New York, the City of New York, tuition, fees, and gifts. The federal Government provides grant funds for research, special programs, and student financial aid.

Although the City University was formally established in 1961, the first college of the University dates from 1847. In that year, New York City established, by referendum, the Free Academy, now The City College. The University now consists of nine senior (four-year) colleges, plus the Graduate School and University Center, eight two-year community colleges, and the School of Law at Queens College.



Campus Directory

Office	(718) 960— Extension	Location
Academic Support Center for Excellence	8175	Old Gym Bldg., rm. 205
Admissions	8706	Shuster Hall, rm. 161
Adult Degree Program	8666	Carman Hall Plaza NE (rm. 128)
After School Tutoring Program	7703	Carman Hall, rm. B52
Alumni Resources	8766	Shuster Hall, rm. 318
American Studies - Interdisciplinary	8289	Carman Hall, rm. 202A
Ancient & Medieval Civilizations (History)	8289	Carman Hall, rm. 202C
Anthropology	8405	Davis Hall, rm. 421A
Anthropology (Physical), Biology & Chemistry	8852	Davis Hall, rm. 418
APEX	1117	APEX, rm. 251
Art & Art History	8256	Fine Arts Bldg., rm. 014
Art Gallery	8732	Fine Arts Bldg., rm 130
Astronomy (Physics & Astronomy)	8542	Gillet Hall, rm. 133
Athletics	8101	APEX, rm. 234
Bilingual/Bicultural Education		
(Early Childhood & Childhood Education)	8167	Carman Hall, rm. B32
Bilingual Program	8104	Shuster Hall, rm. 280
Biological Sciences	8235	Davis Hall, rm. 217
Black Studies	8283	Carman Hall, rm. 285
Bookstore	8144	Bookstore
BRONXNET	1180	Carman Hall, rm. B04
Bursar	8573	Shuster Hall, rm. B27
Campus Information Services	8043	Shuster Hall, rm. 176
Career Services Center	8366	Shuster Hall, rm. 254
CASA	4960	Student Life Bldg., rm. 202
Chemistry	8146	Davis Hall, rm. 318
Child Care Center	8079	T3 Bldg., rm. 115
Chinese (Languages & Literatures)	8217	Carman Hall, rm. 257
City & Humanities Program	8715	Carman Hall, rm. 273
Classical Culture (Languages & Literatures)	8215	Carman Hall, rm. 257
Comparative Literature - Interdisciplinary	7724	Carman Hall, rm. 278
Computer Graphics	8256	Fine Arts Bldg., rm. 014
Computer Science	8120	Gillet Hall, rm. 211
Computer Services	1111	Carman Hall, rm. B21
Continuing Education	8512	Carman Hall Plaza NW (rm. 128)
Counseling Center	8761	Old Gym Bldg., rm. 114
Creative & Professional Writing	8556	Carman Hall, rm. 302
Dance	8134	Speech & Theatre Bldg., rm. 226
Dietetics, Food, Nutrition	8775	Gillet Hall, rm. 422
Early Childhood & Childhood Education	7873	Carman Hall, rm. B32
Economics and Accounting	8297	Carman Hall, rm. 377
Emergency (Public Safety)	7777	Gate 5

Office	(718)960— Extension	Location
English	8556	Carman Hall, rm. 302
English as a Second Language (ESL)	8680	Carman Hall, rm. 337
Financial Aid	8545	Shuster Hall, rm. 134
French (Languages & Literatures)	8215	Carman Hall, rm. 257
Freshman Year Initiative (FYI)	8555	Carman Hall, rm. 398
Geology & Geography	8660	Gillet Hall, rm. 309
German (Languages and Literatures)	8215	Carman Hall, rm. 257
Gaelic (Languages and Literatures)	8215	Carman Hall, rm. 257
Graduate Studies, Office of	8972	Shuster Hall, rm. 275
Greek (Languages and Literatures)	8215	Carman Hall, rm. 257
Health Center	8900	T3 Bldg., rm. 118
Health Education & Promotion (Health Services)	8775	Gillet Hall, rm. 422
Hebrew (Languages and Literatures)	8215	Carman Hall, rm. 257
Hebrew Culture (Languages and Literatures)	8215	Carman Hall, rm. 257
History	8288	Carman Hall, rm. 202C
History of Modern Europe	8289	Carman Hall, rm. 202C
Honors College	6094	Library, rm. 316
Human Geography (Geology & Geography)	8660	Gillet Hall, rm. 309
Information and Academic Advisement Center	8104	Shuster Hall, rm. 280
Italian-American Studies	8755	Davis Hall, rm. 111
Japanese (Languages and Literatures)	8215	Carman Hall, rm. 257
Languages and Literatures	8179	Carman Hall, rm. 257
Language/Writing Laboratory	8320	Carman Hall, rm. B38
Latin (Languages and Literatures)	8215	Carman Hall, rm. 257
Latin-American and Caribbean Studies	7721	Carman Hall, rm. 284
Latin-American and Puerto Rican Studies	8280	Carman Hall, rm. 284
Learning Center	8175	Old Gym Bldg., rm. 205
Lehman Scholars Program	6094	Library, rm. 316
Library		
Circulation	8576	Library, rm. 128
Education	7756/8582	Library, rm. B18
Fine Arts	8830	Library, rm. 226
Periodicals	8166/7757	Library, rm. B04
Reference	8580/8581	Library, rm. 112
Reserve	8579	Library, rm. 130
Linguistics (Prof. Richard Blot)	6167	Carman Hall, rm. B53
MARC—Minority Access to Research Careers	8738	Shuster Hall, rm. 304
Mathematics and Computer Science	8120	Gillet Hall, rm. 211
Mathematics Lab	8878	Gillet Hall, rm. 222
MBRS—Minority Biomedical Research Support	8648	Davis Hall, rm. 101
<i>Meridian</i>	4966	Student Life Bldg., rm. 108
Middle and High School Education	8171	Carman Hall, rm. B29
Multilingual Journalism Program	8217	Carman Hall, rm. 259

Office	(718)960— Extension	Location
Music	8247	Music Bldg., rm. 316
Nursing	8214	T3 Bldg., rm. 208
Ombudsman, Office of	8755	Davis Hall, rm. 111
Performing Arts Center Box Office	8833	Concert Hall, rm. 211
Phi Beta Kappa	8285	Carman Hall, rm. 293
Philosophy	8292	Carman Hall, rm. 361
Physical Geography (Geology & Geography)	8660	Gillet Hall, rm. 309
Physics and Astronomy	8542	Gillet Hall, rm. 131
Political Science	8517	Carman Hall, rm. 358
Portuguese (Languages and Literatures)	8215	Carman Hall, rm. 257
Pre-Professional Studies Program Advisors		
Pre-Dental/Medical/Pharmacy	8759	Shuster Hall, rm. 279
Pre-Engineering	8345	Shuster Hall, rm. 279
Pre-Graduate	8345	Shuster Hall, rm. 275
Pre-Law	8159	Carman Hall, rm. 379
Psychology	8204	Gillet Hall, rm. 113
Public Safety and Security	8593	APEX, rm. 109
Public Safety Emergency	7777	Gate 5
Registrar	8255	Shuster Hall, rm. 182
Graduation (filing for), Diploma Distribution	8782	Shuster Hall, rm. 105
Last Semester Free/Registration Information	8719/1152	Shuster Hall, rm. 175
Records	8809	Shuster Hall, rm. 106
Address change/Name change, Major/Minor (filing of), Permits		
Semester Information Services	8613	Shuster Hall, rm. 114
Change of program, Refund requests, Statements of attendance, TAP/VA, Other certifications, Withdrawal from courses		
Senior Registrar	8255	Shuster Hall, rm. 182
Military credits, Residency requirements (for continuing students)		
Transcripts	8652	Shuster Hall, rm. 108
Ronald E. McNair Program	7350	Old Gym Bldg., rm. 118
Science Learning Center	7707	Gillet Hall, rm. 133
SEEK Advisement and Counseling	8503	Shuster Hall, rm. 276
Sociology and Social Work	8192	Carman Hall, rm. B18
Spanish (Languages and Literatures)	8215	Carman Hall, rm. 257
Special Student Services	8441/8630	Shuster Hall, rm. 238
TTY Number	8931	
TDDS (Public Safety)	7373	Gate 5
Specialized Services in Education	8173	Carman Hall, rm. B40
Speech and Theatre	8134	Speech & Theatre Bldg., rm. 226
Speech and Hearing Program	6085	Speech & Theatre Bldg., rm. B53
Student Activities	8535	Student Life Bldg., rm. 222
Student Affairs	8241	Shuster Hall, rm. 206
Student Conference	4970	Student Life Bldg., rm. 217
Student Health Center	8900	T3 Bldg., rm. 118
Student Testing	8156	Shuster Hall, rm. 205

Office	(718)960— Extension	Location
TDDS—Public Safety	7373	Gate 5
TTY Number—Special Student Services	8931	Shuster Hall, rm. 254
Weather Emergency Hotline	8000	
WHLC	4967	Student Life Bldg., rm. 110
Women's Studies, Interdisciplinary	8859	Carman Hall, rm. 281

Alma Mater

There's a college living in the green
 Where the young and old and in between
 Come to add their luster to the name
 Herbert Lehman earned before they came.

And because of what its children give
 Lehman College finds the strength to live
 As a whole nobly greater than its parts
 And alive forever in their hearts.

Oh may you, Alma Mater
 Grow in stature through the years
 And cherish those who come to you
 With hopes and dreams and fears.

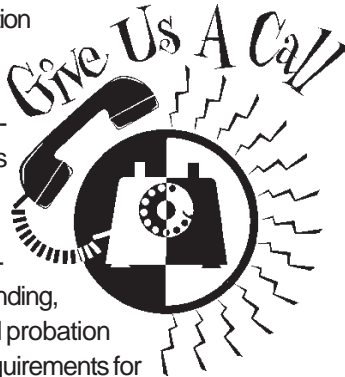
A home in which they learn to be
 Honest heirs of a precious legacy
 Of beauty, truth, and eternal youth
 In mind and spirit free.

Lehman From A to Z

Lehman From A to Z offers brief descriptions of various programs, facilities, procedures, policies, rules, and regulations you need in order to function as a Lehman student. In many instances the entry includes a name and telephone number you can use to get more information.

Abstracts: See **Yearbook**.

Academic Advisement: The Information and Academic Advisement Center, located in Shuster Hall, room 280, monitors the academic policies of the college and provides academic information to all undergraduate students on such matters as admission requirements, curriculum, academic standing, grading practices, retention and probation procedures, transfer policies, requirements for degrees, academic honors, and graduation, as well as general information about graduate schools, including graduate fellowships, scholarships, and examinations. The office serves as liaison to the CUNY Baccalaureate program. For information and assistance, call (718) 960-8104. (See also **Advisor**.)



Academic Integrity: See **College Policies and Procedures**.

Academic Year: Period of instruction; usually divided into two semesters.

Address, Change of: See **Change of Records**.

Admission Services: The Admissions Office is in Shuster Hall, room 161, and can be reached by calling (718) 960-8706. Consult the *Undergraduate Bulletin* for information about applications and admissions requirements.

Adult Degree Program: The Adult Degree Program (ADP) offers incoming students 25 years of age or older an opportunity to pursue a bachelor's degree following a flexible curriculum. Students who have been out of school at least five years and who have either no college credits or fewer than 60 are eligible for the Adult Degree Program. Students may earn up to 30 credits for internships, independent study, and research; up to 15 of these credits may be awarded for life experience. For more information and eligibility come to the Adult Degree Program Office, Carman Hall, room 128, before completion of your first semester at Lehman.

Advisor: An advisor is a faculty or staff member assigned to help you select your courses and otherwise navigate your way

through the college. Your departmental advisor is usually a faculty member who works in the department of your major or minor; i.e., if you are an English major your advisor would be a member of the English Department. This person can help you select courses which will reflect your interests and future ambitions as well as fulfill your graduation requirements.

Advisors are also available in the Information and Academic Advisement Center in Shuster Hall, room 280. They provide information to all undergraduate students on such matters as curriculum, academic standing, grading practices, retention and probation procedures, transfer policies, requirements for degrees, academic honors, and graduation, as well as information about graduate schools, fellowships, scholarships, and examinations. For information or assistance, call (718) 960-8104.

After School Tutoring Program: Free tutoring for elementary school students is available for selected grades in the fields of reading, math, science, social studies, music and art. Slots are assigned on a first come, first served basis.

Registration takes place in Carman Hall, room B52. For more information, call (718) 960-7703.

Alpha Code: A course's code indicates the subject within a department which offers the course and its level. The three-letter prefix indicates the subject, while the number indicates the level of difficulty. For example, the Political Science Department offers POL166: The American Political System, as an introductory course open to all students, while POL313: Political Issues in New York City, cannot be taken without the prerequisite, POL166. (See **Course Levels**, **Corequisite Course**, and **Prerequisite Course**.)

APEX, The: The APEX, the Athletics and Physical Education Complex at Lehman College is a state-of-the-art physical education/athletics and recreational facility.

The APEX is free of charge to all currently registered students (except students participating in the Continuing Education Program). In fact, all Lehman College students, staff, faculty, alumni and family members with valid and current College ID cards are eligible to become members of the facility. In addition, paid memberships are available to Bronx area institutions and community groups, Lehman College business partnerships, and the general public. Inexpensive guest passes are also available. For information on membership rates and application procedures, opening hours, and scheduled activities, call (718) 960-1117.



Other features of the APEX are a fully equipped, 3600-square-foot fitness center, an extensive free weight room, supervised by an exercise physiologist, an auxiliary gym, four racquetball courts, a two-lane, 1/14 mile indoor track, an aero-

bics/dance studio, a ballet studio for teaching and performances, five outdoor tennis courts and a 50-meter 8-lane swimming pool. (See **Sports, Intercollegiate** and **Sports, Intramural**.)

Appeal, Grade: See **College Policies and Procedures** and the *Undergraduate Bulletin*.

Area of Concentration: A student's chosen major. Check the *Undergraduate Bulletin* for choices and requirements. (See Major.)



Art Gallery: The Lehman College Art Gallery, located in the Fine Arts Building, offers to the Lehman community and the general public a lively schedule of exhibitions and special programs, gallery talks, lectures, film and video showings. Exhibitions range from one-person shows by major innovators, such as Christo and Andy Warhol, to surveys honoring both emerging and established Bronx artists from the Bronx, as well as explorations of significant themes.

For more information on current and upcoming exhibitions, opening hours, or on becoming a volunteer docent, call (718) 960-8731.

Athletics: See **Sports, Intercollegiate** and **Sports, Intramural**.

Attendance: See **College Policies and Procedures**.

Audited Course: This is a course which a student may attend without earning either credits or a grade. All students may audit any courses which do not involve the use of consumable materials or equipment. Auditors must pay full tuition, but cannot use audited courses to qualify for full-time or part-time status, financial aid, or veteran's benefits.

In order to be registered with auditor status for a course, you should request an "Application for Auditor Status" form in the Registrar's Office, Shuster Hall, room 114. It must be signed by the course instructor and department chair or program director. No change from regular registration to auditing, nor from auditing to regular registration, is permitted after the registration period has ended.

Baccalaureate Programs: These are the programs through which you can satisfy the liberal arts and sciences requirements of Lehman: the Undergraduate General Education Curriculum, the Lehman Scholars Program (LSP), the Adult Degree Program (ADP), the Individualized Bachelor of Arts Program (IBAP), and the Bachelor of Arts-Master of Arts (B.A.-M.A.), and the Second Undergraduate Degree Program. For more information on these programs please consult the *Undergraduate Bulletin*. (See also **Adult Degree Program** and **Independent Bachelor of Arts Program**.)

Bachelor's Degree: A bachelor's degree, or baccalaureate degree, is the most commonly acquired college degree earned by undergraduates. Lehman offers bachelor's degrees in the arts (known as the B.A. degree), sciences (known as the B.S. degree), Fine Arts (B.F.A.), and Business Administration (B.B.A.).

Bookstore: The bookstore is located in a separate building between Davis and Carman Halls. It provides you with required, faculty-chosen textbooks and related course materials. For information and hours, call (718) 960-8144.

BRONXNET: BRONXNET, located in Carman Hall Sub-Basement, room C04, offers television production training for individuals and organizations who want to become certified access producers. The station also trains college students in television production under the BRONXNET Training Program for Future Media Professionals. Many former participants of the program now work at major TV stations. For more information on fees and training schedules, call (718) 960-1180 or stop by Carman Hall, room C4.

Bulletin: See **Undergraduate Bulletin**.

Bursar: The Office of the Bursar is where you pay your tuition and all non-instructional fees (e.g., late registration, program changes, transcripts, duplicate bursar's receipts, ID cards). The Lehman College Bursar office is located in the basement of Shuster Hall, room 031.

Bursar's Receipt: This receipt is proof of your completed registration and status as a current Lehman student. Your bursar's receipt and your identification card must be presented when picking up financial aid and work-study checks. It is also required when requesting a replacement identification card and may be required for other activities as well. Replacement bursar receipts can be obtained from the Bursar's Office in Shuster Hall, room 031, with a \$5.00 payment.

Cafeteria: The Lehman College student cafeteria is located on the lower level of the Music Building. Operated by a concessionaire, the cafeteria offers food and catering services to the Lehman College Community. Hot and cold dishes are available Monday through Thursday from 7:30 am to 7:00 pm, and Friday from 7:30 am to 2:00 pm.

Another cafeteria is located in Carman Hall South Plaza. Flavored coffees, teas, cocoas and dessert items are served, and a limited variety of food, drink and snack items are available in vending machines.

Hours vary when classes are not in session. Current schedules may be obtained by calling (718) 960-8187.

Campus Information Services: Campus Information Services (C.I.S.), of the Division of Student Affairs, cooperates with vari-

ous departments and offices in providing services to the College community (e.g., registration, commencement, basic skills testing and public safety).

The primary function of C.I.S. is to provide information about the college and events occurring on campus to members of the college community and visitors.

For information you may visit them at Shuster Hall, room 176 or call (718) 960-1100.

Campus Life, Office of: The Office of Campus Life is located in room 222 of the Student Life Building. It directs and coordinates various activities for all registered clubs and organizations, and houses their mailboxes.

The Student Activities Office, along with the Campus Association for Student Activities (CASA), provides the college community with social, educational, cultural, and recreational programs. The Director of Student Activities also helps to improve communication among—and between—students, clubs, and organizations.

The Office houses a small computer lab which is available for student use. Students wishing to use these facilities must show their current Student IDs. (See **Student Life Building and Clubs.**)

Career Services Center: The Career Services Center, located in Shuster Hall, room 254, provides students with information on regional, national, and global employment opportunities, as well as internships, scholarships, and fellowships. Students have access to computerized and printed job listings which are updated regularly.

In addition to individual career advising, the Center offers workshops on resume writing, interviewing skills, and job search techniques.

The Career Services Center sponsors career fairs and on-campus recruitment. The center has its own library of career related publications and issues a monthly newsletter. For more information, call (718) 960-8366. (See also **Internship.**)

Change of Program: An official change of your original registration program caused by dropping and/or adding courses. The official drop/add period of registration is your last chance to add courses during the semester. Officially withdrawing from courses is permitted for a longer period of time. (See **Withdrawal, Official.**)

Change of Records: You must notify the College of any change in your address, name, or marital status as soon as possible by filing the appropriate form in the Registrar's Office, Shuster Hall, room 106.

Cheating: See **Academic Integrity** and **College Policies and Procedures.**

Child Care Center: The Child Care Center is located on the first floor of the T3 Building on the campus of Lehman College. Staffed by caring and experienced teachers, it has two spacious classrooms and a well-designed, enclosed outdoor play area. Daytime services are provided to 3- and 4-year-old preschool children. Afterschool and Saturday programs for children 5 are available to parents taking evening and Saturday classes at Lehman. The Center is accredited by the prestigious National Association for the Education of Young Children and is licensed by the New York City Department of Health and the Bureau of Day Care. Enrollment is based on dated applications and waiting lists. Services are provided for a fee.

Interested students should call the Lehman College Child Care Center at (718) 960-8746 for current rates and availability in Preschool, Afterschool, and Saturday programs.

Child Care Center Hours

Preschool (ages 3-5) - Monday-Friday, 7:30 am to 5 pm

Afterschool (ages 3-9) - Monday-Friday, 3:30 pm to 9 pm

Saturday - 8:30 am to 3:30 pm

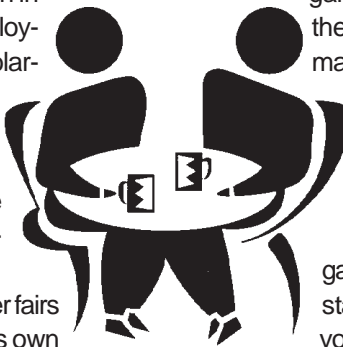
Clubs: Student life at Lehman College is enriched by its many student clubs and organizations. Each semester, students get organized in over 40 different student clubs, celebrating the cultural, intellectual, and spiritual diversity of Lehman College. Joining or forming a club or organization gives all students the opportunity to become involved in campus life, to develop leadership potential, and to interact with fellow students and faculty members.

If you are interested in starting a new campus organization, you are encouraged to discuss this with the staff of the Student Activities Office. They can guide you through the paperwork needed to establish a club, and provide you with the rules and regulations all clubs must follow.

Clubs provide a forum for their members and help create an awareness of the diversity of Lehman's student body. College Club Fairs, organized by the Office of Student Activities, gives all students the opportunity to get to know, join, and interact with the various clubs and organizations, to appreciate differences, and to find common ground. Directories of current organizations are available in the Student Activities Office. (See **Campus Life, Office of.**)

Computer Center: See **Information Technology Center.**

Corequisite Course: A course linked with a related course, e.g. CHE114 (chemistry, lecture) linked with CHE115 (chemistry, lab). One course may not be taken without the other; both courses must be taken during the same semester.



Cost of Attendance (also known as Cost of Education): A student's cost of attendance includes tuition, fees, books, transportation, and living expenses such as housing, food, clothing, etc.

Counseling Center: The Counseling Center provides ongoing professional and peer services to all undergraduate and graduate students. The Center offers a variety of services which promote wellness that include individual counseling, group counseling, workshops and other outreach activities, consultation, crisis intervention, and referrals to outside service providers. Typically, our staff assists students with concerns such as adjusting to college, coping with academic difficulties, test anxiety and time management, managing anger and stress, feelings of anxiety or depression, alcohol and drug use, and developing healthy relationships. Services are free to students. As an equal opportunity service provider, The Counseling Center does not discriminate on the basis of age, sex, sexual orientation, alien status or citizenship, religion, race, color, national or ethnic origin, or disability.

For more information, please stop by the Old Gym Building, room 114 or call (718) 960-8761. Consult our website at <http://www.lehman.cuny.edu/counseling>

Counseling Center Hours

Monday-Thursday, 9 am to 7 pm
 Friday, 9 am to 5 pm
 Saturday, 10 am to 4 pm

Course Code: See **Alpha Code**.

Course Levels: Course number codes indicate the level of complexity of the material covered.

100-199 level courses are *introductory courses*; 200-299 level courses are *intermediate courses*. 300- and 400-level courses, *advanced courses*, are usually taken by students majoring in that specific discipline or in a related discipline. The prerequisite for a course numbered 300-399 is the satisfactory completion of at least 30 college credits, unless otherwise specified. The prerequisite for a course numbered 400-499 is the satisfactory completion of at least 60 credits, unless otherwise specified. Most courses are graded A, B, C, D, and F; a student may choose to take a maximum of 18 total credits under the pass/fail option under certain limited conditions.

More information can be found in the *Undergraduate Bulletin*.

Credit: A credit is a numerical value assigned to a course by the College Senate. Each course is assigned a certain number of credits; the number of credits usually but not always matches the number of hours the class meets per week. For example, MAT104: College Algebra, meets three hours per week and is worth three credits. (See **Credit Equivalent**, **Full-time Status**, **Graduation Requirements**, and **Part-time Status**.)

Credit Equivalent (or Equated Credits): For certain courses, the number of weekly contact hours exceeds the course's credit value, particularly in courses without credit value. Tuition is charged on the basis of contact hours, not credits. Such contact hours are credit equivalents.

Credit equivalents are important in determining your status as a student.

Cumulative Index: The cumulative index is a mathematical representation of a student's overall level of scholarship as represented by all grades earned at or through Lehman College. To compute your index or G.P.A. you must:

1. Multiply the total number of credits for each grade by the quality points assigned to that grade; add your answers.
2. Total the number of credits attempted.
3. Divide the answer to Step One by the answer to Step Two.

Your answer, computed to two decimal places, is your cumulative index (a.k.a. grade point average or G.P.A.).

Quality points are a mathematical representation of letter grades. They are used to compute your grade point average (G.P.A.) or cumulative index. Grades A through F are assigned a numerical value as seen in the table below. R (course must be repeated), NC (no credit), P (pass), and AUD (audited course) grades have no quality points assigned to them. WU (Unofficial Withdrawal) and WF (Withdrawal with Penalty) are assigned a 0.0 value, the same value as an F. INC is a pending grade given in special circumstances when coursework has not been completed. (See **Incomplete Grades**.) WA is a grade given for Administrative Withdrawal. (See **Immunization Requirements**.)

Table of quality points:

A+= not given	A = 4.0	A- = 3.7
B+ = 3.3	B = 3.0	B- = 2.7
C+ = 2.3	C = 2.0	C- = 1.7
D+ = 1.3	D = 1.0	
	F = 0.0	

Example of a Sample Cumulative Index:

BIO 166	4 credits	B	4 credits x 3 = 12 quality points
COR 104	3 credits	C	3 credits x 2 = 6 quality points
MAT 171	4 credits	A	4 credits x 4 = 16 quality points
ENG 090	4 credits	NC	
	11 credits		34 quality points

$34 \div 11 = 3.1$ cumulative index

CUNY: the acronym for The City University of New York.

CUNY+: Library materials are catalogued in CUNY+, the computerized catalogue of book, journal, and video holdings of the

libraries of the City University of New York. CUNY+ holds many advantages over the old-fashioned card catalogue. User-friendly terminals scattered throughout the library allow you to check whether a particular item is part of Lehman's collection, and its circulation status—in other words, if it is a reference work, on reserve, or available to be checked out. The database also lets you know if the work is available from other CUNY libraries. CUNY undergraduates are allowed to borrow books from all CUNY colleges.

CUNY Proficiency Exam (CPE): See **Testing Requirements**.

CUNY-Wide: anything applicable to all students and all academic units of The City University of New York.

Dean's List: An annual list published by the Office of the Provost and Senior Vice President for Academic Affairs. Only matriculated students who have completed 61 credits and a minimum of 24 indexable Lehman credits with a cumulative index of 3.5 receive this academic honor, which is awarded only once during a student's academic career.

Default: Failure on the part of a borrower to repay a loan according to the terms of the promissory note is called default. This occurs when a student fails to repay his/her student loan for 180 days. Should this happen, any or all of the following can occur:

1. Loss of financial aid eligibility,
2. Inability to receive an academic transcript
3. Inability to register for courses (even if you're paying for the courses yourself),
4. Have the loan account assigned to a collection agency,
5. Have the loan account reported to the major credit agencies as delinquent,
6. Increase in total debt due to late fees, additional interest, court cost, collection fees, attorney's fees,
7. Garnishment of wages,
8. Levy against your federal and state tax refunds,
9. Denial of admission to certain law and medical schools and
10. Denial of employment for certain federal and state positions.

Do not let any of these things happen to you. Consider carefully whether you truly need to borrow. Should you borrow, treat the debt as a priority. Pay on time. (See also **Appendix A, Financial Aid**.)

Dependent vs. Independent: A financial aid classification of students. Dependent students must report parental income; independent students are not required to do so. This classification is determined by the answers to certain questions on the FAFSA and TAP. One can be "independent" for financial aid purposes and still be totally supported by one's parents. (See also **Appendix A, Financial Aid**.)

Drug Use: See **College Policies and Procedures**.

Elective: a course which is not part of the required curriculum for an undergraduate degree but which the student selects on a voluntary basis to help fulfill the number of credits needed for graduation.

Emergency: Make a mental note of where Public Safety stations are located. *Do not hesitate* to contact Public Safety if you see or suspect you are seeing a suspicious or emergency situation. Public Safety must be notified of all emergencies on campus, including those situations that normally require a call to 911; Public Safety is responsible for guiding emergency personnel (i.e., firefighters, ambulance attendants, police officers) to the areas where they are needed.

The emergency number for Public Safety is (718) 960-7777. They can be reached from any Lehman telephone simply by dialing 7777. The Public Safety TDDS (Telecommunication Device for the Deaf) number is (718) 960-7373.

FAFSA: Free Application for Federal Student Aid form. This application is used by the federal government to collect household economic data to be used in the calculation of eligibility for most all federal student financial aid. (See also **Appendix A, Financial Aid**.)

Financial Aid: There are four basic types of student financial aid: Grants (free money awarded according to need), Loans (borrowed money), Work-Study (aid earned through work) and Scholarships (free money awarded according to merit). The major student aid programs offered at Lehman College include TAP, APTS, PELL Grant, SEOG, CWS, SEEK, Direct Loans and Perkins Loans. (See **Appendix A, Financial Aid**.)

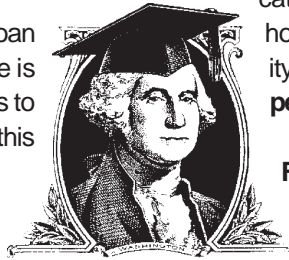
Freedom of Speech: See **College Policies and Procedures**.

Freshman Year Initiative: The Freshman Year Initiative (FYI) is a Program that supports full-time entering freshmen through their first year. It offers instruction through blocked programming, tutoring, counseling, and mentoring. For more information please visit the FYI office in Carman Hall, room 398.

Fund-Raising Projects on the Campus: See **College Policies and Procedures**.

Full-Time Status: You are a full-time student when you take twelve or more credits or credit equivalents. At least six of those credits may not be credit equivalent hours (except for freshmen, who may take up to nine credit equivalent hours). (See **Credit Equivalent**.)

FYI: See **Freshman Year Initiative**.



Grade Point Average (G.P.A.): See **Cumulative Index**.

Grade Reports: Grade reports are mailed to students' permanent home address several weeks after the end of each semester.

Students may call the telephone registration number, (212) 671-2600, and follow instructions for access to the grade component.

Graduation Requirements: The *Undergraduate Bulletin* that is current at the time of your matriculation outlines the requirements you must fulfill in order to earn your B.A. or B.S. in the various baccalaureate programs. These requirements include the number of credits needed to earn a degree, as well as your general education, major, and minor.

The only exceptions to this rule are the requirements for your major and minor. You must fulfill the requirements for your major and minor as they are outlined in the *Bulletin* that is current at the time you file them. (See **Major** and **Minor**.)

All students are encouraged to consult the Graduation Check Office, Shuster Hall, room 105, at least one semester before their planned graduation date to verify their graduation status.

Honors: Lehman recognizes outstanding academic scholarship on the part of matriculated students. Students who have earned 61 credits (including 24 indexable credits at Lehman) with a 3.5 G.P.A. may be placed on the Dean's List. Dean's List students who have a G.P.A. of 3.9 are named Presidential Scholars.

At graduation, students may be eligible for departmental honors if they have an overall G.P.A. of 3.2 and a G.P.A. of 3.5 in their major or interdisciplinary program. In addition, college honors are awarded to those who have achieved the requisite G.P.A.s: *Cum laude* (3.4-3.59), *Magna cum laude* (3.6-3.79), and *Summa cum laude* (3.8-4.0) for at least 60 credits in residence.

Phi Beta Kappa, *Sigma Xi*, and the Golden Key National Honor Society are just a few of the honor societies on campus students may be invited to join.

Honors College: Admission to Honors College is directly from high school only. See the *Undergraduate Bulletin* for more information or come to the Library, room 316, (718) 960-6094.

Identification Card (CUNY Card): Identification cards issued by the College, must be carried at all times. Students are required to present their ID upon the request of any College official. Any guest of a student visiting the campus must obtain a pass from the Office of the Vice President of Student Affairs in Shuster Hall, room 182, or from Public Safety in APEX, room 109 and must present the pass upon request.

Your identification card, with a current registration validation, serves many purposes. It verifies your status as a currently registered student and allows access to student events and ser-

vices. It serves as your Lehman/CUNY library card, and allows you to borrow materials from all CUNY college libraries. In addition, your ID card and your bursar's receipt must be presented when picking up financial aid and work-study checks. It can be used as a debit card and for direct deposit of your financial aid award. Telephone Card Service is also available.

Your ID is not valid unless the current semester is noted on the face of the card. Identification cards can be validated at the end of the registration process by presenting your bursar's receipt to the appropriate Public Safety Officer.

Lost identification cards can be replaced by first paying a \$5.00 fee in the Office of Campus Activities, Shuster Hall, room 080, and then presenting that receipt plus your bursar's receipt to Old Gym Building, room 002. Call Public Safety, (718) 960-8593, for the schedule of new ID processing.

Identification Number: Your social security number is your identification number. It is a good idea to memorize your ID number since you will need to use it whenever you conduct business on campus (registration, library, advisement, etc.).

Immunization Requirements: Under the New York State Public Health Law, Section 2165, all students born on or after January 1, 1957, must show proof of immunity against measles, mumps, and rubella, prior to their first registration. Prior to registration, students must bring copies of their immunization records to the Student Health Center, T3 Building, room 118. (Free immunizations may be offered during Registration at the Student Health Center.)

When a student does not provide proof of all immunizations by the 30th day of registration the student shall be barred from class. If a student then fails to provide appropriate proof of immunization and is not reinstated, that student receives a grade of "WA" for all classes. While there is no academic penalty for this grade, there is also no benefit received for classes attended. Tuition is not refunded, and all financial aid benefits for that semester are foregone. (See also **Student Health Center**.)

Incomplete Grades: An instructor can give you the grade of INC (Incomplete) if you have not completed all the required work for the semester and/or have not taken the final examination. However, an "Incomplete" may be given only if the instructor expects you to pass the course. Furthermore, you must resolve the incomplete grade by turning in all missing work to your instructor by the date published in the current College calendar. If an Incomplete is unresolved by the deadline, it reverts to the grade of F (failure). (See **Cumulative Index**.)

Independent Bachelor of Arts Program: The Individualized Bachelor of Arts Program (IBAP) offers students who have more than 30 college credits but fewer than 90 credits an opportunity to establish, with the approval of a faculty committee, their

own individualized major. At least 12 credits must have been completed at Lehman. Students are eligible to apply if they have at least a 3.0 G.P.A. and have successfully completed the College's English requirement. For more information, come to the IBAP Office, Carman Hall, room 128.

Index: See **Cumulative Index**.

Information and Academic Advisement Center: See **Academic Advisement**.

Information Technology Center: The Information Technology Center is located on Carman Hall Plaza. The Center contains an open lab for students with 108 computers, a faculty lab, network servers, conference and screening rooms, and nine computer classrooms with distance learning capability. Through the "COMWEB" system, faculty members can also transmit images from any monitor or video source to all classroom monitors. The Center is open to all students with a valid Lehman College identification card, which must be displayed at the entrance. Special accounts, however, are needed for certain computer systems; such accounts are generally given by instructors of courses requiring the use of such systems for research assignments.

The Help Desk, located near the entrance of the Center, is the first point of contact if you seek information and assistance. Students can get their College-assigned e-mail and Blackboard ID's at the Help Desk. It also offers a documentation library which provides reference material on the various systems and software available to students. You can reach the Help Desk at (718) 960-1111 or e-mail helpdesk@lehman.cuny.edu.

The hours of the Center vary at different times of the year. For information on hours or to contact the Information Technology Center, call (718) 960-7333 or see the web site at <http://www.lehman.cuny.edu/itr>.

Instructional Support Services Program (ISSP):

ACE: The Academic Support Center for Excellence, Old Gym Building, room 205, offers students a range of activities designed to support classroom learning. Students at any skill level can participate in individual, small group, and/or workshop sessions to improve their proficiency in writing, reading, research, and particular academic subject areas. In addition, ACE offers support to students who need to take any of the CUNY exams. Computer-assisted writing/language tutorial programs are also available.

SLC: The Science Learning Center, Gillet Hall, room 133, provides tutoring in the natural and computer sciences as well as upper-level mathematics. Students meet with tutors individually and in group sessions. Software for computer-assisted

learning in several subjects, such as organic chemistry and anatomy, is also available.

Insurance, Health and Accident: Students are not automatically covered for accidental injuries that occur on campus. Only athletes on intercollegiate teams are covered and only when in practice or competition. Students are advised to obtain health and/or accident insurance for protection against financial hardship that can result from sickness or accidental injury. Students who are not self-insured or covered by a family plan may obtain insurance through an arrangement between the College and GHI. Applications may be obtained at the Student Health Center, T3 Building, room 118.

International Students: The International Student Adviser provides assistance with immigration matters as they relate to students in F and J visa status. The International Student Advisement Office is located in Shuster Hall, room 210. For more information call (718) 960-7274 or e-mail sullivan@lehman.cuny.edu.

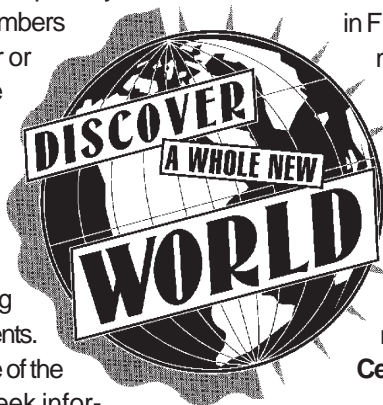
Internship: Short-term or semester-based opportunity for a student to gain practical hands-on experience in their field of interest, strengthen their resume, network with professionals and help make informed career decision. (See **Career Services Center**.)

Language/Writing Laboratory: Located in Carman Hall, room B38, the language lab offers modern electronic facilities and specialized tape-recording equipment designed to assist students taking language courses at Lehman. The lab provides audio cassettes with prerecorded lessons, coordinated with texts in French, Spanish, Italian, German, Russian, Japanese, Portuguese, Mandarin Chinese, ancient and modern Greek, Latin, Hebrew, Yiddish, Swahili, Yoruba, and others. The lab also makes available a number of computer programs to help you learn Spanish, French, and German.

Other services offered by the Language Laboratory are word-processing, spreadsheet and e-mail programs and mini-classes which help you prepare class papers and assignments. For information and laboratory hours, call (718) 960-8320.

Late Registration: The last chance to register for courses at the beginning of each semester, intended for students who were unable to register or complete their registration during the regular registration period. In addition to tuition and regular fees, students are charged a \$15.00 late registration fee. (See **Registration**.)

Lehman Scholars Program: The Lehman Scholars Program offers capable and highly motivated students the atmosphere of a small, intimate college. The program features small seminars,



mentors, and an extra-credit option. It provides an introduction to the liberal arts in the areas of English, foreign languages, natural science, social science, humanities, and the fine and performing arts. Students are eligible to apply to the program at any point prior to the completion of 64 credits. For more information, come to Library, room 316, or call (718) 960-6094.

Library: The Lehman College Library is housed in a modern four-story building equipped with a fully automated CUNY-wide catalog and circulation system, periodical indexes, electronic databases (many of which are full-text), and Internet access. The open stack book collection of over 560,000 volumes is supplemented by 640,000 microforms. The Library subscribes to 1,535 print periodicals and 12,000 full-text electronic periodicals. It is also a designated depository for state and federal government documents. The Library maintains a collection of sufficient size and currency to support the curriculum.

Many library resources, including the full-texts of journal articles on a wide range of topics, are available remotely via the Internet and can be used from your home, office or elsewhere on campus. For remote access, simply go to the Lehman College website, <http://www.lehman.cuny.edu>, and click on "Library."

Remote access allows our students to do library research from their home or office computers as well as from elsewhere on campus. Simply stop in and have your ID card activated at the Circulation Desk. Be sure to visit the Library's Food for Thought Cyber-Café where you may partake of refreshments, work on group projects, check your e-mail, and surf the Web on our wireless iMac computers.

The Library maintains general and specialized Reference Collections, a Reserve Collection (which includes selected current textbooks and assigned readings), a Periodicals Room, three electronic classrooms, and a Bronx History Archive. The Reference Desk (on the first floor) is the place to go for assistance in using our online electronic resources, our CUNY+ catalog, and the Internet. It is also where the majority of our research computers are located.

Reference librarians and student tutors are available to assist students during library hours. For remote assistance, you may contact our subject specialists via e-mail by clicking on the phrase "Ask a Librarian" on our homepage. Specialized instruction in the use of library resources and information literacy is available to classes. Beginning in the Spring 2003 semester, an online Information Competency Tutorial will be incorporated into all English 102 classes. Free classes in word processing, spreadsheets, and PowerPoint are offered each semester; watch for announcements.

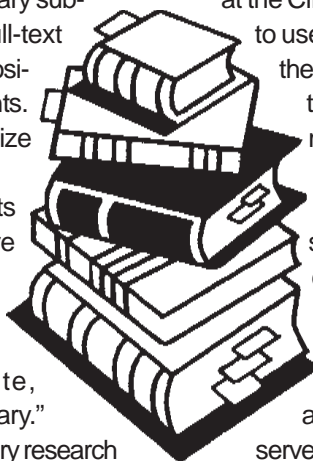
The Library also includes a number of specialized areas. The Education Room includes K-12 curriculum materials, an ERIC microfiche collection, and online access to a wide variety

of electronic materials. Of special interest to future elementary school teachers and parents of school-age children is our collection of children's books. The Education Room also includes Internet and CUNY+ access.

The Fine Arts Room contains books and other materials in music, dance, architecture, and art. An extensive collection of records, audiotapes, and videotapes are available for your use at private carrels equipped with headphones and video monitors. There are also six Internet workstations and e-mail access.

Your student ID, which provides access to the Library and all its resources, includes your library barcode (which begins with the number 2). Please activate your borrowing privileges at the Circulation Desk on the first floor. You will then be able to use your ID to borrow books and to use materials from the Reserve, Reference, and Current Periodicals collections. Undergraduates may borrow most circulating materials for three weeks. Once activated, your barcode number may also be used to access our Library resources from your home or office through our proxy server on the Internet. From the college's homepage click on Library. Your currently validated ID will also be accepted at most of CUNY's other libraries.

The Library can seat 1,200 people. Attractive lounge areas are scattered throughout the building and individual study rooms may be booked at the Reserve Desk. The Library is open 72-76 hours per week. During exam week, the Library follows extended hours. Call (718) 960-7766 for the latest hours. (See also **CUNY+**.)



Lovinger Theatre: Located in the Speech and Theatre Building, the Lovinger Theatre is dedicated to the creation and presentation of performing arts programming of all disciplines with a special focus on education and cultural diversity. The Theatre aspires to be an artistic touchstone for emerging artists of all backgrounds and a training facility for our dynamic Theatre Program here at Lehman College.

The Lovinger has been a venue for many renowned statesmen and artists including Vice President Al Gore, Senator John Mitchell, The United Nations Secretary General Mr. Boutros-Boutros Ghali, and actors Talia Shire, Robert DeNiro, Kenneth Branagh, Chazz Palminteri, and Rosie Perez among others.

The Theatre is a home and resource for various community arts and civic groups including The Bronx Opera, The Bronx Council on The Arts, The Bronx Arts Ensemble, The Bronx Stage & Film Company, NYC Public School District 10/ Dreamyard Arts Programming, Bronx Prep Charter School, The Tiffany Gospel Awards, and The Jennifer Muller Dance Company among others.

Major: Your major is the field of interest which you select as your specialty and in which you take the greatest number of courses. Every student must select a major and complete the requirements set by the appropriate department, departmental sec-

tion, or interdisciplinary program. These requirements can be found in the alphabetical listing of Departments in the *Undergraduate Bulletin*; you must complete the requirements that are listed in the *Bulletin* that is current at the time you declare your major. You can declare your choice of major (or double major) by filing the appropriate form in the Office of the Registrar, Shuster Hall, room 106. (If you receive NYS financial aid including, but not limited to, TAP, you must have an academic major on file by the time you complete your 60th credit. If you do not, you will be decertified for NYS tuition assistance.

It is a very good idea to talk with the Undergraduate Advisor of the department or program of your prospective major as soon as possible. For further details, see the *Undergraduate Bulletin*. (See also **Minor**.)

Math Lab: The Math Lab, located in Gillet Hall 222, offers free tutoring in the following courses: MAT 104, 132, 135, 171, 172, 174, and 175. Any student needing assistance in algebra, geometry, pre-calculus, or in the computer language BASIC, may also come to the Math Lab. For more information, call (718) 960-8878.

Matriculated Student: A matriculated student is a student enrolled in an academic program leading to a degree. Full-time matriculants are students attempting a minimum of 12 credits or credit equivalents; part-time students are expected to carry a minimum of two courses totaling 5 to 7 credits, or one course totaling at least 5 contact hours, up to a maximum of 11 credits.

Meridian: Meridian is a student newspaper which reports news and events of concern to the college community. It raises student and faculty awareness of—and participation in—activities affecting this community. Meridian seeks to promote an interest among Lehman College students in the field of journalism. The office of Meridian is located in the Student Life Building, room 108.

Minor: A minor is required of most students. It usually consists of 12 credits of related courses, in which at least 6 of the 12 credits are in 300- and 400-level courses. You must declare your choice of minor by filing the appropriate form in the Office of the Registrar, Shuster Hall, room 106, by the time you have earned 80 credits.

Students in a few major programs are allowed to waive the minor requirement. Further information on a waiver can be obtained from the Undergraduate Advisor of your major or interdisciplinary program. More information on designing your own minor from related courses offered by two or more departments is available from the Office of Academic Advisement, Shuster Hall, room 280. (See also **Major**.)

Non-Degree Student: A student who is admitted to the college, but who is not accepted into a program leading to a degree.

Notes and Records of Lectures: See **College Policies and Procedures**.

Ombudsman: See **College Policies and Procedures**.

Parking: Parking for students is available in the North Parking Lot, with a valid parking sticker which may be purchased with proof of registration at the College, car registration, and car insurance. After 5:15 pm and on weekends, students may also use the Faculty Parking Lot (south lot only). The fee for a parking sticker is \$35.00 a semester and \$15.00 for the summer. They can be purchased in the Campus Activities Office in Shuster Hall, room 080.

Part-Time Status: To make progress toward their degree, part-time matriculated students are expected to carry a minimum of two courses totaling 5 to 7 credits each semester, or one course totaling at least 5 contact hours. Part-time students, other than those on probation, may carry a maximum of 11 credits. (See **Full-Time Status and Credit Equivalent**.)

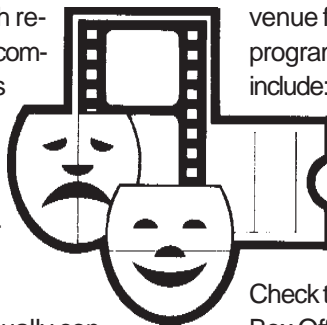
PELL Grant: This is a federal grant for both part-time and full-time students in degree programs, which may be used for tuition costs and other college-related expenses. (See **Appendix A, Financial Aid**.)

Performing Arts Center: Lehman Center for the Performing Arts, with its elegant 2,310-seat Concert Hall, is the premier Bronx venue for international music, dance, theatre, and children's programming. Examples of events in the 2002-2003 Season include: Bachatazo del Bronx, Georgian State Dance Company, Ladysmith Black Mambazo, the Peking Acrobats, Eddie Palmieri with Brenda K. Starr, and Charlie and the Chocolate Factory. Students receive a \$5 discount on tickets to most events produced by the Center and may apply for employment as ushers and stagehands. Check the Campus Calendar of Events or call the Concert Hall Box Office at (718) 960-8833 or visit the Center's website at <http://www.lehmancenter.org> for up-to-date information.

Performing Arts Groups: Students at Lehman College have an opportunity to enjoy, and participate in, a wide variety of campus-based performing arts groups.

Students interested in musical groups are urged to explore the Community Band, the Jazz Ensemble, and the Community and College Chorus. Information on these and other musical groups is available in the Music Department, Music Building, room 315, (718) 960-8247.

Students interested in acting, theatre, or dance should consider opportunities to participate in Theatre Department pro-



ductions, the Theatre Club, and the Student Dance Company. Information about these activities is available in the Speech and Theatre Department, Speech and Theatre Building, room 226, (718) 960-8134.

Petitioning: See **College Policies and Procedures**.

Pets: See **College Policies and Procedures**.

Photocopies: Photocopy machines are available for student use in the Bookstore and on all four floors of the Library.

Plagiarism: See **College Policies and Procedures**.

Pre-Professional Studies: If you are considering a career in dentistry, medicine, pharmacology, engineering, law, or any other profession which requires post-graduate education, you should consult the appropriate pre-professional advisor in Carman Hall, room 337A.

Pre-Dental/Medical/Pharmacy	(718) 960-8759
Pre-Engineering	(718) 960-8345
Pre-Law	(718) 960-8159
Pre-Graduate	(718) 960-8345

Prerequisite Course: A course that must be completed satisfactorily (i.e., passed) before a more advanced course can be taken. For example, Psychology 166 (PSY166) is a prerequisite for 200-, 300-, and 400-level psychology courses.

You must fulfill the prerequisites specified for any course before you register for it. The prerequisites, required for course work at a more advanced level, are included in the course description in the *Undergraduate Bulletin* as are the specifics regarding special permission variances to prerequisite requirements. (See **Corequisite Course** and **Course Level**.)

Probation: A student who does not meet the required minimum semester or cumulative indices, or does not demonstrate satisfactory progress toward the degree, or whose cumulative grade point index at the College falls below 2.0 (after the first 13-24 credits or the first eight courses have been taken) for more than one semester, is automatically placed on probation. During this probationary period, a student is expected to maintain his or her academic standing with the College. After one semester of probation, a student who still does not meet minimum requirements will be dropped from the College and is required to withdraw for at least one semester.

Students may appeal to the Committee on Admission and Standing for permission to remain enrolled in the College despite their academic difficulties. All students who have been dropped from the College for failure to make satisfactory aca-

ademic progress may appeal to the Committee on Admission and Standing for permission to re-enroll. See the *Undergraduate Bulletin* for further details on satisfactory academic standing and probation procedures.

Public Safety: See **Emergency**.

Quality Points: Quality points are a mathematical representation of letter grades. They are used to compute your grade point average (G.P.A.) or cumulative index. (See **Cumulative Index**.)

Radio Station: See **WHLC**.

Records Access by Students Policy: See **College Policies and Procedures**.

Refunds: Tuition refunds for courses dropped before the start of the semester and during the first three weeks of classes, which make a student part-time, must be processed in the Office of the Registrar, Shuster Hall, room 114. The date of your request, not your last day in class, is the date used to calculate your refund. For courses dropped by mail, the postmark date of the request is the date used to calculate your refund.

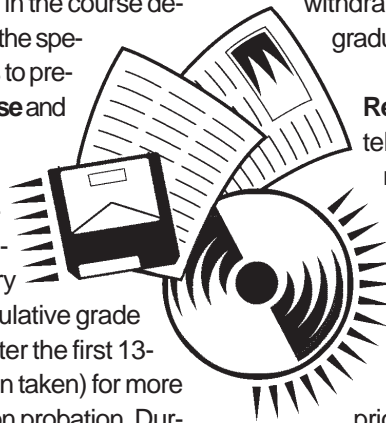
The availability and the amount of any refund you may receive varies considerably depending on the circumstances involved. A full outline of College policy in this matter can be found in the *Undergraduate Bulletin*. (See **Appendix A, Financial Aid**.)

Registrar: This office implements and maintains college policies on registration, course offerings, attendance certification, course withdrawals, grading and grade reports, transcripts, and graduation requirements.

Registration: Registration is conducted by the web or telephone for all students. The registration appointments are based on class standing (credits earned). Students receive notification by mail regarding their appointments. All information regarding schedules and regulations for advising and registration appear in each semester's Schedule of Classes.

Registration generally begins about three weeks prior to the end of the previous semester and continues, with some brief shut-down times, until the beginning of classes for the next semester.

It's always a good idea to talk to someone in Academic Advisement *before* registration to make sure you are fulfilling your General Education requirements. If you have already selected your major and/or your minor, a discussion with the Undergraduate Advisor(s) in the appropriate department or interdisciplinary program can help you tailor your education to your career and personal goals.



Report Cards: See **Grade Reports and Cumulative Index.**

Representing the College: See **College Policies and Procedures.**

Ronald E. McNair Program, The: Ronald McNair was the second African American astronaut. A laser physicist with a Ph.D. from MIT, he perished in the Challenger space shuttle in 1986. The program was named in his memory.

The program is a two-year pre-Ph.D. preparatory program aimed at helping students gain admission to and financial aid for Ph.D. study. Students who are “first to college” and “low income” are eligible to apply. For more information, contact Professor Gary Schwartz, Director, or Julette Sanchez, Coordinator, Old Gym Building, room 118, (718) 960-7350.

Schedule of Classes: A booklet that contains a listing of all the classes and sections that will be offered in a given semester. It also contains registration information, Lehman’s current fee schedule and academic policies, financial aid and security information, the academic calendar, and miscellaneous information.

The Schedules are usually available on campus about three weeks prior to the end of the previous semester. The Schedule of Classes is also available on Lehman’s website, <http://www.lehman.cuny.edu>.

Scholarships, Lehman: Lehman College’s Academic Achievement Award Program offers entering students an opportunity to receive scholarships ranging from \$1,000 to \$4,000 per academic year.

The selection process is competitive and awards are made on the basis of an outstanding academic record. Freshman students are evaluated on the strength of their high school record and must take the SATs.

All full-time freshmen admitted to Lehman are considered for Academic Achievement Awards. No separate application is necessary for freshmen.

As students progress in their studies at Lehman, they may apply to the following programs based on academic achievement in college:

Minority Access to Research Careers (MARC) and Minority Biomedical Research Support (MBRS) scholarship and research programs allow students to work closely with faculty members on designated research projects and possibly receive funds to attend major scientific conferences throughout the nation.

Departmental and Special Awards offered for achievement in specific academic subjects vary in amount and criteria for selection. Some are awarded by academic departments; others by the Lehman College Alumni Association, the Lehman College Retirees Association, and other groups committed to undergraduate education at Lehman. For more information come to the Office of Scholarships and Awards in Shuster Hall, room

205 or call (718) 960-8156. (See also **Appendix A, Financial Aid.**)

Scholarships, New York State: New York State offers the following scholarships: Regents Health Care Scholarships in Medicine and Dentistry; Regents Professional Opportunity Scholarships; Vietnam Veterans Tuition Awards (VVTA); Child of Veteran Awards; Child of Deceased Correction Officer Awards; Memorial Scholarships for Families of Deceased Police Officers and Firefighters; and NYS Health Service Corps Scholarships. Information and applications for these scholarships can be obtained by calling (518) 474-5642. (See **Appendix A, Financial Aid.**)

Security: See **Emergency.**

SEEK: Lehman College participates in SEEK (Search for Education, Elevation, and Knowledge), a state-authorized higher educational opportunity program. SEEK provides instruction and tutorial help, counseling, as well as financial assistance to educationally and economically disadvantaged New York City residents who are high school graduates (or hold high school equivalency diplomas). See the *Undergraduate Bulletin* for more information. You can also visit Shuster Hall, room 257 or call (718) 960-7979.

Smoking: See **College Policies and Procedures.**

Solicitation on Campus: See **College Policies and Procedures.**

Special Student Services: The Office of Special Student Services offers services to students with disabilities. Services include, but are not limited to: individual test administration; assistance during registration; counseling; tutoring/note-taking; advocacy; provision of technical equipment; and referral to outside agencies. Students must provide documentation of their disabilities in order to obtain services that are most appropriate for them.

The Office of Special Student Services is located in Shuster Hall, room 238. For more information, call (718) 960-8441 or (718) 960-8931 (TTY). The Public Safety TDDS (Telecommunication Device for the Deaf) number is (718) 960-7373.



Sports, Intercollegiate: Lehman College is a member of the National Collegiate Athletics Association, New York State Association of the Intercollegiate Athletics for Women, Eastern Collegiate Athletics, and the City University of New York Athletic Conference. Students are encouraged to join athletic teams, many of which participate in local league competitions. Standards for participation and rules governing the sports are those of Lehman College, Division III National Collegiate Athletic Association, and various local and district conferences. The eli-

gibility requirements for Lehman College are as follows: Athletes must be full-time matriculated students, i.e. carrying 12 credits or credit equivalents exclusive of varsity credits. Athletes must have and maintain a 2.0 index. A student with an index under 2.0 may appeal to the Committee on Athletic Eligibility through the Office of Academic Advisement.

The APEX houses the Lehman College Varsity Sports Programs, NCAA Division III. They are:

Men's Programs	Women's Programs
1. Baseball	1. Basketball
2. Basketball	2. Cheerleading
3. Cross Country	3. Cross Country
4. Indoor Track and Field	4. Indoor Track and Field
5. Outdoor Track and Field	5. Outdoor Track and Field
6. Swimming	6. Softball
7. Tennis	7. Swimming
8. Volleyball	8. Tennis
	9. Volleyball

Competitions are held in baseball, track, softball, swimming, volleyball, tennis, basketball, and cross-country. In addition, there is a regional conference and national championship competition in all intercollegiate programs.

A medical examination is a prerequisite for participation on any team. (See also **APEX**.)

Sports, Intramural: The intramural program at Lehman College provides every student on campus with a variety of opportunities to participate in activities and events of a competitive or recreational nature. A number of organized athletic competitions are scheduled throughout the academic year. Sports clubs, supervised by faculty members, aim to meet the needs of those whose interest is not intercollegiate competition. We have four men's intramural programs, three women's intramural programs, and five coed intramural programs. (See also **APEX**.)

Student Activities Office: See **Campus Life, Office of**.

Student Health Center: The Lehman College Student Health Center is located in the T3 Building, room 118. The center offers mostly free and some minimal cost services, available and supported through student activity fees. Services include: primary health care (checkups, physicals, immunizations) men's and women's sexual health services (gynecological pap & pelvic, breast, testicular & prostate exams), and testing (blood/urine/salivary) for sexually transmitted diseases, HIV, pregnancy, and other routine urine/blood testing. Prescriptions, off-site testing, and over-the-counter medications (Tylenol, Motrin, antacids), and other health supplies (condoms, sanitary products) are also available at minimal cost. The Center also offers health information and education for students through brochures/pamphlets, one-on-one advisement, guest class lectures, work-

shops, events and health fairs.

For further information or to schedule an appointment, call (718) 960-8900.

Student Life Building: The Student Life Building, located at the south end of the baseball field, is a two-story brick complex consisting of offices, lounges, and conference rooms.

The upper level houses the Student Activities Office, the Campus Association for Student Activities, and office space for the various student clubs and organizations. In its lower level, the Student Life Building also offers a TV room, a kitchen, and two lounge areas for parties and special events. There are two conference rooms which may be reserved for meetings, and the College radio station, WHLC, and the student newspaper, *Meridian*.

When classes are in session, the building is open Monday through Thursday from 9:00 am to 9:00 pm, on Fridays from 9:00 am to 5:00 pm and on Saturdays from 10:00 am to 2:00 pm (See **Campus Life, Office of and Clubs**.)

Syllabus: an outline or plan summarizing the contents of a course, generally distributed by the instructor at the beginning of the course to acquaint students with the materials to be covered during the semester.

TAP (NYS Tuition Assistance Program): The TAP grant is available to full-time students in degree programs who are residents of New York State and are either citizens of the United States and eligible non-citizens. It can be used only to pay tuition costs. See Appendix for new TAP regulations. (See **Appendix A, Financial Aid**.)

Testing Requirements: (For degree seeking undergraduate students.) In order to complete upper-division requirements, all students must take and pass the CUNY Proficiency Exam (CPE). Students are provided with a reading selection which they must study prior to the examination. During the exam, students are given an additional short-reading passage and essay questions.. Students will be given three opportunities to take the CPE once they have reached their 45th credit.

The CPE is offered every semester. Students with three absences and/or failures will have a STOP placed on their registration and must go through an appeal process. Students with a Bachelor's degree are exempt from the CPE. Please be aware that the CPE is an exit exam which is different from the CUNY-ACT, the required entrance exam.

For more information about the CPE, please visit www.cuny.edu/cpe or contact the Testing Office in Shuster Hall, room 205 (718) 960-8156.

Transcript: A transcript is a copy of your permanent academic record. All courses taken, the grades earned, the semester the course was taken, any awards, and degrees granted are typically

listed on a transcript. This record is kept permanently by the College.

An official transcript must include the imprint of the College seal and generally is sent directly by the Registrar to the requested institution. A student's copy of the transcript does not include the College's seal, and usually is not accepted as an official or legal document by most institutions. Transcripts may be requested in the Office of the Registrar, Shuster Hall, room 108. (See **Registrar**.)

Tutorial: A course which allows you to pursue independent reading, writing, and research on a topic of interest to you under the supervision of a faculty member *selected by you*. You must submit a signed consent form from the instructor with whom you wish to work in order to register for your department's tutorial course.

Tutoring: See **Instructional Support Services** and **Math Lab**.

Tutoring, Children: See **After School Tutoring Program**.

Undergraduate Bulletin: The Lehman *Undergraduate Bulletin* for the current academic year is an official source of information about Lehman College. It includes the history of the College, a listing of college personnel, fees, degree requirements, programs of concentration, course descriptions, special programs, grading procedures, and general regulations. Some of the information may change from year to year.

Veterans' Services: Veterans who wish to apply for educational benefits should obtain the appropriate applications and documentation from the Veterans Administration. The Office of the Registrar, Shuster Hall, room 114, will provide certification of registration and progress for veterans. The telephone number is (718) 960-8613.

WHLC: WHLC is the student-run radio station at Lehman College. Operated on carrier-current at 590 Kilocycles, WHLC serves the College community daily with music, news and public service announcements, announcements of student events, editorials, special features, as well as community activities and events of special interest to the Lehman College community. Students are trained in all facets of broadcast operation. For more information, call (718) 960-4967.

Withdrawal, Official: Dropping a course after the change of program period. You must file an official withdrawal form in the Registrar's Office in Shuster Hall, room 114 prior to or on the day of the deadline for official withdrawals as listed in the Schedule of Classes. The dropped courses remain on your record, with a grade of "W" indicating an official withdrawal without penalty.

Withdrawal, Unofficial: If you stop attending a class without filing a withdrawal form with the Registrar's office before the appropriate deadline you will receive the grade "WU." This grade counts as an "F" when calculating your G.P.A.

Work Study: Jobs are available to students who qualify for this financial aid program. (See **Appendix A, Financial Aid**.)

Yearbook: Each year, the Lehman College Yearbook committee produces a first-rate yearbook, *Abstracts*, which provides graduates with an exciting record of their attendance and experience at Lehman College. Students interested in working on the yearbook are encouraged to contact the Office of Campus Life/Student Activities in the Student Life Building, room 222.



Campus Governance: Your Chance to Get Involved

Lehman offers students many opportunities to participate in the political process through a variety of organizations and roles. Students involved in these organizations make a substantive difference in the quality of their fellow students' lives and education, gaining valuable experience in legislative and leadership opportunities, that serve them well in their post-graduation lives.

The Campus Association for Campus Activities (CASA): CASA is the programming arm of student government. CASA officers are elected each Spring; they, in conjunction with representatives of the Student Conference, constitute an Executive Committee that provides leadership for the various student activities on the campus. CASA officers serve on numerous funding, coordinating, and oversight boards. They are responsible for the appropriation and management of student funds for clubs, cultural programs, entertainment, and other activities.

The Student Conference of the Lehman College Academic Senate is composed of the elected student members of the College Senate. The Conference provides a forum for discussion of academic and nonacademic issues. Meetings of the whole conference are generally held once a month and are open to all members of the Lehman College community.

The Lehman College Academic Senate is the decision-making body on matters of academic policy. Its membership includes faculty, students, and administrators elected by their constituencies. Approximately one-third of the Senate membership consists of students elected each Spring. The meetings of the College Senate are open to all members of the campus community and are scheduled regularly once a month during the academic year.

The General Faculty: Under the leadership of its Executive Committee, the General Faculty is a forum for the presentation and exploration of Faculty concerns and issues. All members of Lehman College's instructional staff are members of the General Faculty, which performs an advisory function.

The Board of Trustees of the City University of New York is responsible for the governance of the entire City University system. This board, which represents the general public, is composed of 17 members, ten appointed by the Governor of New York State, five appointed by the Mayor of New York City, and two *ex officio* members.

College Policies and Procedures

Academic Integrity: While honest scholarship is time-consuming and often requires hard work, it is also the primary process by which students learn to think for themselves. Faculty members must teach respect for methods of inquiry within the various disciplines and make assignments that will encourage honest scholarship; students in turn must uphold a standard of honesty within the College, thereby affirming the value and integrity of their Lehman degree.

The most common forms of academic dishonesty are cheating and plagiarism. Cheating is taking or giving help on a test: for example, using unauthorized books, papers, or notes during an examination; or procuring, distributing, or using unauthorized copies of examinations. Plagiarism means the failure to give credit for the source of another's words or ideas, or—as in the use of borrowed or purchased papers—passing off another person's work as one's own. (Section 213-b of the New York State Education Law prohibits the sale of term papers, essays, and research reports to students enrolled in a college.) This statement is intended as a guideline only for cases involving student-instructor academic relations.

Academic dishonesty is a serious violation of the accepted values of the College. When questions of a breach of academic integrity arise, instructors will inform the student of their suspicions and of the student's rights:

- To receive any charges in writing;
- To remain silent without assumption of guilt;
- To receive from the Instructor a copy of the Academic Integrity Statement; and
- To be advised of the Instructor's intended sanction. Such sanctions may include but are not limited to the following: a) a grade of F on the paper or examination; the student may be given the option of submitting a similar but additional project for grading; b) a grade of F on the paper or examination, as above, but with no option to submit additional work; c) a grade of F for the course.

Should the Instructor become convinced that the suspicions are unfounded, no further action will be taken. If the suspicions are founded and if both the student and the Instructor are willing, they may agree upon a resolution. Subsequently, the charges and resolution must be reported to the Department Chair and filed by the Instructor with the Office of Academic Standards and Evaluation, and the Office of the Vice President for Student Affairs.

• If no agreement is reached and the student is charged with cheating, the Instructor will hold the intended sanction in abeyance and refer the matter to the Vice President for Student Affairs to be handled under the Student-Disciplinary Procedures pursuant to Article 15 of the Board of Trustees Bylaws. The Vice President for Student Affairs may recommend disciplinary penalties to the Disciplinary Committee. In the event the student is found guilty, penalties which may be imposed in-

clude but are not limited to: 1) suspension from the College or 2) expulsion from College.

• If no agreement is reached and the charges are for plagiarism, the student may appeal the matter in writing to the chair of the appropriate department within a three-week period after the Instructor has informed the student and the Chair of the intended sanction. The Chair will appoint a committee of three Lehman College faculty members, which will adjudicate the matter within three weeks by majority vote and send a written notification of its decision to the department Chair, the student, the Instructor, the Office of Academic Standards and Evaluation, and the Office of the Vice President for Student Affairs. If the Chair is the Instructor in question, the senior member of the department Personnel and Budget Committee will act for the Chair. Either the instructor or the student has the right, within three weeks of receipt of notification, to appeal the departmental decision in writing to the Committee on Academic Standards and Evaluation, which will act as adjudicator of last resort. Should any part of the three-week period fall outside the regular semester, the first three weeks of the next regular semester shall apply.

• The Office of Academic Standards and Evaluation will keep all records of such proceedings on file until the student's graduation, at which time they will be destroyed.

• As a result of a second upheld charge of academic dishonesty involving plagiarism, disciplinary penalties may be recommended by the Vice President for Student Affairs to the hearing panel composed of members of the Faculty-Student Disciplinary Committee, pursuant to the due process provisions of the Board of Trustees' Bylaws (Article 15). Such penalties, which may be imposed only through the Bylaws process, include but are not limited to: (1) suspension from the College or (2) expulsion from the College.

Access to Campus after Hours: All students are required to leave the campus by 10:30 pm unless specially authorized by the Vice President for Student Affairs to remain later or unless an officially scheduled event continues beyond the closing hour of the campus. The following procedures should be followed by all who expect to be on campus weekends, holidays, or after hours:

Members of the Lehman College staff and students must present a currently validated ID at Gate 5 to gain admission to the campus.

For persons not employed by the College (guests, contractors), the hosting department should notify the Public Safety Office, APEX, room 109 (718) 960-8593, not later than 2:30 pm, on the Friday immediately preceding the weekend or holiday, to assure admission. For after-hours during the week, the Public Safety Office should be notified before the end of the work day (5:00 pm).

All other persons will be required to sign the guest register when entering and leaving the campus. Your cooperation will

enable all concerned parties to avoid problems and helps ensure the security of the College.

Alcohol: The use of alcohol by anyone under 21 years of age is illegal and prohibited. Alcoholic drinks may neither be sold nor served on campus; no one at student events may possess or drink alcoholic beverages. Persons violating this basic rule must leave the event and will be escorted off campus. Students may be subject to disciplinary action.

Attendance: Students are expected to attend all class meetings as scheduled, and are responsible for all class work missed as a result of late registration or absence. Excessive absences in any course may result in a lower final grade.

Campus Demonstrations: On-campus demonstrations are permitted under the general procedures approved by the Department of Police of the City of New York. Advance notice shall be given to a representative of the Vice President for Student Affairs, and all regular policies and laws of the College, city, state, and federal government shall apply at all times.

Demonstrators may not interfere with building ingress or egress, block corridors or doorways, or in any way interfere with the easy passage of other persons. Any student using force on another person shall be immediately suspended. Additional information regarding procedures applicable to demonstrations may be obtained from the Office of the Vice President for Student Affairs.

Drug Use: The use of drugs on campus, unless prescribed by a physician, is not tolerated. Illegal use of drugs will subject the individual to the penalties provided by law. The use of legal drugs that are nevertheless injurious to the health is not condoned.

Freedom of Speech: Freedom of speech is an essential tradition of any academic community. All members of the Lehman community must be vigilant in exercising their rights of expression so as not to preclude other persons' guaranteed right to give and receive expression as part of the deliberative process of an academic community. Preservation of these rights on campus requires the scrupulous use of means of communication. Public address systems and all other amplification devices are prohibited in common areas during class hours.

Fund Raising Projects on Campus: Lehman College, for a number of reasons, must place explicit limits on fund-raising activities. Public property cannot be used for private gain. Bulletin boards and other campus facilities may not be used to advertise private organizations or to promote fund-raising events by non-college groups. Advertisers who wish access to the College population may purchase space in *Meridian*, the campus newspaper. General appeals to the College community for funds to assist outside agencies must be approved by the president of the Col-

lege. Present policy restricts such appeals to one a year, the annual University-wide United Way Fund campaign, which has University sanction and encouragement.

Individuals or organizations seeking to sell merchandise on campus may not use the campus, regardless of the use of the income derived. Merchandise sales are conducted only through the Bookstore and on its premises. Food sales are conducted by the Cafeteria, on premises approved by the Vice President for Administration. Anyone seeking to make sales or distributions without prior approval will be removed from the campus by the Office of Public Safety and, if a nonstudent, will be subject to arrest. If a student, he or she will be referred directly to the Vice President for Student Affairs.

Proposals to conduct fund-raising projects for additions to scholarships and loan funds for students and other campus objectives may be considered. Such proposals from department and faculty groups shall be made to the appropriate divisional dean and, if endorsed by the dean, submitted to the president for approval. Proposals from students or student organizations shall be submitted to the Vice President for Student Affairs.

The name of Lehman College may not be used in connection with any promotion, advertising, or fund-raising activity unless approval has been received from the president of the College or his designees. With respect to fund-raising activities which are supported in whole or in part by student fees, the *Bylaws* of The City University of New York read in part as follows:

All revenues generated by student activities funded through student activity fees, including student government activity fees, shall be deposited to the credit of the body governing the budget process of the student activity fee or portion thereof and not retained by the group or club running the program except where specific authorization has been granted by the governing body.

Thus, if a student group seeks to raise funds through a program financed in whole or in part from student-fee sources, approvals and arrangements must be obtained well in advance of the activity, with final authorization by the Vice President for Student Affairs as Secretary of the Board of Directors of the Lehman College Association, Inc.

Registered student organizations may obtain approval for service projects to raise funds for their own organizational needs. Application must be made in advance to the Director of Student Activities, who will recommend action to the Vice President for Student Affairs. Examples of activities that may be considered are cake sales, used-book exchanges, checking services at campus events, and international food fairs.

Fund-raising activities not covered by this statement of policy require review and approval by the president of the College or his designee.

Grade Appeal: Students dissatisfied with a grade received in a course should first consult the instructor involved. It is the instructor's

sole judgment that determines the grade recorded by the Office of the Registrar. Occasionally, errors do occur, and these are always corrected promptly when properly certified by the instructor to the Office of Academic Advisement.

When a student considers a grade unjust, he/she should first confer with his/her instructor. Second judgments and additional work are not permitted. If the student is not satisfied that justice has been done, he/she may appeal in writing to the department Chair. If the Chair is the instructor in question, the senior member of the department Personnel and Budget Committee will act for the Chair. Students are required to initiate grade appeals before the end of the 8th week of a semester following entry of a permanent grade.

- The Chair will appoint a review committee of at least two department members, who with the Chair will review the appeal. The Committee will examine all material relevant to the appeal that both the Instructor and the student submit and will prepare a written report of its findings, either sustaining the original grade or recommending a change.

- The Chair will notify the student and the instructor of the Committee's decision. If the Committee recommends a grade change, the chair will forward that recommendation (A-I) with the decision.

- The decision of the Review Committee will be binding on both parties.

Students bear the responsibility of regular class attendance and prompt meeting of classroom responsibilities. By following these guidelines, students should be able to gauge their own progress in the course, including how their grade standing develops during the semester, and should thus not be surprised by the grade recorded at the end of the term.

Guests: Any guests of a student visiting the campus must obtain a pass from the Office of the Vice-President for Student Affairs in Shuster Hall, room 206, or from Public Safety in APEX, room 109 and must present the pass upon request.

ID (Identification) Card: Identification cards issued by the College must be carried at all times. Students are required to present their ID upon the request of any College official.

Notes and Records of Lectures, Use of: The transcript, manuscript, notes, and other substance of a classroom proceeding involve property rights of the instructor concerned and of Lehman College. If, in the judgment of the instructor and the department concerned, the distribution of lecture notes or other material to the students in the course is advisable, and if such distribution can be accomplished without copyright infringement and within the resources available to the department, it shall be made at no charge to the students and equally available to all students.

The offering for sale of a reproduced transcript, manuscript, notes, or other substance of a classroom proceeding is prohib-

ited under any and all circumstances. Without the express written permission of the instructor, the recording by a student of any classroom lecture or proceeding is prohibited at Lehman College. Without the express permission of the performer or lecturer, the campus sponsoring group, and the Vice President for Student Affairs, the recording of concerts, lectures, or discussions at open meetings on campus is also prohibited.

Ombudsman: An appeal to the Office of the Ombudsman is an exceptional procedure to be used when the regular administrative procedures do not adequately respond. The Office of the Ombudsman is not intended to replace the regular administrative procedures. One responsibility of the Office is that of critical review of College procedures: to help administrative functionaries (*whether student, faculty, or administration*) to improve their processes and procedures, not only to correct a particular inequity or injustice, but also to prevent its reoccurrence. The ombudsman will be receptive to all suggestions, comments, and criticism regarding the general functioning of the College processes and procedures. The ombudsman has the following authority, insofar as he can exercise it without violating the established rights of members of the College community to:

- make inquiries, in pursuance of his duties, of any members of the faculty, and any administrative officer, any member of the clerical and custodial staff, or of any student;
- consult all records within the jurisdiction of the College that are pertinent to any allegation of inequity or injustice or other grievance coming under his jurisdiction;
- mediate or otherwise arrive at a compromise, or reach his own solution of the problem at hand;
- present his recommendations for solution to the parties involved, to the president, or if appropriate, to the Senate;
- having completed the foregoing processes in confidence, to publish a report of his finding if he deems such a report necessary or desirable.

The Office of the Ombudsman is located in Davis Hall, room 111. The telephone number is (718) 960-8755.

Petitioning: Before a petition is circulated by any student group, two copies shall be filed with the director of student activities. All copies of the petition must bear the name of the group or groups circulating the petition.

Pets: Pet animals, whether leashed or free, are not allowed on campus, except Seeing Eye dogs. The confined space of the campus and the complex activities of the thousands of members of the college Community do not permit the luxury of animals to the few who may wish their pets to accompany them on campus.

Representing the College: No student may be a self-appointed representative of Lehman College, nor any division thereof, nor of the City University of New York.

Solicitation on Campus: No student or nonstudent may use any part of the College's buildings and grounds, including bulletin boards, for soliciting or selling any merchandise or service without the express permission of the Vice-President for Student Affairs. Lehman College and/or the City University of New York do not sponsor any products, merchandising schemes, or tours. Advertising appearing in student publications does not imply sponsorship by the College.

Smoking: Smoking is prohibited inside all facilities owned, leased, or operated by the City University of New York, effective Janu-

ary 1, 1995. Under city and state laws, smoking is prohibited in all classrooms, auditoriums, gymnasiums, hallways, elevators, restrooms, libraries, bookstores, and medical facilities on the campus. Smoking is also prohibited in all CUNY indoor areas where the public congregates, even if the service line or waiting area is an area where smoking is ordinarily permitted. This means you may not smoke in any indoor area in campus, included all bathrooms and hallways and all areas of the Student Life Building.

Student Records Policy, Access to

Any student at Lehman who wishes to review the contents of his/her file in the Office of the Dean of Student Affairs may request an interview in that office, where someone will be available to assist him/her by interpreting and clarifying any information contained therein.

The following is the policy of The City University of New York for all colleges of The City University required by regulations under the Federal Education Rights and Privacy Act of 1974* (the "Act"). The rights of students to their records are as provided in this policy.

I. Definitions. Student. With respect to education records maintained at a college, a student is a present or former student at that college. With respect to education records maintained at the Central Office, including the University Admissions Processing Center and the Office of Admission Services, a student is a present or former student of any unit of the University. An applicant is not a student until he/she attends a college.

2. Notification. Each college shall inform its present students of this policy at least annually by publication in the college catalogue or bulletin, in the first November edition of each student newspaper which is published at least on a monthly basis during the regular academic year, by posting on bulletin boards in each department of the college and in the Registrar's office, or by such other medium as is generally available to and read by the college's students.

3. Listing of records maintained at the colleges. Each college shall establish and maintain a listing of the types and locations of education records maintained there, and the titles and locations of the officials responsible for those records, provided, that with respect to education records maintained by individual members of a department, the college may indicate on the listing that the head of the department should be contacted with respect to identifying the types and locations of the records for which individual members of the department are responsible. The listing shall be included in the notification to students made under paragraph 2 and a copy sent to the Office of Legal Affairs.

4. Procedures to inspect and review records.

- A student who wishes to inspect and review his/her education records may make the request to the person in charge of the office which is the official custodian of the record in question, or that person's designee, but a request pertaining to records in the custody of a student's teacher or counselor should be made directly to the teacher or counselor.
- A request may be oral, but a college may require specific categories of requests to be in writing. (For the purpose of the procedures provided for in this policy, the Central Office is a college, and the Chancellor or his designee shall perform the functions of the President.)
- A request shall be granted or denied in writing within 15 days of receipt of the request.
- If the request is granted, a college official may be present when the student inspects and reviews his/her education records. A student at his reasonable request shall be provided with an explanation and interpretation of the record to which access is granted.
- If the request for access is denied or not responded to within 15 days of receipt, the student may appeal to a person designated by the college President. The appeal must be in writing and should identify the particular records to which access was requested, the date of the original

request for access, the person to whom the request was made, and the reasons why the student believes he/she has a right of access to the record. The appeal shall be decided no later than 25 days after the receipt of the original request for access. A denial of a request for access must be in writing and contain the reasons for the denial and a statement that the student has a further right of appeal to the General Counsel and Vice Chancellor for Legal Affairs. The student may thereafter send the appeal to the Office of Legal Affairs at 535 East 80th Street, New York, N.Y. 10021. The appeal must be in writing and include a copy of the college's determination on appeal and the reasons why the student disagrees with the determination. The Vice Chancellor for Legal Affairs shall render a decision no later than 20 days after receipt of the appeal.

5. Copies. Where a student is to be provided with copies of records, a fee of 25 cents per page shall be charged for each uncertified copy. Copies of education records are not required to be provided the student (except under paragraphs 9b and II) if: a. the records can be reasonably read and comprehended by the student upon visual examination; or b. the student has no disability which prevents him or her from coming to the college; or c. the student resides less than 50 miles from New York City.

6. Procedures for record correction.

- A student may request correction of his/her education records on the basis that an entry or entries are inaccurate, misleading, or in violation of the student's right of privacy or other rights. The request must be made in writing addressed to an individual or office designated by a college President. The request to the extent possible shall identify the record or records containing the challenged entry or entries, and a brief statement of why the student believes the entry or entries to be inaccurate, misleading, or in violation of his/her right of privacy or other rights. A student may not contest the assignment of a grade through this procedure, but may contest whether the assigned grade was recorded accurately.
- The designee shall within 15 days after receipt of the written request grant or deny the request in whole or in part and inform the student. If the designee denies the request in whole or part, the student shall also be advised in writing of his/her right to a hearing under subparagraph 6c below.
- A student may request a hearing if his/her request to correct has been in whole or in part denied, or if the designee has not responded to the request within the 15-day period. The request for a hearing shall be in writing, addressed to an individual or office designated by the college President, and shall contain the same information contained in the request to correct the records.
- Within seven days after receipt of a request for a hearing, the student shall be notified of a date, time, and place of the hearing, which shall take place within a reasonable time after receipt of the request.
- At the hearing the student shall have a full and fair opportunity to present evidence relevant to the issues raised under subparagraph 6a, before a person selected by the college who does not have a direct interest in the outcome of the hearing. The student may be assisted or represented by individuals of his or her choice, including an attorney, at his or her expense.
- The hearing officer, within 15 days after the conclusion of the hearing, shall render a report to the President in writing which shall include a summary of the evidence and the reasons for the decision, and which shall be based solely upon the evidence presented at the hearing. The

President shall render a final decision within 15 days after receipt of the report on the basis of the evidence, which shall include a summary of the evidence and reasons for the decision. The student shall be provided with a copy of the final decision. If the request is denied in whole or in part the student shall also be advised of his/her right to place in his/her education records a statement commenting on the information in the challenged record and setting forth any reasons for disagreeing with the decision

7. Records not mandatorily accessible. Records to which access may be denied are:

- a. Records pertaining to the student of instructional, supervisory, administrative staff, or educational personnel ancillary thereto which are in the sole possession of the maker and are not accessible or revealed to another person except a temporary substitute.
- b. Records pertaining to the student which are maintained on behalf of a college by contract guard service or by college security personnel or other unit having a law enforcement function provided: 1) such records are maintained apart from other records pertaining to the student; 2) are maintained solely for law enforcement purpose; 3) are only made available to local law enforcement officials; and 4) the contract guard service, security, or other such personnel do not have access to other records pertaining to the student.
- c. Employment records of a college employee who may be a student provided: 1) such records are normally maintained by the college; 2) relate exclusively to the individual's employment; 3) are used only for employment purposes; and 4) such employment is not the result of student status.
- d. Records pertaining to the student which are made by a physician, psychiatrist, psychologist, or other recognized paraprofessional acting in his or her professional or paraprofessional capacity, or assisting in that capacity, which 1) are created, maintained, or used only in connection with the provision of treatment to the student, and 2) are not disclosed to anyone other than the individuals providing the treatment.
- e. Records which pertain to a student generated after he/she is no longer an enrolled student at the college.
- f. The financial records of a student's parents, and the information contained therein.
- g. Confidential statements and confidential letters of recommendation which were placed in the student's file prior to January 1, 1975, provided: 1) the letters and statements were solicited or obtained with a written or implied understanding of confidentiality and 2) the letters and statements are used solely for the purposes for which they were specifically intended.
- h. All other confidential recommendations relating to admission to educational institutions (*including other units of The City University or schools or programs within a particular college*), employment 10.

8. Discretionary access to records.

- a. A student may be granted access to the records specified in paragraph 7 if University or college policy so provides, provided such access does not violate the right of another.
- b. Access to a student's education records without the student's consent under subparagraphs 9 (b through f) shall only be granted where required by law or regulation or if University or college policy so provides.

9. Access with the consent of the Student. The written consent of the student is required for disclosure of personally identifiable information from the student's education records except as provided above, or where the disclosure of accessible records is to the student himself/herself. The written consent must be signed and dated by the student and shall include:

- a. A specification of the records to be disclosed
- b. The purpose or purposes of the disclosure, and
- c. The party or class of parties to whom the disclosure may be made.

Where a record is disclosed pursuant to the student's written consent, the college, upon the student's request, shall provide the student with a copy of the record.

10. Limitation on redisclosure. Any disclosure of personally identifiable information from the education records of a student except under paragraph 8 of this policy may be made only on the condition that the party to whom the information is disclosed will not disclose the information to any other party without the prior written consent of the student, except that the personally identifiable information which is disclosed to an institution, agency or organization may be used by its officers, employees and agents, but only for the purposes for which the disclosure was made. The party to whom the disclosure is made shall be informed of this requirement. This does not preclude the college from disclosing personally identifiable information under paragraph 9 of this policy with the understanding that the information will not be redisclosed to other parties under that section; provided that the record-keeping requirements of paragraph 14 of this policy are met with respect to each of those parties.

11. Student's parents. The parent of a student has no rights deriving from that status with respect to the records of a student, regardless of the student's age.

12. Record of requests for access.

- a. Record of each request for and each disclosure of a student's records under subparagraphs 9 (c), (d), (e), (f), (g), (h), and (i), shall be maintained in the Registrar's office of each college.
- b. Such record shall list the parties who have requested or obtained information concerning the student, and the reason for the request, and shall be available for inspection by the student.
- c. A college may designate additional or other places where the record of disclosure will be maintained.
- d. Such record shall be accessible to the student, the Registrar and designated members of the Registrar's staff, and for purposes of auditing and record-keeping procedures, any individual specified in subparagraphs 9 (a) and 9 (c) in accordance with the conditions set forth therein.

13. Waivers.

- a. A student may waive any of his or her rights under the Act, the regulations or this policy provided the waiver is in writing and signed by the student.
- b. No college may require that a student execute a waiver of his/her right under the Act, the regulations or this policy.
- c. A waiver may be revoked by a student provided the revocation is in writing.

14. Destruction of education records. No record may be destroyed while a request for access to that record is pending. Nothing in this policy otherwise requires the retention of any record.

15. Copies of this policy. A copy of this policy including college policy adopted hereunder shall be furnished upon request.

16. Complaints regarding violations of the Act, or the regulations thereunder. A student who believes that his/her rights under the Act, or the regulations thereunder have been violated may submit a complaint in writing to: The Family Educational Rights and Privacy Act Office, 330 Independence Avenue SW, Washington, DC 20201.

See Rules and Regulations for the Maintenance of Public Order

Board of Trustees Rules and Regulations for the Maintenance of Public Order

BOARD OF TRUSTEES RULES AND REGULATIONS FOR THE MAINTENANCE OF PUBLIC ORDER PURSUANT TO ARTICLE 129-A OF THE EDUCATION LAW, commonly known as the "Henderson Rules."

RESOLVED, That the Board of Trustees, in compliance with Chapter 191 of the Laws of 1969, hereby adopted the following rules and regulations for the maintenance of public order on college campuses and other college property used for educational purposes.

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 express their views, free from external pressures or interference. These freedoms can flourish only in an atmosphere of mutual respect, civility, and trust among teachers and students, only when members of the university community are willing to accept self-restraint and reciprocity as the condition upon which they share in its intellectual autonomy. Academic freedom and the sanctuary of the University campus extend to all who share these aims and responsibilities. They cannot be invoked by those who would subordinate intellectual freedom to political ends, or who violate the norms of conduct established to protect that freedom. Against such offenders the university has the right, and indeed the obligation, to defend itself. We accordingly announce the following rules and regulations to be in effect at each of our colleges which are to be administered in accordance with the requirements of due process as provided in the *Bylaws* of the Board of Trustees.

With respect to enforcement of these rules and regulations we note that the *Bylaws* of the Board of Trustees provide that the President, with respect to his educational unit, shall:

- A. Have the affirmative responsibility of conserving and enhancing the educational and general academic excellence of the college under his/her jurisdiction;
- B. Be the advisor and executive agent of the Board and have the immediate supervision with full discretionary power in carrying into effect the *Bylaws*, resolutions and policies of the Board, the lawful resolutions of any of its committees and the policies, programs and lawful resolutions of the several faculties and students where appropriate;
- C. Exercise general superintendence over the concerns, officers, employees, and students of his/her college.

I. Rules

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

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

4. Theft from or damage to University/college premises or property, or theft of or damage to property of any person on University/college premises is prohibited.
5. Each member of the academic community or an invited guest has the right to advocate his position without having to fear abuse, physical, verbal, or otherwise from others supporting conflicting points of view. Members of the academic community and other persons on the college grounds shall not use language or take actions reasonably likely to provoke or encourage physical violence by demonstrators, those demonstrated against, or spectators.
6. Action may be taken against any and all persons who have no legitimate reason for their presence on any campus within the University/college, or whose presence on any such campus obstructs and/or forcibly prevents others from the exercise of their rights or interferes with the institution's educational processes or facilities, or the rights of those who wish to avail themselves of any of the institution's instructional, personal, administrative, recreational, and community services.
7. Disorderly or indecent conduct on University/college-owned or controlled property is prohibited.
8. No individual shall have in his possession a rifle, shotgun, or firearm or knowingly have in his possession any other dangerous instrument or material that can be used to inflict bodily harm on an individual or damage upon a building or the grounds of the University/college without the written authorization of such educational institution. Nor shall any individual have in his possession any other instrument or material which can be used and is intended to inflict bodily harm on an individual or damage upon a building or the grounds of the University/college.
9. Any action or situation which recklessly or intentionally endangers mental or physical health or involves the forced consumption of liquor or drugs for the purpose of initiation into or affiliation with any organization is prohibited.
10. The unlawful manufacture, distribution, dispensation, possession, or use of illegal drugs or other controlled substances by University students or employees in the workplace is prohibited. Employees of the University must also notify the College Personnel Director of any criminal drug statute conviction for a violation occurring in the workplace not later than five (5) days after such conviction.
11. The unlawful possession, use, or distribution of alcohol by students or employees on University/college premises or as part of any University/college activities is prohibited.

II. Penalties

1. Any student engaging in any manner of conduct prohibited under substantive Rules 1 to 11 shall be subject to the following range of sanctions 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 non-tenured faculty member, or other member of the instructional staff, or member of the classified staff engaging in any manner in conduct prohibited under substantive Rules 1 to 11 shall be sub-

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

3. Any visitor, licensee, or invitee engaging in any manner in conduct prohibited under substantive Rules 1 to 11 shall be subject to ejection, and/or arrest by the civil authorities.
4. Any organization which authorizes the conduct prohibited under substantive rules 1-11 shall have its permission to operate on campus rescinded.

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

Sanctions Defined

- A. Admonition. An oral statement to the offender that he has violated University rules.
- B. Warning. Notice to the offender, orally or in writing, that continuation or repetition of the wrongful conduct, within a period of time stated in the warning, may be cause for more severe disciplinary action.
- 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.

Amendment to The Interim Statement of The Executive Committee Dated August 13, 1970

In adopting the "student due process bylaws" (Article XV) it was the intention of this Board to provide the means to enable the administration, faculty, and students of each college of the University to administer a system of student conduct and discipline designed to maintain campus order and protect the rights of members of the college community.

The legislation creating The City University granted to the Board the power and the responsibility to govern and administer the college system under its jurisdiction, and to prescribe the conditions of student admis-

sion, attendance and discharge.

STUDENT DISCIPLINARY PROCEDURE BYLAWS OF THE CITY UNIVERSITY OF NEW YORK, AS AMENDED BY THE BOARD OF TRUSTEES ON FEBRUARY 24, 1992

Section 15.3 STUDENT DISCIPLINARY PROCEDURES

Complaint Procedures:

- a. Any charge, accusation, or allegation which is to be presented against a student, and, which if proved, may subject a student to disciplinary action, must be submitted in writing in complete detail to the office of the dean of students promptly by the individual, organization or department making the charge.
- b. The chief student affairs officer of the college or his or her designee will conduct a preliminary investigation in order to determine whether disciplinary charges should be preferred. The chief student affairs officer or his or her designee will advise the student of the charges against him or her, consult with other parties who may be involved or who have information regarding the incident, and review other relevant evidence. Following this preliminary investigation, which shall be concluded within thirty (30) calendar days of the filing of the complaint, the chief student affairs officer or designee shall take one of the following actions:
 - (i) dismiss the matter if there is no basis for the allegation(s) or the allegation(s) does not warrant disciplinary actions. The individuals involved shall be notified that the complaint has been dismissed.
 - (ii) refer the matter to conciliation. If a matter is referred to conciliation the accused student shall receive a copy of the notice required pursuant to section 15.3e of this bylaw; or
 - (iii) prefer formal disciplinary charges.

Conciliation Conference:

- c. The conciliation conference shall be conducted by the counselor in the office of the dean of students or a qualified staff or faculty member by the chief student affairs officer. The following procedures shall be in effect at this conference:
 - (i) An effort will be made to resolve the matter by mutual agreement.
 - (ii) If an agreement is reached, the counselor shall report his/her recommendation to the chief student affairs officer for approval and, if approved, the complainant shall be notified.
 - (iii) If no agreement is reached, or if the student fails to appear, the counsel shall refer the matter back to the chief student affairs officer who will prefer disciplinary charges.
 - (iv) The counselor is precluded from testifying in a college hearing regarding information received during the conciliation conference.

Notice of Hearing and Charges:

- d. Notice of the charge(s) and of the time and place of the hearing shall be personally delivered or sent by the chief student affairs officer of the college to the student at the address appearing on the records of the college, by registered or certified mail and by regular mail. The hearing shall be scheduled within a reasonable time following the filing of the charges or the conciliation conference. Notice of at least five business days shall be given to the student in advance of the hearing unless the student consents to an earlier hearing.

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

Faculty-Student Disciplinary Committee Procedures:

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

1. The chairperson shall preside at the hearing. The chairperson shall inform the student of the charges, the hearing procedures and his or her rights.
2. After informing the student of the charges, the hearing procedures, and his or her rights, the chairperson shall ask the student charged to plead guilty or not guilty. If the student pleads guilty, the student shall be given an opportunity to explain his/her actions before the committee. If the student pleads not guilty, the college shall present its case. At the conclusion of the college's case, the student may move to dismiss the charges. If the motion is denied by the committee the student shall be given an opportunity to present his or her defense.
3. Prior to accepting testimony at the hearing, the chairperson shall rule on any motions questioning the impartiality of the committee 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 disciplined student is entitled upon request to a copy of such a transcript, tape or equivalent without cost.
5. The student is entitled to a closed hearing but has the right to request an open public hearing. However, the chairperson has the right to hold a closed hearing when an open public hearing would adversely affect and be disruptive of the committee's normal operations.
6. The college bears the burden of proving the charge(s) by a preponderance of the evidence.
7. The role of the faculty-student disciplinary committee is to listen to the testimony, ask questions of the witnesses, review the testimony and evidence presented at the hearing and the papers filed by the parties and render a determination as to guilt or innocence. In the event the student is found guilty, the committee shall then determine the penalty to be imposed.
8. At the end of the fact-finding phase of the hearing, the student may introduce additional records, such as character references. The college may introduce a copy of the student's previous disciplinary record, where

applicable, provided the student was shown a copy of the record prior to the commencement of the hearing. The disciplinary record shall be submitted to the committee in a sealed envelope and shall not be opened until after the committee has made its findings of fact. In the event the student has been determined to be guilty of the charge or charges the records and documents introduced by the student and the college shall be opened and used by the committee for dispositional purposes, i.e., to determine an appropriate penalty if the charges are sustained.

9. The committee shall deliberate in closed session. The committee's decision shall be based solely on the testimony and evidence presented at the hearing and the papers filed by the parties.
10. The student shall be sent a copy of the faculty-student disciplinary committee's decision within five days of the conclusion of the hearing. The decision shall be final subject to the student's right of appeal.
11. Where a student is represented by legal counsel the President of the College may request that a lawyer from the general counsel's office appear at the hearing to present the college's case.

Section 15.4 APPEALS.

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

Section 15.5 COMMITTEE STRUCTURE

- a. Each faculty-student disciplinary committee shall consist of two faculty members and two student members and a chairperson. A quorum shall consist of the chair and any two members. Hearings shall be scheduled at a convenient time and efforts shall be made to insure full student and faculty representation.
- b. The president shall select in consultation with the head of the appropriate campus governance body or where the president is the head of the governance body, its executive committee, three (3) members of the instructional staff of that college to receive training and to serve in rotation as chair of the disciplinary committees. 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 annually by the appropriate faculty body from among the persons having faculty rank or faculty status. The student members shall be selected by lot from a panel of six elected annually in an election in which all students registered at the college shall be eligible to vote. In the event that the student or faculty panel or both are not elected, or if more panel members are needed, the president shall have the duty to select

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

Section 15.6 SUSPENSION OR DISMISSAL

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

The Chancellor or Chancellor's designee, a president or any dean may in emergency or extraordinary circumstances, temporarily suspend the privileges of a student organization or group for cause, pending an early hearing as provided in bylaw section 15.3 to take place within not more than seven (7) school days. Prior to the commencement of a temporary suspension of a student, the college shall 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.

Statement of Nondiscrimination

Herbert H. Lehman College is an Equal Opportunity and Affirmative Action Institution. The College does not discriminate on the basis of race, color, age, religion, sex, national or ethnic origin, citizenship, disability, age, sexual orientation, transgender, veteran, or marital status in its employment, student admissions, access to programs, and administration of educational policies.

The Office of Compliance and Diversity coordinates institutional compliance with equal opportunity and affirmative action activities in accordance with federal, state, and local laws, Board of Trustees Bylaws, College and University policies.

Dawn Ewing Morgan is the College's Affirmative Action Officer, Section 504/ADA Compliance Coordinator, and Title IX Coordinator. Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act prohibit discrimination against persons with disabilities. Title IX prohibits sex discrimination in federally assisted education programs.

Lehman College encourages prompt resolution of any employee or student complaints and grievances of discrimination. Questions or complaints regarding the above programs should be directed to Dawn Ewing Morgan, who is located in Shuster Hall, room 350. Her telephone number is (718) 960-8111. Marcos Gonzales in the Office of Student Affairs is prepared to assist disabled students. His office is Shuster Hall, room 338. His telephone number is (718) 960-8441.

The TTY phone for deaf and hard of hearing students is (718) 960-8931. For support services the telephone is (718) 960-8630.

The City University of New York Policy on Sexual Harassment

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 policy of equal employment and academic opportunity without regard to age, sex, sexual orientation, alienage or citizenship, religion, race, color, national or ethnic origin, handicap, and veteran or marital status. 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, 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 faculty/staff member and student, supervisor and employee, or tenured and untenured faculty members), it may also occur between individuals of equal power (such as between fellow students or coworkers), or in some circumstances even where it appears that the harasser has less power than the individual harassed (for example, a student sexually harassing a faculty member). A lack of intent to harass may be relevant to, but will not be determinative of, whether sexual harassment has occurred.

C. Examples of Sexual Harassment

Sexual harassment may take different forms. Using a person's response to a request for sexual favors as a basis for an academic or employment decision is one form of sexual harassment. Examples of this type of sexual harassment (known as quid pro quo 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 (known as hostile environment 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 coworker 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 func-

tions 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 or 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 shall develop procedures to implement this policy. The President of each constituent college of the University, the Deputy 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 an individual or individuals to be 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 permanent dismissal from the University.

Effective October 1, 1995

The City University of New York

A Sexual Harassment Panel has been established at Lehman College. The panelists are trained to respond to inquiries and complaints of sexual harassment from any member of the college community. All panel members have an obligation to maintain confidentiality to the fullest extent possible. The members of the Sexual Harassment Panel are:

Graciela Castex, Sociology & Social Work, (718) 960-7864

John Cirace, Economics & Accounting, (718) 960-8388

Dawn Ewing Morgan, Office of Compliance and Diversity, (718) 960-8111

The City University of New York Computer User Responsibilities

Note: The City University of New York Computer User Responsibilities is a statement originally prepared by the University's Computer Policy Committee. It underwent review by the University Faculty Senate and the CUNY Office of the Vice Chancellor for Legal Affairs.

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

- You must have a valid authorized account to use computer resources that require one and may use only those computer resources that are specifically authorized. You may use your account only in accordance with its authorized purposes and may not use an unauthorized account for any purpose.
- You are responsible for the safeguarding of your computer account. For a mainframe computer account, you should change your password frequently and should not disclose it to anyone. You should take all necessary precautions in protecting the account, no matter what type of computer resources you are using.
- You may not circumvent system protection facilities.
- You may not knowingly use any system to produce system failure or degraded performance.
- You may not engage in unauthorized duplication, alteration or destruction of data, programs or software. You may not transmit or disclose data, programs or software belonging to others and may not duplicate copyrighted material. You may not engage in abusive or improper use of computer hardware. This includes, but is not limited to, tampering with equipment, unauthorized attempts at repairing equipment and unauthorized removal of equipment components.
- You may not use computer resources for private purposes, including, but not limited to, the use of computer resources for profitmaking or illegal purposes.
- You may not use computer resources to engage in abuse of computer personnel or other users. Such abuse includes the sending of abusive, anonymous, or unsolicited messages within CUNY or beyond via network facilities.
- The use of college computer resources may be subject to college regulations, and you are expected to be familiar with those regulations.
- These regulations and college regulations are subject to revision. You are expected to be familiar with any revisions in regulations.

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

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

Suspension and/or termination of computer privileges;

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

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

New York State Education Law, Section 224-A

Students unable because of religious beliefs to 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 is unable, because of his religious beliefs, to 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 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 religious beliefs, an equivalent opportunity to make up any examination, study, or work requirements which he 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 classes, examinations, study, or work requirements are held on Friday after four o'clock post meridian or on Saturday, similar or makeup classes, examinations, study, or work requirements shall be made available on other days, where it is possible and practicable to do so. No special fees shall be charged to the student for these classes, examinations, study, or work requirements held on other days.
5. In effectuating the provisions of this section, it shall be the duty of the faculty and of the administrative officials of each institution of higher education to exercise the fullest measure of good faith. No adverse or prejudicial effects shall result to any student because of his availing himself 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 rights under this section.
- 6-a. A copy of this section shall be published by each institution of higher education in the catalog of such institution containing the listing of available courses.
7. As used in this section, the term "institution of higher education" shall mean schools under the control of the Board of Trustees of The State University of New York or of The Board of Trustees of The City University of New York or any community college.

Directions to Lehman College

Subways: Take the IRT No. 4 or the IND “D” lines to the Bedford Park Boulevard station. Walk west to the campus. For subway information, call (718) 330-1234.

Bronx Buses: The following buses stop near the Lehman campus: Nos. 1, 2, 3, 9, 10, 12, 22, 26, 28, 32, and 34. For more information, call (718) 330-1234.

Manhattan Express Buses: The Liberty Lines Express, Inc. (BXM-4A and 4B) stop at Bedford Park Boulevard and Grand Concourse. For information, call (212) 652-8400.

Westchester Buses: From White Plains, Hartsdale, Scarsdale, and Yonkers via Central Park Avenue, take the No. 20 or 20X. From Yonkers (Getty Square, South Broadway, McLean Avenue, and Central Park Avenue), take the No. 4 bus. These bus lines end at Bedford Park Boulevard. For information, call (914) 682-2020.

By Car: From Westchester, via New York State Thruway (I-87) south, which turns into the Major Deegan Expressway, to the Van Cortlandt Park South exit. Or via the Saw Mill River Parkway south, which turns into the Henry Hudson Parkway, to the Mosholu Parkway exit. Bear right from the exit ramp and proceed to the traffic light. Then, turn right and continue on Mosholu Parkway for one mile. Go under the overpass and turn left on Paul Avenue. Proceed to the end. The campus is straight ahead.

From Manhattan, East Side, via East River Drive to Willis Avenue Bridge (or Triborough Bridge, Bronx spur) to Major Deegan Expressway north to the Van Cortlandt Park South exit. At the traffic light, turn left and proceed up the hill. At Sedgwick Avenue, bear left. After the second traffic light, turn right onto Goulden Avenue. Proceed two long blocks to Bedford Park Boulevard West, where the campus begins. The parking lots are on your right.

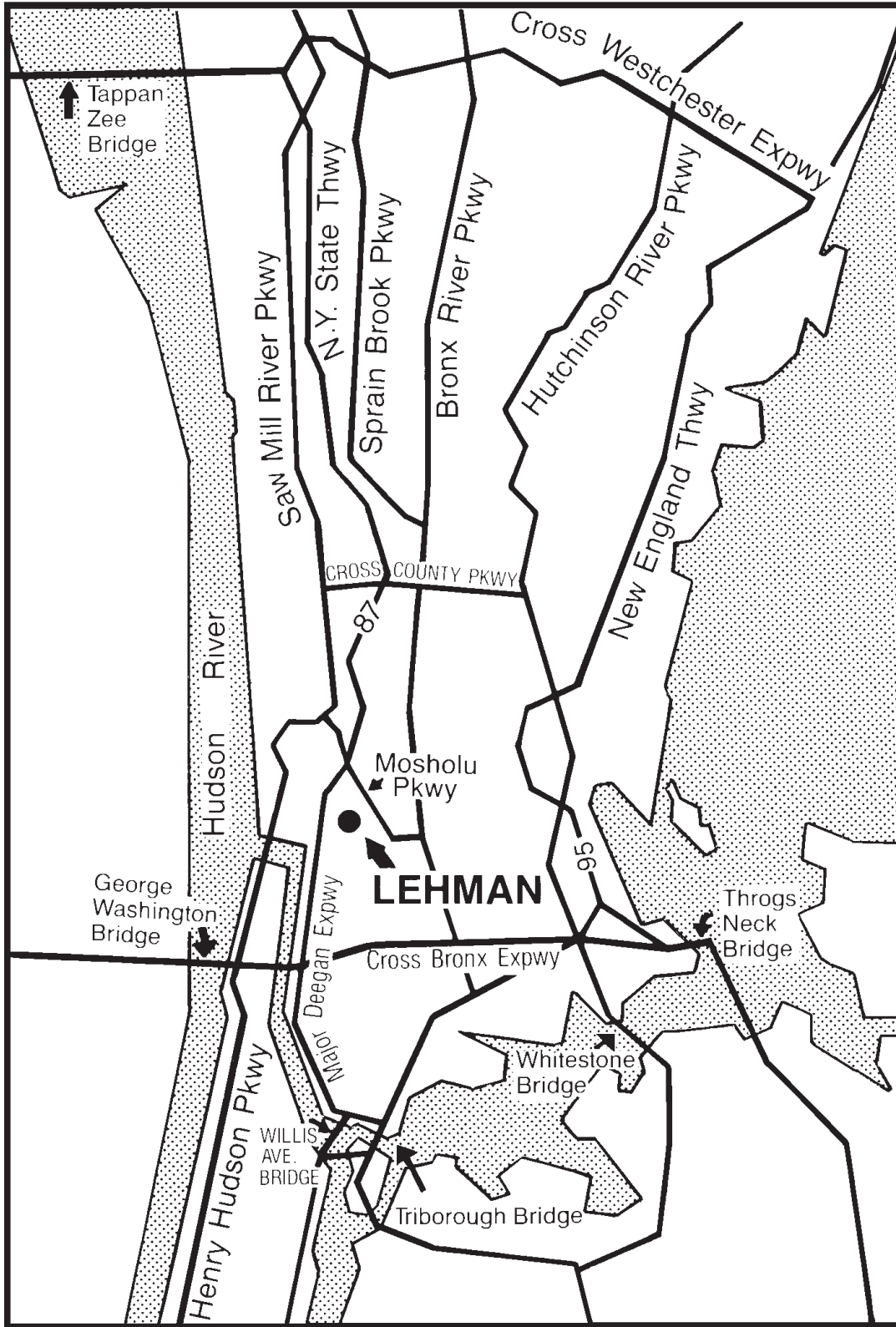
From Manhattan, West Side, via West Side Highway north (which becomes the Henry Hudson Parkway) to Mosholu Parkway. Exit at Mosholu Parkway, proceed on the long exit ramp. Turn right at the first traffic light. Turn left onto Sedgwick Avenue, then almost immediately right onto Goulden Avenue. Proceed two long blocks. The campus is on your left, parking lots on your right.

From Queens and Eastern Long Island, via Grand Central Parkway to Triborough Bridge, Bronx spur, (or Throgs Neck Bridge or Whitestone Bridge to Cross Bronx Expressway west) to Major Deegan Expressway (I-87), north to the Van Cortlandt Park South exit. Turn left at the traffic light and proceed up the hill. At Sedgwick Avenue, turn right onto Goulden Avenue. Proceed two long blocks to Bedford Park Boulevard West.

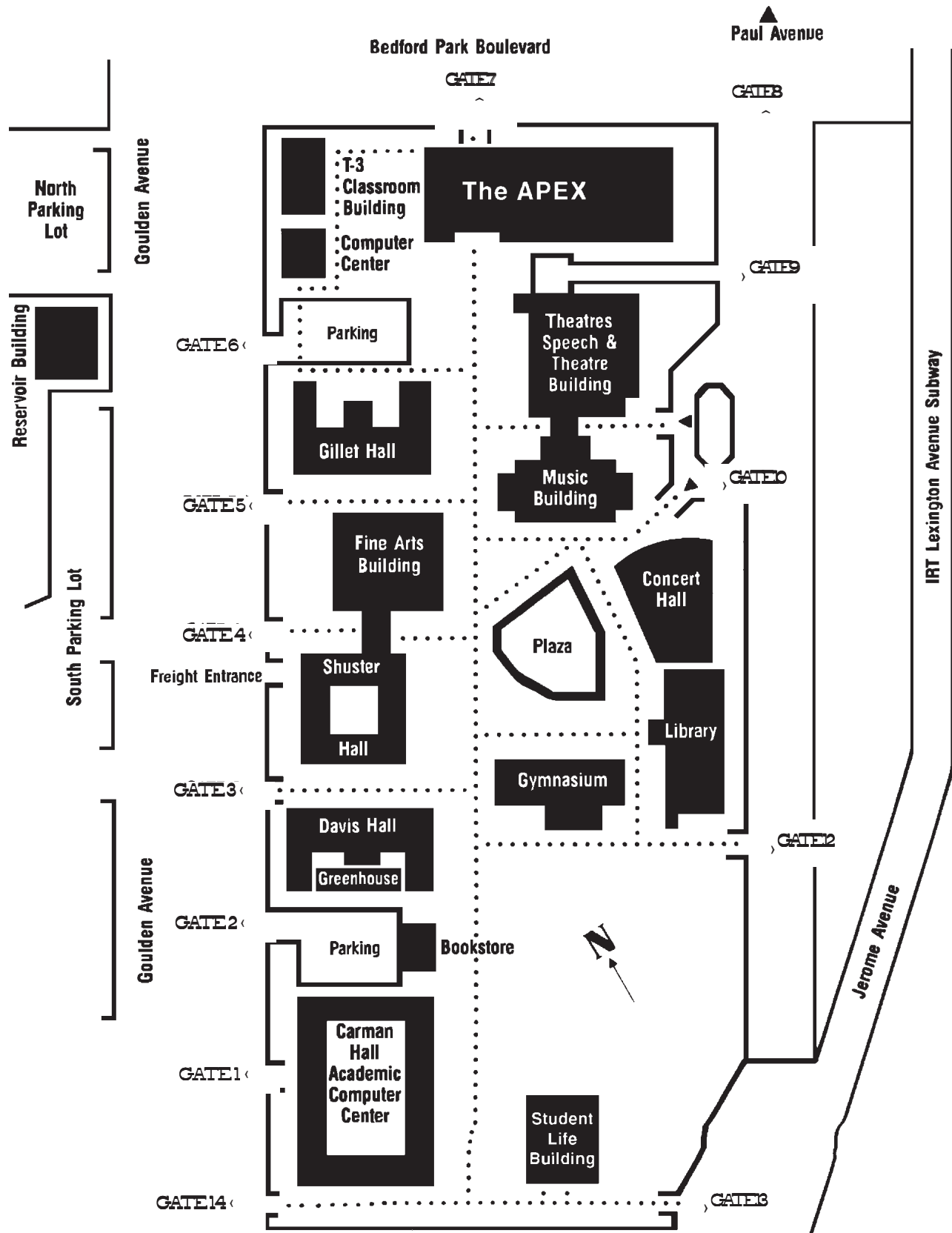
From New Jersey, via George Washington Bridge to Major Deegan Expressway (I-87), north to the Van Cortlandt Park South exit. Turn left at the traffic light, proceed up the hill. At Sedgwick Avenue, bear left. After the second traffic light, turn right onto Goulden Avenue and proceed two long blocks to Bedford Park Boulevard West.



Area Map



Campus Map



APPENDIX A

Financial Aid

Financial aid is available to full and part-time undergraduate and graduate degree students. Information on application procedures and eligibility requirements may be obtained from:

The Financial Aid Office
Shuster Hall, room 136
Telephone: (718) 960-8545

or

Lehman Financial Aid Website:
<http://www.lehman.cuny.edu/financialaid>

We can also be reached by e-mail: aidlc@cunyvm.cuny.edu

Attendance/Academic Requirements for receipt of Financial Aid

Federal and New York State financial aid regulations require regular class attendance and satisfactory progress toward a degree. Students, who are not maintaining regular class attendance and satisfactory progress, are denied financial aid. Students, intending to withdraw from one or more courses, must officially notify the Registrar's Office, Shuster Hall, room 114, and report to the Financial Aid Office for information regarding continued eligibility for student financial aid.

Satisfactory Progress refers to the minimum expectation of academic achievement required to maintain financial aid eligibility.

Federal aid and New York State aid use different progress standards. Federal (Pell, SEOG, Work-study, etc.) Satisfactory Progress regulations require that students:

1. Be in good academic standing (usually means having a cumulative G.P.A. of 2.0 or better) and
2. Not have registered for more than 150% of the number of credits required for graduation (at Lehman College the limit is 180 credits).

New York State's (TAP, APTS, etc.) regulations regarding academic Pursuit and Progress are illustrated below:

To Be Eligible For TAP Payment Number	Minimum Credits/ Equated Credits Completed in Prior Semester Must Be:
1	0
2	6
3	6
4	9
5	9
6	12
7	12
8	12
*9	12
*10	12

**Applicable to Students in the SEEK Program Only*

To Be Eligible For TAP Payment	Minimum Cumulative Credits Earned	Minimum Cumulative Grade Point Average Needed
1	0	0
2	0	0
3	6	1.00
4	18	1.20
5	31	2.00
6	45	2.00
7	60	2.00
8	75	2.00
*9	90	2.00
*10	105	2.00

**Applicable to Students in the SEEK Program Only*

Withdrawing from Classes

Students, who totally withdraw from school, officially or unofficially, will have their eligibility for federal financial aid recalculated in a process called Return of Title IV Funds. Return of Title IV Funds applies a specific formula to determine the amount of federal student aid that has been "earned". If the amount received by the student or received on the student's behalf is less than the amount "earned" by the student, the student is able to receive additional funds. If the amount received by the student or received on student's behalf is greater than the amount "earned" by the student, the excess funds must be returned. The amount of assistance "earned" is determined on a pro-rata basis. That is, if 30 percent of a period of enrollment was completed, 30 percent of the originally scheduled financial aid is considered "earned." Once 60 percent of a period of enrollment is completed, all of the originally scheduled assistance for that period is considered "earned." If "unearned" funds must be returned, the college must return a portion of the unearned funds equal to the lesser of either the institutional charges multiplied by the unearned percentage of funds, or the entire amount of the unearned funds. If the college is not required to return all of the excess funds, the student must return the remaining amount. Any excess loan funds (including PLUS Loans) must be returned in accordance with the terms of the promissory note. That is, repayment of the loan is to begin immediately. The law provides that a student cannot be held responsible for returning more than 50 percent of the originally scheduled grant assistance. However, any amount, that must be repaid, is considered a grant overpayment and will be reported to the US Department of Education. Students, in overpayment, must arrange to repay the excess funds. Students in overpayment cannot receive federal student aid.

Repeat course guidelines

Repeated courses cannot be counted as part of the student's TAP/APTS enrollment status, except for the instances:

1. When a failed course is repeated;
2. When a course is designed to be repeated and graduation credit granted.

Area of Concentration

Undergraduate students, who have earned 60 credit or more, must declare a major before the start of the semester for which they wish to receive their next TAP/APTS (or any other NYS State aid). Failure to do so will result in denial NYS Aid. Majors are declared in the Registrar's Office, Shuster Hall, room 106.

Federal Student Aid Programs

Federal student aid eligibility is determined via the annual filing of a FAFSA application. Applications may be filed by the mail or the submission an electronic application at <http://www.fafsa.ed.gov>. Eligibility for federal student aid is determined on the basis of financial need and on several other factors. To receive aid, students must:

- Demonstrate financial need (file a FAFSA application, indicating Lehman College as a school of record);
- Have a high school diploma or a General Education Development (GED) certificate;
- Be enrolled in an eligible program and working toward a degree or certificate;
- Be a U.S. citizen or eligible noncitizen;
- Have a valid Social Security Number;
- Register with the Selective Service (if required);
- Maintain satisfactory academic progress once in school; and
- Not have lost aid eligibility because of conviction for a drug related crime.

Pell Grant

The Pell Grant Program is the largest federal undergraduate grant program. Pell Grant awards do not have an employment requirement nor do they have to be repaid. Pell Grant is applied for through the filing of a FAFSA application. The maximum award for the for 2003-2004 Academic Year will be \$2,025 per semester. Actual awards are dependent upon FAFSA need analysis results and student enrollment status. Pell Grants may be applied to direct and indirect educational costs (e.g. tuition and clothing, respectively). To be eligible, students must register for at least one credit.

SEOG Grant

SEOG Grants are for undergraduate students with exceptional need. To be eligible, students must enroll for at least at least six credits. Priority is given to students who qualify for maximum Pell Grants. Like the Pell Grant, SEOG is applied for through a FAFSA application. SEOG has no employment obligation, does not have to be re-

paid and can be used to pay direct and indirect educational costs. Unlike Pell Grant, SEOG funds are limited and are awarded to students on a first come, first serve basis. Therefore, the earliest applications have the best possibility of receiving SEOG Grants. SEOG awards range up to \$600.

Federal Work-study

Federal Work-study (FWS) is a need based financial aid that is offered in the form of employment. To be eligible, students must file a FAFSA and register for at least six credits. FWS funds are limited and are awarded to students on a first come, first serve basis. The earliest applications have the best possibility of being awarded FWS funds. FWS funds are received according to the number of hours worked. The rate of pay is at least minimum wage. Students are encouraged to choose job placements with an eye towards community service and/or future vocational interests. The maximum FWS award at CUNY is \$1,800 (\$2,000 for graduate students).

Federal Perkins Loan Program

Perkins Loan is a low interest federal student loan (5%). Funds received are repaid to Lehman College. Eligible students must register for at least six credits and **have a cumulative G.P.A. of at least 2.0**. Perkins loans can be applied to direct and indirect educational costs (e.g. tuition and clothing, respectively). The Perkins Loan Program has loan cancellation provisions that encourage employment service in specific vocations. Perkins Loan funds are limited and are awarded to students on first come first serve basis. The earliest applications have the best possibility of receiving Perkins Loan. The maximum Perkins Loan award at CUNY is \$2,000 (\$3,500 for graduate students).

Direct Loan Program

Federal Direct Loans are relatively low interest loans. The repayment interest rate is determined according to the federal Prime Lending rate in effect at the time that the borrower drops below six credits. Eligible students must register for at least six credits **and have a cumulative G.P.A. of at least 2.0**. Direct loans can be applied to direct and indirect educational costs (e.g. tuition and clothing, respectively). Like Perkins Loans, Direct Loans have employment related loan cancellation provisions. Direct Loans range up to \$5,500 (\$4,000 unsubsidized) for undergraduate students, up to \$8,500 (\$10,000 unsubsidized) for graduate students.

In addition, Plus Loans are loans for parents who would like to help pay for their child's undergraduate education but do not have the cash on hand. Parents who would like to participate in this program must fill out a Plus Loan Application (available at the Financial Aid Office), pass a credit check and meet the general eligibility requirements for financial aid. The yearly limit on a Plus Loan is equal to the student's cost of attendance minus any other awarded financial aid. The interest rate is adjusted in accordance with the Prime Lending Rate.

New York State Aid Programs

TAP (Tuition Assistance Program)

TAP is a New York State funded tuition assistance grant. TAP is applied for by filing of a FAFSA and a CUNY TAP/APTS Application. In order to receive a TAP award, economically eligible students must be residents of New York State, have appropriate citizenship status and be matriculated at a New York state college or university. Undergraduate student TAP awards at the City University of New York range from \$100-3,200 per year (for graduate students, \$75-\$550). Recipients are required to maintain satisfactory academic standards.

APTS (AID for Part-Time Study)

APTS is a New York State funded tuition grant assistance program for part-time students. APTS is applied for through the filing of a FAFSA and a CUNY TAP/APTS Application. Eligibility criteria for APTS parallels the eligibility criteria used by the TAP Program. APTS recipients must enroll for at least six but less than twelve credits. Awards range from \$20-\$45 per credit.

CUSTA (City University Student Tuition Assistance)

CUSTA is a New York State funded campus-based tuition assistance grant. Like TAP, recipients are required to maintain satisfactory academic standards. CUSTA eligibility criteria are the same as those used by the New York State TAP program with the following additions. Recipients must also:

1. Be a CUNY student,
2. Have received at least four TAP awards,
3. Be eligible to receive the maximum TAP award,
4. Be full time.

SEEK (Search for Education, Elevation and Knowledge)

SEEK is a New York State funded academic support program of CUNY. SEEK's mission is to strengthen and encourage the academic development of the "educationally and economically disadvantage students" of CUNY. The SEEK offers program participants counseling, specialized academic courses, tutoring and limited financial aid. Students request consideration for admission in to the SEEK Program by answering appropriate questions on the CUNY Freshman Admissions Application. Certification of eligibility for program participation is done during the immediate months before the first semester of a student's college attendance. Continuation of eligibility for receipt of SEEK financial aid, however, is determined annually, through the submission of a FAFSA application.

Other Aid

Lehman College Academic Achievement Scholarship Awards

Lehman College offers Academic Achievement Scholarship Awards to entering students with outstanding records of scholastic accomplishment. Freshmen do not need to file a separate application. Before admission, all entering freshmen are evaluated as potential scholarship recipients. However, transfer students must submit an application. Further information as well as applications may be

obtained by contacting John Hilliard, Director of Scholarships and Awards at (718) 960-8156, Shuster Hall, room 205.

Peter F. Vallone Academic Scholarship

New York City high school graduates, with at least a "B" average in college preparatory courses (minimum of 12 such courses needed) and who enroll at a college of the City University of New York within a year of their graduation, are eligible for a New York City Council Academic Scholarship Award. Eligible students are automatically notified of their awards, no application is required. However, students who feel that they may have been overlooked may contact the Lehman College Admissions Office for a review of academic eligibility. Scholarship Awards are \$750 per semester. New York City Council Academic Scholarship Awards are renewable for 4 years and require maintenance of at least a "B" (3.0 semester GPA).

Hope Scholarship Tax Credit

The HOPE Scholarship tax credit attempts to make the first two years of college more affordable. Students receive a 100% tax credit for the first \$1,000 paid for tuition and fees minus grants, scholarships, and other tax-free educational assistance. This credit is phased out for joint filers who have an adjusted gross income between \$80,000 and \$100,000, and for single filers who have an adjusted gross income between \$40,000 and \$50,000. Students who are in their first two years of college and enrolled on at least a half-time basis in a degree or certificate program can claim the credit for two years. The taxpayer can claim a credit for his own, his or her spouse's or dependent children's tuition expenses.

The Lifetime Learning Tax Credit

College juniors, seniors and graduate school students, as well as adults, who go back to school to change careers or upgrade their job skills, can utilize this tax credit. A family can receive a 20% tax credit for the first \$5,000 of tuition and required fees minus grants, scholarships, and other tax-free educational assistance each year through 2002. It rises to 20% of \$10,000 after year 2002. The maximum credit is determined on a per-family basis, regardless of the number of post-secondary students in the family. It is phased out for joint filers who have between \$80,000 and \$100,000 of adjusted gross income, and for single filers who have between \$40,000 and \$50,000 of adjusted gross income. The taxpayer can claim a credit for his own, his or her spouse's or dependent children's tuition expenses. It is possible, because of the class year of family various members, for a family to receive both Lifetime Learning and HOPE Scholarship tax credits the same year.

Counseling Assistant Program (CUNYCAP)

The CUNYCAP Program offers participants 6 credits of CUNY graduate tuition assistance per semester plus 600 hours of work per academic year (at \$10 per hour). CUNYCAP participants can choose placements from a variety of college and high school settings. Students, who fail to complete the minimum work obligation of 15

hours per week or 225-hour minimum per semester, have their tuition assistance cancelled and become responsible for the full amount of tuition. Any student, who has received a bachelor's degree from a CUNY college and is enrolled in or accepted into a CUNY graduate program of study, is eligible for participation in the Program. Students who attend non-CUNY graduate schools may participate in the program, but they are not eligible for tuition reimbursement. For information regarding CUNYCAP, contact Dean Maria Herencia at (718) 960-8156 for further information.

Veterans Education Benefits

The US Department of Veterans Affairs and the New York State Higher Education Services Corporation administer a variety of financial aid programs for veterans, reservists, National Guard persons, and their widows and orphans.

For information regarding federal veterans educational benefits call (888) 442-4551 or visit: <http://www.gibill.va.gov/>

Information regarding the New York State Higher Education Services Corporation family of veterans educational benefits can be obtained by calling (888) 697-4372 or by visiting: <http://www.hesc.com/program.html>

Lehman College's Veterans Advisor, Scott Dames, is located in Shuster Hall, room 205, (718) 960-8156.

Minority Access to Research Careers (MARC)

Honors Undergraduate Research Training Awards are designed to increase the number of well-prepared minority students who can successfully compete for entry into doctoral biomedical research programs. Student assistance is in the form of tuition, fees and stipend. For further information please contact Professor Joseph Rachlin in Shuster Hall, room 302, (718) 960-8764 or visit: <http://grants.nih.gov/training/careerdev/colopporte.html>

Native American Scholarship Aid

The New York State Education Department offers scholarships to New York State residents who are enrolled members of a New York State Native American tribe. Awards range up to \$1,750 per year for full-time study (or \$75 per credit part-time) and are, depending on the program, renewable. For more information NY State Native American Scholarship Aid visit: <http://www.hesc.com/program.html>

Federal government Native American scholarship assistance is offered through the Bureau of Indian Affairs Higher Education Grant Program. Awardees must:

1. Be a member of, or a one-quarter degree blood descendent of a current member of a tribe registered with the Bureau of Indian Affairs American Indian,
2. Be accepted for admission to a nationally accredited institution of higher education, which provides a course of study conferring the Associate of Arts or Bachelor's degree, and have
3. Demonstrated financial need.

For more information regarding the Bureau of Indian Affairs Higher Education Grant Program visit: <http://www.oiep.bia.edu/scholarships.htm>

Americorps

Formerly known as VISTA, Americorps is a national network of hundreds of local community service programs. Americorps' purpose is to encourage American citizens to volunteer time and energy towards solving continuing and/or emerging challenges to local communities in the areas of education, public safety, human needs, and the environment. Americorps' participants promise to volunteer one year of community service. In return, they receive a modest living allowance. Volunteers, at the end of their service, are eligible to receive an education award of \$4,725. Part-time participants are eligible to receive a partial award. This award can be used to help pay for a variety of college expenses such as tuition, fees. It can also be used to repay outstanding student loan balances. For more information regarding Americorps visiting the following web site: <http://www.cns.gov>

Vocational Rehabilitation

Persons with disabilities may be eligible for benefits under VESID (Vocational and Educational Services for Individuals with Disabilities). NY State residents can write to:

VESID

New York State Education Department
1606 One Commerce Plaza
Albany, N.Y. 12234

or call any of its local offices:

Bronx District Office - (718) 931-3500
Manhattan District Office - (212) 630-2300
Brooklyn District Office - (718) 722-6700
Queens District Office - (718) 271-9346

Lehman College Sources of Aid Information

Lehman Students should also consult their departmental advisors for information on scholarships specific to their field of study. Additional scholarship information may be found in the following offices:

Testing, Scholarships and Awards: Shuster Hall, room 205, (718) 960-8156
Career Services: Shuster Hall, room 254, (718) 960-8366
Reference Desk: Lehman Library, 1st floor, (718) 960-8580

Searching for Outside Scholarships

Many public and private organizations award scholarship money. Take some time to research the available financial aid resources and request all applications as soon as possible. Remember, some aid is packaged on a first-come, first-served basis. High school college advisors and local libraries are also good sources of scholarship information. **Before** you begin your search for additional scholarships, heed a word of caution. Many organizations will, **for a fee**, promise to simplify and speed up your scholarship search by doing the search for you. Some of these organizations are legitimate and honest. **However, some** of these organizations are not. **Beware of any scholarship search organization that guarantees scholarship money. For**

more information regarding scholarship search scams, visit the **Federal Trade Commission** at: <http://www.ftc.gov/bcp/online/edcams/scholarship/index.html>

The Internet is an excellent source of information on all types of student financial aid. **FastWeb**, the Internet's largest financial aid search engine, is located at: <http://www.fastweb.com>

Other informative Internet financial aid websites and/or search engines are the following:

US News and World Report

<http://www.usnews.com/usnews/edu/eduhome.htm>

Wiredscholar

<http://www.wiredscholar.com/paying/content/index.jsp>

Financial Aid Resource Center

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

BlackExcel

<http://www.BlackExcel.org/link4.htm>

(visit regardless of your ethnicity)

Collegiate Funding

<http://www.collegiatefunding.com>

Peterson's

<http://petersons.com/>

FastAid

<http://www.fastaid.com/>

CollegeNet

<http://www.collegenet.com/>

APPENDIX B

What Every College Student Needs to Know About Preventing Sexual Assault Information for Men and Women at Lehman College

First Things First about Sexual Assault

Sexual assault is a crime punishable by imprisonment in New York State. It is also punishable by expulsion from the University.

Sexual assault does not happen because of uncontrolled lust or sexual passion. 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 the "right" to assault someone no matter how the individual behaves or dresses. No one "asks" to be raped.

What is Sexual Assault?

- Any sexual act committed or attempted against a person's will
- Forced sexual contact by dates, spouses, family members, acquaintances or strangers
- Includes a range of acts from obscene phone calls to forced sexual intercourse
- Any sexual contact you don't want

What is Rape?

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.

What are the two kinds of Rape?

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, as much 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.

Preventing Date Rape

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. It is strongly suggested that you not go to your date's apartment or invite him/her to yours if you are just getting to know the individual. 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. Drugs and alcohol often play a role in sexual assault.

ment and that of your date. Drugs and alcohol often play a role in sexual assault.

Beware of attitudes in a person that you are thinking of dating which could signal the potential for sexual violence: hostility toward others, a domineering personality, jealousy, condescending or judgmental viewpoints, or unrealistic expectations.

Don't rely on a charming, pleasant presentation in a person you've just met. Many date rape victims report that their assailant seemed "like a really nice person" at first. Get to know the individual before you place your trust in them.

Preventing Stranger Rape

Be alert and aware of your surroundings, both inside and outside. 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.

Learn to be willing to make a scene by speaking up or drawing attention to yourself if you feel threatened or frightened.

If anything makes you uncomfortable, get to an open office, store, etc. as quickly as possible. If you are on campus, call security for an escort. Avoid deserted areas and poorly lit or poorly populated locations. When possible walk with a friend instead of walking alone in secluded areas or at night.

Always keep your apartment door and your car doors locked. If you live in an apartment with a fire escape outside a back window, you should secure the window with a fire department approved gate, an alarm, or some barrier system. A window lock is not enough. Always close your blinds or shades at night. Check identification of strangers before opening your apartment door.

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.

Safety and Security Information on Campus

Information about safety and security on campus (including statistical information) is available in the Campus Public Safety Office located in the APEX, room 109, (718) 960-8593.

Campus Security Escort Service

A security escort service is provided by the Lehman College Public Safety Office. If you are concerned about entering or leaving any part of the campus area alone, call (718) 960-7777 to request a security escort.

Sexual Assault is a Crime

Sexual assault is a crime punishable in New York State by the following penalties:

Crime	Penalty
Sexual misconduct	1 yr. prison and/or \$1,000 fine
Rape, 3rd degree	1 1/3 – 4 yrs. prison
Rape, 2nd degree	2 1/3 – 7 yrs prison
Rape, 1st degree	8 1/3 – 25 yrs prison
Sodomy, 3rd degree	1 - 4 yrs prison
Sodomy, 2nd degree	2 1/3 – 7 yrs prison
Sodomy, 1st degree	8 1/3 – 25 yrs prison
Sexual abuse, 3rd degree	Up to 3 months prison
Sexual abuse, 2nd degree	1 yr. prison and/or \$1,000 fine
Sexual abuse, 1st degree	2 1/3 – 7 yrs prison

Legal Definitions

Sexual misconduct

A person is guilty of sexual misconduct when:

1. Being a male, he engages in sexual intercourse with a female without her consent; or
2. He engages in deviate sexual intercourse with another person without the latter's consent; or
3. He engages in sexual conduct with an animal or a dead human body.

Sexual misconduct is a class A misdemeanor

Rape in the third degree

A person is guilty of rape in the third degree when:

1. He or she engages in sexual intercourse with another person to whom the actor is not married who is incapable of consent by reason of some factor other than being less than seventeen years old; or
2. Being twenty-one years old or more, he or she engages in sexual intercourse with another person to whom the actor is not married less than seventeen years old.

Rape in the third degree is a class E felony.

Rape in the second degree

A person is guilty of rape in the second degree when, being eighteen years old or more, he or she engages in sexual intercourse with another person to whom the actor is not married less than fourteen years old.

Rape in the second degree is a class D felony.

Rape in the first degree

A male is guilty of rape in the first degree when he engages in sexual intercourse with a female:

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.

Rape in the first degree is a class B felony.

Sodomy in the third degree

A person is guilty of sodomy in the third degree when:

1. He engages in deviate sexual intercourse with a person who is incapable or consent by reason of some factor other than being less than seventeen years old; or
2. Being twenty-one years old or more, he engages in deviate sexual intercourse with a person less than seventeen years old.

Sodomy in the third degree is a class E felony.

Sodomy in the second degree

A person is guilty of sodomy in the second degree when being eighteen years old or more, he engages in deviate sexual intercourse with another person less than fourteen years old.

Sodomy in the second degree is a class D felony.

Sodomy in the first degree

A person is guilty of sodomy in the first degree when he engages in deviate sexual intercourse 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.

Sodomy in the first degree is a class B felony.

Sexual abuse in the third degree

A person is guilty of sexual abuse in the third degree when he 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.

Sexual abuse in the second degree

A person is guilty of sexual abuse in the second degree when he 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.

Sexual abuse in the first degree

A person is guilty of sexual abuse in the first degree when he 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.

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 action.
- Aggravated sexual abuse in the second degree is a class C felony.

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 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.

If You Have Been Sexually Assaulted:

Seek medical treatment at once for testing and treatment of injuries. Don't shower, douche or change clothes before you go. This is important legal evidence should you decide to press charges against your attacker.

Whether or not you report the assault to the police is up to you, but the College strongly encourages you to do so. Sexual offenses that have occurred on campus should be reported to the Campus Public Safety Office and/or the Office of the Vice President for Student Affairs in Shuster Hall, room 206, (718) 960-8241. Your report may result in the rapist's arrest and stop them from attacking someone else. Sexual offenses committed by members of the college community on campus will expose the perpetrator(s) to the sanctions and penalties proscribed by the CUNY Board of Trustees, in addition to whatever civil penalties there may be.

Don't suffer through this experience by yourself. Seek emotional support from friends or a rape crisis hotline. Strongly consider seeking counseling from a trained mental health professional. It is very

common for a rape survivor to experience a wide range of painful feelings. You may talk confidentially to a personal counselor in the Counseling Center located in the Old Gym Building, room 114, (718) 960-8761 at no cost.

Help for Sexual Assault Survivors on Campus

Sexual assault survivors can get help on campus through the Counseling Center in the Old Gym Building, room 114. They can refer you to off-campus support services if needed.

Even if the assault occurred in the past (including your childhood) you probably continue to suffer from its impact and might benefit from professional help.

Off Campus Resources:

New York State Child Abuse & Maltreatment Register (use this number to report all suspected incest, other child abuse/neglect cases). (800) 342-3720

Crime Victim Center

50 Court Street, 8th Floor
Brooklyn, N.Y. 11201-4859
(718) 858-9486

Domestic & Other Violence Emergencies (DOVE) Rape Crisis Intervention Program

Presbyterian Hospital Social Service Department
622 West 168th Street
New York, N.Y. 10032
(212) 305-9060

Bellevue Hospital Center

Rape Crisis Center
First Avenue at 16th Street
New York, N.Y. 10003
(212) 420-4516

North Central Bronx Hospital

3424 Kossuth Avenue, Suite 14A04
Bronx, N.Y. 10467
(718) 519-4912

Crime Victims Assistance Unit

Bronx District Attorney's Office
198 East 161 Street, 5th Floor
Bronx, N.Y. 10451
(718) 590-2115

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Notes