

STUDENT HANDBOOK 2023



KINGSBOROUGH
COMMUNITY COLLEGE

★ DREAMS BEGIN HERE ★

ART BY [Signature]

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KCC QUICK REFERENCE GUIDE

Information About	Go to Location Phone (718-368-xxxx)
Academic Advisement	
<ul style="list-style-type: none"> • Academic Issues • Academic Probation • Changing Your Major • Transferring to Another College • Withdrawing from a class 	Speak to Your Academic Advisor (ASAP, CD and FLEX students do not see an Advisor in the Advisement Academies)
ASAP	ASAP M-233 5616
College Discovery	College Discovery L-516 5520
CUNY EDGE	CUNY Edge T4-216 4660
FLEX Program	KCC FLEX Program A-112 6995
Business Academy, Education & Justice Academy	Business, Education, & Justice Academy M-101 4911
Health Sciences and STEM Academy	Health Sciences and STEM Academy E-102 4903
Liberal Arts Academy	Liberal Arts Academy F-123 4806
Academic Standing Appeals <ul style="list-style-type: none"> • Grade Appeals • Tutition Appeals • Probation 	Academic Success Support Team Or Speak to Your Academic Advisor or Contact
Student Support	
Accommodations for KCC students with disabilities.	Access-Ability Services D-205 5175
Access Resource Center <ul style="list-style-type: none"> • Clothing Donations • Food Assistance • Food Pantry • Personal Financial Counseling • Legal Advisement • Tax Prep 	Access Resource Center E-115 5411
Alumni Relations <ul style="list-style-type: none"> • Yearbook Distribution • Post KCC Life 	Alumni Relations M-241 4539
Application Dates & Deadlines	Academic Calendar
Athletics <ul style="list-style-type: none"> • Intramurals • Recreation • Sport Teams 	Athletics G-110 5737
Bookstore <ul style="list-style-type: none"> • Required Textbooks • Laboratory Supplies • Academic Supplies • Culinary Uniforms • Nursing Uniforms • KCC Swag 	Bookstore U-101 5500
Bursar	Bursar A-205 5416

<ul style="list-style-type: none"> • Pay your tuition • Purchase parking permit • Make Payments 	
Career Planning <ul style="list-style-type: none"> • Internships • Service-Learning • Employment Opportunities 	Career Development & Experiential Learning C-102 5115
Child Care	Child Development Center V-105 5868
College Catalog <ul style="list-style-type: none"> • Required Course for Major 	College Catalog
College Now	College Now F-102 5170
Counseling Services <ul style="list-style-type: none"> • Counseling Services • Crisis Counseling • Substance Abuse 	Student Wellness Services D-102 5975
Diversity, Equity, and Inclusion	Diversity, Equity, and Inclusion
Financial Aid <ul style="list-style-type: none"> • Apply for Work Study • Q&A about TAP, Pell Grant, etc. 	Financial Aid U-201 4644
Food	<ul style="list-style-type: none"> • Beach Café U-Building • T2Go T-2 Building • Kingsbrew M-Building
Health/Medical Concerns <ul style="list-style-type: none"> • First Aid • Medical Forms • Emergency health care • Health consultations • Health education • Lactation space and storage 	Health Services A-108 5684
Honors Program	Honors Program M-377 5365
Immersion Program	Immersion Program D-106 5358
International Student Affairs	International Student Affairs V-103 6800
IT Help Desk	IT Help Desk L-106 6679
KCC/CUNY Policies <ul style="list-style-type: none"> • Discrimination • Sexual Harassment • Sexual Misconduct 	Office of Equal Opportunity and Diversity Management
Laptop Loaner	Academic Computing Office M-224 5353
Liberty Partnerships	Liberty Partnerships F-106 5335
Library	Library L-Building 5442
Men's Resource Center	Men's Resource Center U-218
Military and Veteran Affairs Office (MAVA)	Veterans Affairs C-106 5472
My Turn Program	My Turn Program F-219 5079
New Americans Center	New Americans Center T8-108C 5600
Public Safety <ul style="list-style-type: none"> • Lost and Found 	Public Safety and Security L-202 5069

<ul style="list-style-type: none"> • KCC ID • Safety Escort 	
Radio Station--WKRB	WKRB U-228
Registrar <ul style="list-style-type: none"> • Diploma • Transcript • Change of address, curriculum, grades, matriculation status, session attended • Permit to attend other CUNY colleges • Readmission • Access to records • Withdrawals 	Registrar A-101 4974
Reserving a computer or Study Space <ul style="list-style-type: none"> • Reserve a PC or MAC • Reserve a Study Space 	Reserving a computer or Study Space
Safe Zone	Safe Zone
Student Activities <ul style="list-style-type: none"> • Join a Club • Start a Club • Run for Student Government • Attend Events 	Office of Student Life C-123 5597
Student Conduct	A-216 5563
Student Publications <ul style="list-style-type: none"> • Scepter—Student Newspaper • Antheon – Student Literary Publications • Odyssey – Student Yearbook 	Student Publications M-230 5603
Student Wellness Center	Student Wellness Center A-108 (E&F) 5975
Transfer	Speak to Your Academic Advisor
Tutoring	Kingsborough Learning Center L-605 5118
Women’s Center <ul style="list-style-type: none"> • Confidential individual counseling • Women’s support group • Information about women’s issues • Lactation space and storage 	Women’s Center M-382 4700
EMERGENCY	
MEDICAL	A-108 5684
PUBLIC SAFETY	L-202 5069

Administrative and Academic Department Offices

ADMINISTRATION		
Office	Location	Phone Ext.
President	A-226	718-368-5109
VP for Academic Affairs and Provost	A-218	5661
VP for Finance & Administration	A-209	5028
VP of Student Affairs	A-216	5563
Office of Institutional Advancement	M-243	4539
Office of Student Success	A-228	5029
Continuing Education	A-214	5051
Communication and Marketing	A-217	5650
Institutional Research, Assessment & Planning	U-212	6666
Enrollment Management	V-214	5650
ACADEMIC DEPARTMENTS		
Departments	Location	Phone Ext.
Allied Health, Mental Health and Human Services	C-206	6865
Art	S-155	5718
Behavioral Sciences	D-309	6850
Biological Sciences	S-244	5502
Business	M-355	5555
Communications & Performing Arts	E-309	5591
English	C-309	5849
Health, Physical Education & Recreation	G-201	5696
History, Philosophy & Political Sciences	D-309	5417
Library / Media Center	L-805	5632
Mathematics & Computer Science	F-309	5931
Nursing	M-401	5522
Physical Sciences	S-243	5746
Tourism and Hospitality	V-226	5143
World Languages and Cultures	E-309	5403

Holidays and Emergency College Closing

CUNY Alert System

Students, faculty and staff can receive text or voice alerts of campus emergencies or weather-related closings via cell phone, home phone, and/or email by enrolling in the free CUNY Alert System. To enroll, visit <https://www2.cuny.edu/cuny-alert/>

Emergency Closings

In the event of emergency college closings, due to inclement weather or other factors over which the college has no control, students can get up-to-the-minute information by listening to the following television or radio stations, by viewing their websites for instructions, or by going to the Kingsborough Community College website at www.kbcc.cuny.edu

Radio	Stations	and	Websites
WCBS 880	https://wcbs880.radio.com/		
1010 WINS	www.1010wins.com		
WKRB 90.3	www.wkrb.org		

Television	Channels	and	Websites
NY1	www.ny1.com		
WNBC 4	www.nbcnewyork.com		

Holiday Closings

The Academic Calendar lists holidays when the college is closed and when classes are not in session. For the Academic Calendar go to https://www.kbcc.cuny.edu/registrar/academic_calendar.html

GETTING STARTED

Health Regulations/Immunizations

A-108 | 718-368-5024 | Health.Center@kbcc.cuny.edu

Visit for the current most up-to-date information:

<http://www.kbcc.cuny.edu/healthservices/medicalform.html>

Financial Aid

Financial Aid Office

U-201 | 718-368-4644 | finaid@kbcc.cuny.edu |
<https://www.kbcc.cuny.edu/financialaid/homepage.html>

Financial aid is funds to help pay for college or career school. Grants, work-study, loans, and scholarships help make college or career school affordable. The purpose of the aid programs is to provide monetary assistance to students who can benefit from further education, but who would be unable to attend college without such assistance.

Each student's financial aid breakdown varies and you are encouraged to reach out to Financial Aid to make sure you are all set: <https://www.kbcc.cuny.edu/financialaid/homepage.html>

Financial Aid Applications (Free applications)

1. FAFSA <https://studentaid.gov/h/apply-for-aid/fafsa>
2. TAP Application <https://www.hesc.ny.gov/pay-for-college/apply-for-financial-aid/apply-for-aid-start-here.html>

When you complete the FAFSA you can also complete the TAP application at the end of the FAFSA application. This will help complete the application at the same time.

You can also login to our Zoom Virtual Office: Financial Aid Office and zoom details: <https://www.kbcc.cuny.edu/financialaid/homepage.html>

Scholarships

Learn more about scholarships when you visit:

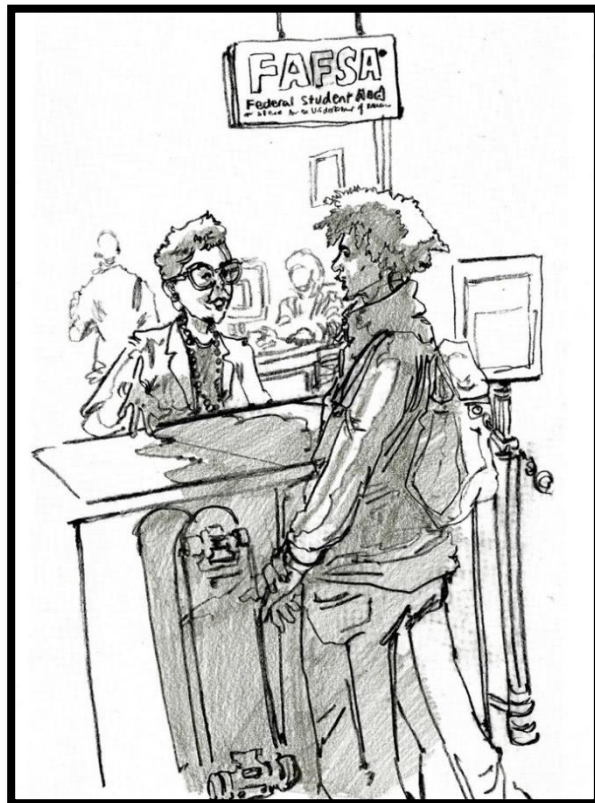
https://www.kbcc.cuny.edu/admission/scholarships_grants_awards.html

Tuition & Fees

Bursar's Office

A-205 | 718-368-5416 | Email: bursar.kcc@kbcc.cuny.edu
https://www.kbcc.cuny.edu/administration/business_manager/bursar/homepage.html

The mission of the Bursar's Office is to obtain and process the data necessary to provide accurate bills and information to students. The Bursar's Office, as part of student services, is responsible for maintaining all students' tuition accounts and the College's receivables. This includes, posting all tuition charges and fees; collecting, processing, and inputting all payments; generating bills; issuing student refunds; distributing checks



and parking permits; and all collection activity. These functions are accomplished while serving the needs of our students within the framework of CUNY policies and procedures.

Tuition Rates & Refund Schedule

[Tuition Rates & Refund Schedule \(cuny.edu\)](#)

Tuition Payment Options

[Tuition Payment Options \(cuny.edu\)](#)

NELNET Payment Options

[NELNET Payment Plan \(cuny.edu\)](#)

NYC Residency Requirements

[NYC Residency Requirements \(cuny.edu\)](#)

International/Other Student Types

[International/Other Student Types \(cuny.edu\)](#)

Undocumented Students

[Undocumented Students \(cuny.edu\)](#)

Orientation

Office of Student Affairs

A-216 | 718-368-5563 | Email: student.affairs@kbcc.cuny.edu

<https://www.kbcc.cuny.edu/newstudentorientation/index.html>

All new incoming freshman and transfer students are encouraged to participate in New Student Orientation. New Student Orientation is designed to provide incoming students with programming and resources that aim to welcome students to campus and help facilitate this new transition to college life. The shared experiences create an atmosphere to answer questions, provide meaningful connections, promote awareness of campus life and understand the expectations of a new student. As a new member of our KCC community, New Student Orientation sets the tone for the beginning of your journey with us.

Kingsborough Student Identification Card

Office of Public Safety and Security

L-202 | 718-368-5069 | https://www.kbcc.cuny.edu/campus_security/id_cards.html

The Department of Public Safety will issue a photo identification (I.D.) card upon first registering as a student. I.D. cards are updated electronically each session and module thereafter once tuition and fees have been paid. While on campus, students are required to carry, and upon request, present a valid I.D. to any college official, including public safety officers. **ID Cards must be shown at the main gate upon entering onto the campus.**

Students who lose or misplace their Kingsborough identification card must first pay a replacement fee at the Bursar's Office, A-205, and then proceed to the Department of Public Safety with the receipt for a replacement identification card.

Stolen I.D. cards must be reported, by the owner, to the Police Department and to the Department of Public Safety. A replacement card will be issued, at no cost, upon delivery of a Police Department case number or police report.

The student photo identification card is the property of Kingsborough Community College. The card is not transferable and is not authorized for any use other than for college administrative purposes. It must be carried with you on campus at all times, and be presented, upon request, to any college official, including security officers.

Use of the card by any person other than the individual to whom the card is issued, or tampering with the card in any way, will subject the user to appropriate disciplinary action.

[Claiming Your KCC Email](#)

[CUNY Blackboard](#)

[SPARC Online Training](#)

The City University of New York (CUNY) has launched its new on-line training program known as the Sexual and Interpersonal Violence Prevention and Response Course (“SPARC”). This program addresses New York State’s Enough is Enough (“EIE”) statute that requires all NYS colleges provide students with ongoing education and training about sexual misconduct, including domestic violence, dating violence, stalking, sexual harassment, gender-based harassment, and sexual violence. SPARC is available on a Blackboard platform, and successful completion is noted in the student’s CUNYfirst and Blackboard account.

GET INVOLVED ON CAMPUS

Office of Student Life

C-123 | 718-368-5597 | studentlife@kbcc.cuny.edu | <https://www.kbcc.cuny.edu/studentlife/>

Student Clubs

<https://www.kbcc.cuny.edu/studentlife/collegeclubs.html>

There are over 40 different clubs at Kingsborough, catering to a wide variety of interests, from academic and social to ethnic and special concerns. Club membership is open to all students (day and evening) and adds an additional dimension to the academic life of the college. Investigate, join, and participate in the different clubs which are of interest to you.

Student Government Association (SGA)

<https://www.kbcc.cuny.edu/studentlife/joinstudentgovernment.html>

Student Government is THE student voice on campus. Joining SGA is an opportunity to represent your fellow students, create change on campus, and gain valuable leadership and networking skills for the future. Plan events, start traditions, advocate for KCC students, and create opportunities for your fellow students to take ownership of their experience.

Student Publications

M-230 | 718-368-5603 | scepter@kbcc.cuny.edu

<https://www.kbcc.cuny.edu/studentpublication/index.html>

Student Publications is dedicated to providing opportunities for student expression through journalism, photography, creative writing and visual arts, and comics. All students are welcomed to join, regardless of experience, and participate in the creation of student publications: Scepter, the KCC student newspaper, Antheon, the journal of visual and literary art, Odyssey, the KCC yearbook, and Orenda, the KCC Comic Book Club. All of these publications are operated for students and by students. A team of advisors are available to mentor and support students.

Student publications provide an outlet for the expression of ideas, opinions, creativity and talent.

- **Scepter**, the college newspaper, prints college news, reviews college activities and sports, carries letters, opinions, commentary and items of interest to Kingsborough students and faculty.
- **Antheon**, the college literary and arts journal, encourages the expression of student poetry and fiction and the visual arts.
- **Odyssey**, the college yearbook, offers students an opportunity to produce an overview of the academic year and its graduates.
- **Orenda Comics**, the college comic book.

All publications are written, produced, managed and distributed by Kingsborough students with a faculty advisor. They are supported by the KCC Association and have been cited for excellence.

KCC Votes

M-230 | <https://www.kbcc.cuny.edu/suic/kcc-votes.html>

Kingsborough Community College is committed to ensuring that our students are engaged and informed politically. Our democratic system relies on participation from all citizens. Please check the [Student Union and Intercultural Center](#) website for events and activities throughout the year about political and voter engagement.

Athletics

G-110 | 718-368-5737 | athletics@kbcc.cuny.edu | www.kccathletics.com

Kingsborough's Athletic Program offers students a wide range of opportunities to participate in many sports. The increasing number of women participating in athletics is reflected in the college's growing program. While KCC is proud of its teams and its athletes' accomplishments, emphasis is on promoting enjoyment, skill development, knowledge, and sportsman-like competition. The Department of Athletics hopes each student will take full advantage of programs offered. Supported by student fees, intercollegiate athletics are, and traditionally have been, an integral part of a student's total college experience and development.

Varsity Sports

	Men's /Women's	Co-ed
	Basketball	e-Sports
	Cross Country	Cheerleading
	Soccer	
	Tennis	Men's
	Track & Field	Baseball
	Volleyball	

Intramurals

The Intramural Program includes activities for students, faculty and staff.

Intramural Tournaments

Intramural tournaments are organized competitions offered for all students, faculty, and staff. 1st place winners receive awards. Tournaments are available in the following:

- Basketball
- Table Tennis
- Volleyball
- Soccer
- Tennis

To find out when our next intramural tournament will be, go to the KCC Athletics website at KCC Athletics and click the Intramural Sports tab. Click on "[Intramural Sports Sign Up Form](#)" to sign up for a tournament.

Recreation

Recreation activities include: basketball, racquetball, jogging, ping-pong, tennis, weight training, and other activities as facilities permit. Each semester a schedule is posted outside room G-201, as well as online.

Physical education facilities are available to students, faculty, and staff on a scheduled basis. Schedules are available online on our website at KCC Athletics and in rooms G-201 and G-118.

You must have a valid KCC college ID card in order to participate. It is important for you to understand that the college will not monitor your participation in physical education or athletics. You are responsible for following the

advice of your physician in these matters. The college will take no responsibility for any injury you may suffer should you participate without medical advice, or against medical advice, or for any injury suffered as a result of any physical incapacity whatsoever.

You must bring a lock. No personal items (jackets, bags, etc.) may be brought into the recreational areas at any time. You must lock up your personal items in the locker room prior to entering the recreation area. You must also have a towel to use the fitness center.

Please note: the indoor swimming pool is closed while undergoing renovations until approximately 2025.

WKRB Radio Station

U-227 | 718-368-5817 | wkrb@kbcc.cuny.edu | <http://www.wkrb.org/>

WKRB is KCC's student-run, FCC licensed radio station. Our state-of-the-art studios are located in U227, right upstairs from the cafeteria. WKRB can be heard on 90.3FM or on the internet at www.wkrb.org and the KCC app. Our mission is to serve the campus and the Brooklyn community with programming that is creative, professional, and diverse, while training students seeking to make broadcasting their career. The station is open to KCC students as an extracurricular club and also functions as a lab for the Media Technology & Management major.

Honors Program

M-377 | 718-368-5365 | honors@kbcc.cuny.edu | <https://www.kbcc.cuny.edu/honors/index.html>

The Honors Program offers Honors Program and Honors-eligible students the opportunity to challenge themselves academically in honors classes that emphasize critical thinking, independent research, analytical writing, oral debate, and public-speaking skills.

Honors Program and Honors-eligible students can enroll in all-Honors courses, which are exclusively for Honors Program students, or complete honors work in non-honors courses either in small groups as an Honors Enrichment Component (HEC) or individually as an Honors Contract (HC). Honors work completed with a B+ or higher in the course and a B+ or higher on the honors paper or project will earn honors credit towards an *Honors Program Graduate* transcript notation.

The Honors Program also offers a variety of co-curricular activities, including Phi Theta Kappa, the Vassar Exploring Transfer Program, and the Transfer Scholars Network. The Honors Program helps students enrich their academic experiences at KCC while supporting selective scholarship and honors transfer opportunities.

Phi Theta Kappa

M-377 | 718-368-5365 | https://www.kbcc.cuny.edu/honors/student_organizations.html

The Phi Theta Kappa (PTK) International Honor Society was established in 1918 to recognize the achievements of academically-motivated students at the two-year colleges and to support them on their transfer and career journey.

The Kingsborough chapter of Phi Theta Kappa, Xi Kappa, inducts its members each fall and spring and offers tremendous opportunities for members to enrich their education while at Kingsborough by participating in a rich menu of co-curricular, on- and off-campus activities and events.

To be eligible for Phi Theta Kappa and Xi Kappa chapter membership, a student must have:

1. Earned 12 or more cumulative credits at Kingsborough;
2. Achieve a grade point average of 3.50 or higher, with no grades of D, F, FIN, INC, R, or WU.

Phi Theta Kappa affords numerous benefits to its members including thousands of dollars in transfer scholarships offered by many four-year colleges and universities. For a complete listing of scholarships for Phi Theta Kappa members go to <https://www.ptk.org/>.

C-STEP

S-229 | 718-368-5783 | https://www.kbcc.cuny.edu/academicdepartments/bio/c_step/index.html

The Collegiate Science and Technology Entry Program (CSTEP) is a New York State program that is funded by a grant from the New York State Education Department. The purpose of CSTEP is to increase the number of students from under-represented groups who are pursuing professional licensure and careers in mathematics, science, technology and health-related fields.

The Biology-CSTEP Program at Kingsborough Community College is designed to: 1) increase historically underrepresented and economically disadvantaged undergraduate student awareness of the biological sciences as career options and 2) to increase the numbers of these students who complete paraprofessional or professional education programs of study that lead to licensure in CSTEP-targeted professions.

CUNY Research Scholars Program (CRSP)

A-228 | 718-368-5796 | <https://www.kbcc.cuny.edu/crsp/index.html>

Students participating in the CUNY Research Scholars Program (CRSP) at Kingsborough Community College will work over the course of one academic year on a unique Science, Technology, Engineering, Mathematics, or Social Science research project under the guidance of a faculty mentor. Students will receive stipends totaling up to \$5,000, contingent on funding, and course credits on their transcripts through enrollment in research courses. The program culminates in a CUNY wide presentation at the CRSP Symposium.

I NEED HELP WITH.../I AM LOOKING FOR ...

Campus Parking and Permits

Bursar's Office

A-205 | https://www.kbcc.cuny.edu/campus_info/parking.html

Parking permits are sold to students presenting a valid KCC identification card. Registered students may purchase their permits in the Bursar office located in room A-205.

Vehicle documentation will be required. The issuance of parking permits constitutes revocable permission to park a vehicle in the On-campus. They are issued with the understanding that neither Kingsborough Community College nor The City University of New York assumes any liability whatsoever for any damage to the vehicle; breaking or entering the vehicle; theft from the vehicle or from any other claim whatsoever with respect to said vehicle. The vehicle is brought onto the campus entirely at the owner's risk.



The issuance of a parking permit does not guarantee a parking space, but does provide the permit holder with the opportunity to park in authorized areas when there are available parking spaces.

KCC Free Shuttle Bus Service

Kingsborough provides free shuttle service between the Kingsborough campus and the Coney Island/Stillwell Avenue and the Brighton Beach subway stations for KCC students, faculty and staff. Two yellow shuttle buses run approximately every 30 minutes from 7am to 11pm, with stops at Brighton Beach subway station and the Coney Island/Stillwell Avenue subway station. A third runs between the campus and the Brighton Beach station from 7am-2pm. PLEASE NOTE: The shuttles only run weekdays, during regularly-scheduled school days (see class schedule). There is no service available Saturday, Sunday and holidays. The campus shuttle bus stop is located at the drop-off circle. You must present a valid Kingsborough I.D. to gain access to the bus.

Cafeteria and Food Services

There are three locations on campus which serve food. A list of operation hours is posted at each food service location. Major credit cards are accepted at each location

The Beach Cafe | 1st Floor | U-Building

The Beach Cafe is our main cafeteria which offers breakfast, a salad bar, hot and cold lunches and dinners, beverages, and snacks. In addition, a variety of kosher and halal foods are available.

Kingsbrew | 1st Floor | M-Building (across from MAC Playhouse)

This location offers Starbucks™ coffee, cold sandwiches, beverages and snacks.

T 2 Go | T-2 Building

A coffee counter which operates during the Fall and Spring semesters.

In addition, you will find plenty of vending machines located throughout campus.

Note: The Cafeteria staff is prohibited from accepting ANY outside materials for refrigeration.

Access Resource Center

Support for public benefits, food pantry and more

E-115 | 718-368-5411 | arc@kbcc.cuny.edu | <https://www.kbcc.cuny.edu/arc/>

Kingsborough Community College's Access Resource Center, the nation's first at a community college, is your one-stop place to get connected to government benefits and resources. Whether it's childcare, SNAP, clothing, or transportation, you can get a referral for what's available to you – where you live and when you need it.

We offer FREE services for Benefits Screening, Legal Consultation, Financial Consultation, and Tax Preparation. We also partner with other KCC offices across the campus to find innovative ways to empower our students and ensure they are successful. With their help, we coordinate with lists of jobs, housing, pantries, and more, distribution of FREE vegetables grown on campus at the KCC Community Farm and Garden, distribution of FREE food staples at the KCC Food Pantry, clothing donations, and more.

Kingsborough Learning Center (Tutoring)

L-219 and L-605 | 718-368-5118 | KLC.KCC@kbcc.cuny.edu | <https://www.kbcc.cuny.edu/KLC>

The mission of Kingsborough Learning Center (KLC) is to provide an inclusive atmosphere in which tutors and tutees participate in innovative, motivating, learning opportunities designed to facilitate personal growth and academic success. We collaborate with faculty, academic departments and other campus student resources to offer a broad range of tutoring programs and services. We foster the potential of each student by having a comprehensive tutoring program that empowers students to cultivate the skills, strategies and behaviors of confident, independent and lifelong learners.

Career Development and Experiential Learning

C-102 | 718-368-5115 | careerdevelopment@kbcc.cuny.edu | <https://www.kbcc.cuny.edu/career/>

The Center for Career Development & Experiential Learning offers various resources to assist you with your job search and career exploration. We offer many different opportunities for you to develop your career goals including help with choosing a major, workshops, internships, and job search assistance. Career Advisors are available to give you individualized assistance. The mission of the Center for Career Development & Experiential Learning at Kingsborough Community College is to provide career services to students and alumni through career exploration, professional resources and programming.

You can find out if you are eligible for an on-campus job via work study (inquire with financial aid) or through the Office of Human Resources. If you want to explore your internship and career options, our Office for Career Development and Experiential Learning is an excellent resource

<https://www.kbcc.cuny.edu/career/career/student-services.html>

Workforce Development & Continuing Education

A-214 | 718-368-5778 | ContEd@kbcc.cuny.edu | <https://www.kbcc.cuny.edu/ce/wd>

The Division of Continuing Education and Workforce Development responds to the needs of its diverse community by providing students ages five and up with affordable and exceptional learning experiences necessary for succeeding in their career and personal aspirations. Whether their goal is to explore a new activity, earn a certification, prepare for a new career, learn to speak English, or develop new skills for the workplace, the Division offers quality instruction, flexible schedules both on campus and online, and a commitment to lifelong learning. The Division strives for equity and seeks to provide each student with the appropriate resources and support to foster success.

Immigration/Citizenship Documents Assistance

718-368-5600 | nac@kbcc.cuny.edu | <https://www.kbcc.cuny.edu/nac>

The New Americans Center (NAC) provides free immigration legal services to Kingsborough Community College and the surrounding Brooklyn communities.

The Center has an on-site attorney, paralegal and legal assistants with training and expertise in immigration law. The staff provides legal information and guidance and assists with the filing of Deferred Action for Childhood Arrival, Citizenship, and Change of Status applications. Individual legal consultations can be scheduled to determine eligibility for immigration benefits and to provide guidance and referrals for more complex immigration matters.

The Center offers the following legal services:

- Legal Screening of Eligibility for Immigration Benefits
- Citizenship Applications and Fee Waivers Where Eligible
- Adjustment of Status, Change of Status and Green
- Card Renewals Temporary Protected Status Renewals (TPS)
- Family Petitions
- Deferred Action for Childhood Arrival (DACA)*

International Student Affairs (ISA)

V-103 | 718-368-6800 | ISA@kbcc.cuny.edu | <https://www.kbcc.cuny.edu/isa>

The International Student Affairs office aims to support international students in becoming active participants in classes and extracurricular activities. From the point of acceptance to the completion of studies, ISA provides support services, comprehensive advising services, as well as cultural, social and co-curricular programming.

Student Wellness Services

718-368-5975 | Counselingandhealth.Services@kbcc.cuny.edu | <https://www.kbcc.cuny.edu/sws/counseling-center.html>

Student Wellness Services (SWS) can help you achieve your goals during your journey here at Kingsborough. Our umbrella of services consists of four separate programs to provide a holistic approach in meeting your needs. Each center offers unique and varied programming, services, support, and education relating to health, mental health, and general wellness.

Counseling Services

D-102 | 718-368-5975 | Counseling.Center@kbcc.cuny.edu

[The Counseling Center](#) provides emotional and psychological support to students as they pursue their academic and personal goals and strive toward enhancing the quality of their experience at Kingsborough. Counseling sessions are confidential and free for all currently enrolled students. In addition to individual counseling, the Counseling Center offers referrals to off-campus resources and outreach services to students, faculty, and staff. Outreach to staff and faculty are presentations or consultations on a variety of topics, including how to intervene with students' behavioral and emotional problems in class and on campus.

Health Services

A-108 | 718-368-5684 | Health.Center@kbcc.cuny.edu

[The Health Center](#) is one of many support services offered by the Department of Student Development. It provides first aid health care, medical record review, storage and retrieval, medical consultations, health related referrals, health education, advisory, and preventative health services. A registered nurse is always in attendance when classes are in session.

Student Wellness Center

A-108 | 718-368-5300 | Wellness.Center@kbcc.cuny.edu

[The Wellness Center](#) provides health and mental health education in an integrated and holistic way. The Wellness Center connects students with wellness resources on and off campus, offers psycho-educational workshops in classrooms, and promotes healthy living through various events on campus. Students can schedule a Wellness Appointment to discuss time management, success in college, healthy eating, self-care strategies and more. Wellness appointments are confidential and free. To make a wellness appointment or for more information about events being held by the Student Wellness Center, call or visit our office.

Women's Center

M-382 | 718-368-4700 | https://www.kbcc.cuny.edu/womens_resource_center

[The Women's Center](#) provides women on campus a place to gather, socialize, network and examine the transitioning lifestyles that will allow them to develop to their fullest potential. Office Hours (Fall and Spring semesters): Monday through Friday 9am to 5pm

Email Counselingandhealth.Services@kbcc.cuny.edu

Men's Resource Center

U-218 | 718-368-5864 | https://www.kbcc.cuny.edu/mens_resrc/

The [Men's Resource Center](#) at Kingsborough Community College gives academic and peer support to self-identified men of color. The program is designed to empower men and improve their college experience through one-on-one mentoring, goal-setting, and academic assistance.

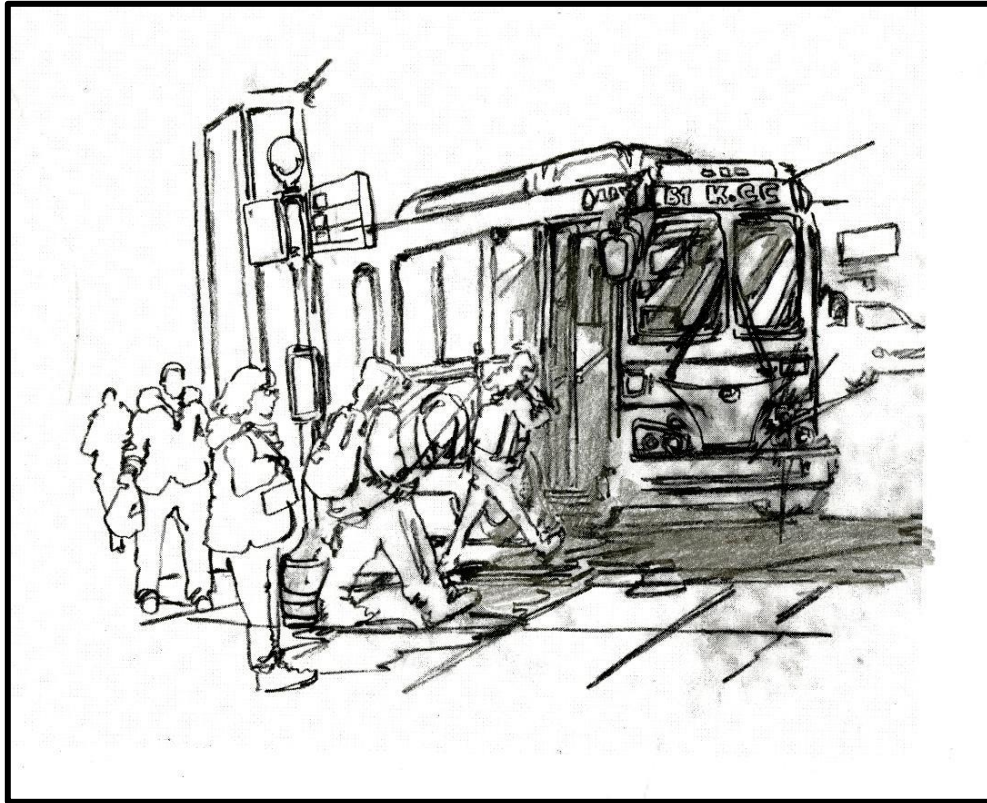
The Men's Resource Center program is geared for success. We help you achieve your goals through using professional and peer mentors, intensive academic support, networking with other students, career exploration and culturally-focused activities.

My Turn

F-219 | 718-368-5079 | Myturn@kbcc.cuny.edu | www.kbcc.cuny.edu/myturn

The [My Turn Program](#) is a senior program offered by Kingsborough Community College. The college offers a great opportunity to attend college and "audit classes" tuition free. There is a registration fee of \$80 which includes two semesters fall and winter or spring and summer. New York State residents 60 years of age or older are qualified to attend classes. As of Fall 2020, My Turn students will only be allowed to audit courses and not receive any credits. **My Turn students interested in matriculating, will be removed from the My Turn Program and will be able to apply for financial aid.**

CAMPUS RESOURCES AND SERVICES



Academic Advisement



Business



Education & Justice



Health & STEM



Liberal Arts

As a Kingsborough student, you are a part of one of our four Advisement Academies. Kingsborough's Advisement Academies are designed to create supportive environments that guide students through academic focused goal setting and decision processes. Each Academy focuses on a group of academic majors and pulls together resources to assist students in learning about and interacting with their chosen paths in thoughtful and purposeful ways. Students are paired with an academy advisor who is dedicated to guiding students through major exploration, degree requirements, career planning and connections to campus resources. "We're more than course selection help...we're your partner on the road to academic success!" ****Students in specialized programs such as ASAP and College Discovery are supported by the individual program.****

ASAP

M-233 | (718) 368-5616 | join.asap@kbcc.cuny.edu | <https://www.kbcc.cuny.edu/asap/>

Committed to earning your associate's degree within three years? Consider ASAP! As an ASAP student, you will benefit from comprehensive and personalized advisement, academic support services, professional

development opportunities, tuition assistance, transportation and textbooks. You will be part of our ASAP family and well on your way to personal and academic success!

Program Benefits

- A free unlimited MetroCard
- Assistance with college textbooks
- An ASAP Scholarship for eligible students
- A dedicated ASAP advisor
- Take classes with other ASAP students
- Career and support services

Program Eligibility

- Be a New York City resident and/or eligible for in-city tuition
- Have no more than 15 credits if you are a transfer or continuing student
- Be in good academic standing (GPA above 2.0)
- Be committed to graduating from KCC within three years or less

Steps to Apply

- Be a current CUNY student or college that offers ASAP.
- File for the [Free Application for Federal Student Aid \(FAFSA\)](#) and the [New York State Tuition Assistance Program \(TAP\) application](#) each year. *
- Accept your offer of admission and complete all admissions requirements.
- Attend an ASAP Application Session
- Register for Class with an ASAP Academic Advisor
- Attend an ASAP Orientation and Institute

College Discovery

L-516 | 718-368-5997 | College.Discovery@kbcc.cuny.edu | <https://www.kbcc.cuny.edu/cd/>

College Discovery provides financial, academic, and counseling support to students entering college for the first time. With financial assistance, a personal counselor to help you plan a path to graduation and personal tutors to help you stay on track, you are more likely to be in good academic standing and to graduate on time as a College Discovery student.

Financial Benefits

As a College Discovery student, you receive financial aid in the form of PELL and TAP grants which allow you to attend Kingsborough **tuition-free for up to 6 semesters***. In addition to financial aid, you will receive up to \$2,600 over a period of 6 semesters* in:

- At least **\$400 each semester** for school-related expenses (books and supplies)
- Student Activity Fee assistance (\$85/semester)

*if you remain financially eligible

To join College Discovery, you must be financially eligible. Click [here](#) to see if you are eligible.

The Financial Aid Office is responsible for reviewing a student's family income to determine eligibility. This is done at our mandatory Enrollment Information Session. To learn more, click [here](#).

CUNY EDGE

T4-216 | 718-368-4660 | CUNYEDGE.KCC@kbcc.cuny.edu | <https://www.kbcc.cuny.edu/cunyedge/index.html>

CUNY EDGE envisions a world in which all people have access to the educational opportunities and support they need to realize academic success, a sustainable career, and a brighter future. We commit to contributing to this vision.

CUNY EDGE is a partnership between the New York City Human Resources Administration (HRA) and the University. **Matriculated CUNY undergraduate students who receive cash assistance from HRA or have an active case are eligible to participate in CUNY EDGE.** Students can participate in other CUNY programs such as ASAP, College Discovery, and SEEK at the same time as CUNY EDGE.

CUNY EDGE's mission is to help CUNY students achieve academic excellence, graduate on time, and find employment. CUNY EDGE has expanded its student services to provide new benefits and support for you! CUNY EDGE offers you:

- Advisement on your classes and career
- Seminars on ways to succeed in college and work
- Cafeteria or bookstore vouchers for students who participate in the program
- Connection to internship and job resources
- Tutoring in various subjects

CUNY Start/Math Start

M-232 | 718-368-4500 | cunystart@kbcc.cuny.edu or mathstart@kbcc.cuny.edu
<https://www.kbcc.cuny.edu/cunystart/whatismat.html>

CUNY Start at Kingsborough Community College is a low-cost, intensive program that serves as an alternative to traditional remedial classes. **CUNY Start** offers rigorous, semester long academic preparation in math and reading and/or writing. **Math Start** is CUNY Start's 8–14-week intervention that prepares students for success in college by fostering their full math potential. In addition, students attend a weekly college-readiness seminar to help them develop their academic identity and learn about college structures and campus resources. Each program has individual costs that include all books and materials, and allows students to save their financial aid for credit courses.

KCC FLEX

A-113 | 718-368-6995 | KCC.FLEX@kbcc.cuny.edu | <https://www.kbcc.cuny.edu/kccflex/index.html>

Kingsborough Community Colleges' new KCC FLEX is college your way — anytime, anywhere. It's an affordable, flexible way to earn – or finish – a college degree that fits your lifestyle.

You can complete a KCC FLEX degree online and on-campus, evenings and weekends. You can take daytime classes, too, if that works for you. Create a class schedule that meets your needs by taking classes in any combination.

Our flexible schedule is perfect for adults who juggle school, family and work.

Child Development Center

V-105 | 718-368-5868 | ChildCare.KCC@kbcc.cuny.edu | <https://www.kbcc.cuny.edu/childcenter>

The Child Development Center provides a variety of programs on campus for children of students. A limited number of children, from 18 months to nine-years old, are accepted each semester on a first-come, first-serve

basis, whenever classes are in session. The center is open Monday – Saturday and offers day and evening options.

Acceptance depends on the availability of space and the child's readiness for the program. It is strongly suggested that parents apply in advance of the semester they plan to attend. Applications and further information may be obtained directly from the Center or from the Office of the Vice-President of Student Affairs.

Celebration of Student Achievements

Dean's List

Office of Student Affairs

M-230 | 718-368-5615 | kccdeanslist@kbcc.cuny.edu | <https://www.kbcc.cuny.edu/studentaffairs/DeanList>

The Dean's List at Kingsborough Community College recognizes the academic excellence of our matriculated students each academic term. In order to qualify for the Dean's List, students must meet the following criteria for a given term (defined as 12-week session and 6-week module):

- Be in good academic standing.
- Earn 12 or more credits (developmental courses, transfer credits or e-permit courses are not applicable)
- Achieve a grade point average (GPA) of 3.50 or higher for the term
- All INC grades must be resolved before the last day to add/drop classes for the following spring and/or fall term to be considered.
- Students who receive grades of D, F, FIN, R, NC, or WU are not eligible for Dean's List.

Eligibility for Dean's List will be based on the official grades recorded for the term as of the last day to add/drop classes for the following spring and/or fall term.

Attainment of the Dean's List becomes part of students' permanent record and appears on their transcript. Students who meet the above criteria will automatically be placed on the Dean's List. Students do not need to apply to be considered for this honor.

Revised as of January 2024

Annual Awards Ceremony

Office of Student Affairs

A-216 | <https://www.kbcc.cuny.edu/awards/index.html>

Kingsborough's Annual Awards Ceremony is a special event that recognizes the many outstanding achievements of our students.

Annual awards are given to graduating students who achieve academic excellence in their various disciplines, and to students who give outstanding service to the college through student government and other student activities. The Faculty Committee on Awards administers the annual Awards Program. The Awards Ceremony is part of the two-day Commencement Exercises at Kingsborough and is usually held in the evening before Commencement. Families and friends of the awardees are invited to the annual Awards Ceremony to share in the celebration of the students' success.

The Faculty Committee on Awards also selects the valedictorian. All students who have achieved a cumulative grade point average of 4.00 and have no more than 12 transfer credits accepted to Kingsborough are invited to audition for the valedictorian speech.

Assessment and Care Team (ACT)

<https://www.kbcc.cuny.edu/act/homepage.html>

Kingsborough Community College is concerned about the safety, health, and well-being of all of its students, faculty, and staff.

The Assessment and Care Team (ACT) has been created to identify, investigate, assess, refer, monitor and take action in response to behaviors exhibited by Kingsborough students that may pose a threat to the college community.

Anyone who is concerned about a student and his/her behavior can make an ACT referral; including students, parents, faculty and staff, and other community members.

As a result of a referral to ACT, the ACT will assess the situation and make recommendations for action. Such actions may range from a counseling or academic support referral to removing the student from the college community by means of the appropriate University processes. When appropriate, ACT will refer students, not deemed to be high risk, to campus resources and services that will enable them to remain in good standing at Kingsborough.

The Assessment and Care Team (ACT) protocol ensures that critical student behaviors that may be a concern to the campus community are addressed appropriately.

There are 3 categories of student behavior that ACT addresses:

1. Self-Injurious behavior/ suicidal ideation or attempt.
2. Erratic behavior (including online activities) that disrupts the mission and/or normal proceedings of college students, faculty, or staff.
3. Behavior that possesses the potential compromise of health and safety of students, staff, faculty, staff or the general college community.

Once a report is made to the Assessment and Care Team (ACT) and confirmed via incident report or email. The ACT will determine a course of action relative to the particulars of each situation.

The type of assessment is dependent on the behavior reported. After the assessment, ACT will decide that takes into consideration the student's best interest as well as the best interest of the college community.

Your role in this process will be to refer any situation that could result in harm to any member of our community. Referrals to ACT should not be confused with crisis management or Kingsborough Community College Public Safety issues.

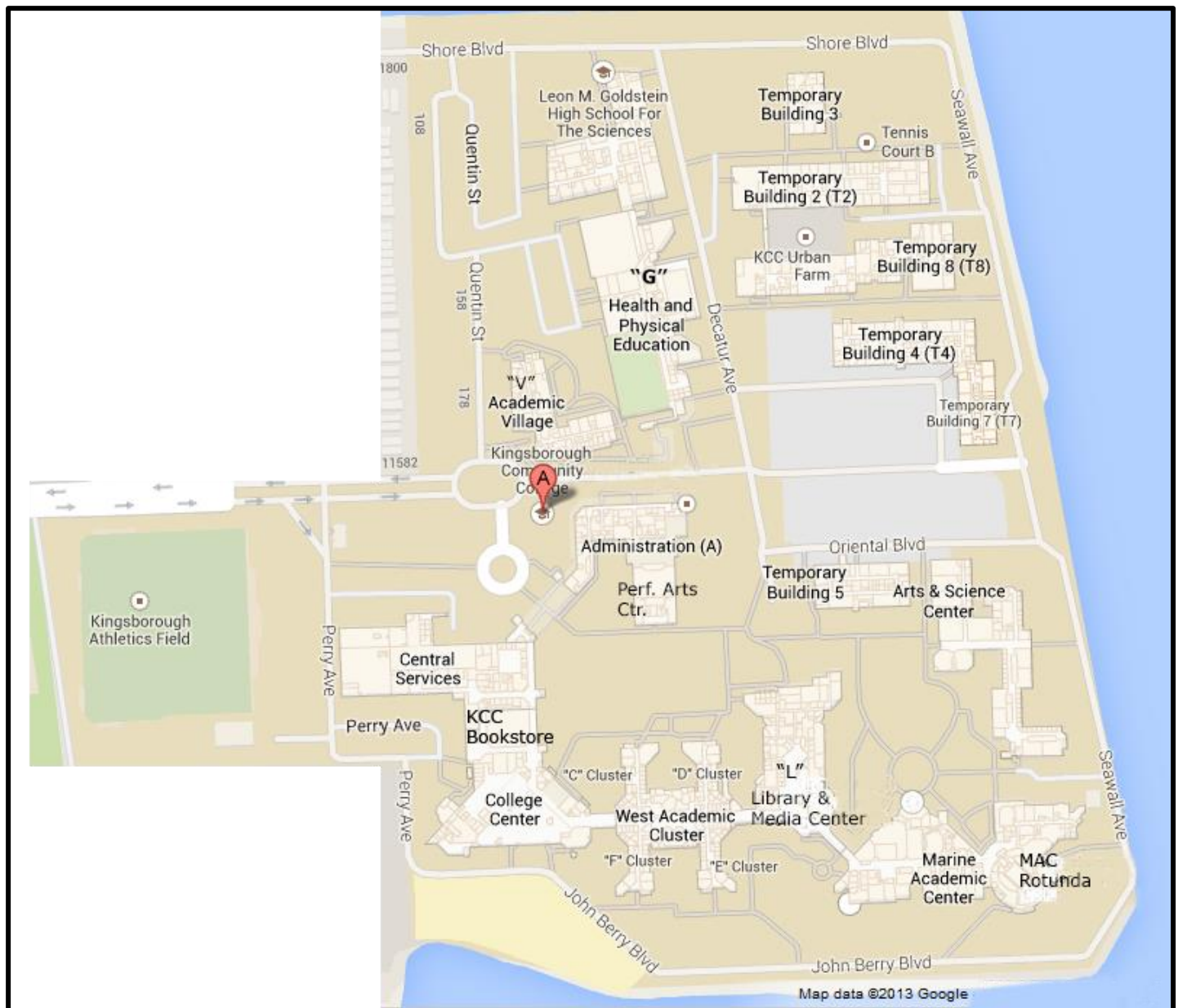
If there is an immediate risk to self or others, you should call x4800 from a college phone or 718-368-4995 from a cell phone and report the emergency directly to Public Safety. You can refer concerns to ACT via the [ACT Incident Report](#)

KCC AMENITIES

Map and Directions

https://www.kbcc.cuny.edu/campus_info/maps_directions.html

KCC Campus Map



Gym and Recreation

G-Building

Recreation activities include: basketball, racquetball, jogging, ping-pong, swimming, tennis, weight training, and other activities as facilities permit. Each semester a schedule is posted outside room G-201, G-118 and online on our website at www.kccathletics.com.

To participate, you must have a valid KCC college ID card and bring a lock. No personal items (jackets, bags, etc.) may be brought into the recreational areas at any time. You must lock up your personal items in the locker room prior to entering the recreation area. You must also have a towel to use the fitness center.

It is important for you to understand that the college will not monitor your participation in physical education or athletics. You are responsible for following the advice of your physician in these matters. The college will take no responsibility for any injury you may suffer should you participate without medical advice, or against medical advice, or for any injury suffered as a result of any physical incapacity whatsoever.

Please note: the indoor swimming pool is closed while undergoing renovations until approximately 2025.

Library

L-Building | 718-368-5632 | <https://library.kbcc.cuny.edu/homepage>

The Robert J. Kibbee Library offers a wide variety of materials and services to meet your reference and research needs. Your Kingsborough ID card serves as your library card. You may borrow circulating books for a period of four weeks. Textbooks in our Reserve Collection may be borrowed for 4 hours, Room Use Only. The library hours are:

- Monday through Thursday, from 8:00am to 11:00pm.
- Friday from 8:00am to 5:00pm.
- Saturday (during Fall & Spring semesters only), 10:00am to 3:00pm.
- Sunday (during Fall & Spring semesters only), 10:00am to 3:00pm.

To speak with someone at the Reference Desk please call 718-368-5632 or email reference.desk@kbcc.cuny.edu

Public Safety and Security

L-202 | 718-368-5069 | https://www.kbcc.cuny.edu/campus_security

The Office of Public Safety is responsible for all campus security and safety, including guard services, parking and traffic, lost and found property, and identification cards. They should be immediately notified of any threat to the safety of personnel, or the security of buildings, college equipment and personal property.

The Office of Public Safety is also responsible for the campus parking program which includes the registration of all faculty, staff, and student vehicles, and the enforcement of parking and traffic regulations.

The Lost and Found is handled by the Office of Public Safety. Recovery of lost and found articles will be permitted after proper identification of article and claimant.

Students, faculty, and staff must be in possession of a valid identification card while on campus. When you first register as a student or commence employment at Kingsborough, the Office of Public Safety will issue a photo identification card to you. Safety and Security

Campus Security Features

A sophisticated computer-based security system and closed-circuit television surveillance cameras are located in corridors, hallways, and exteriors of buildings. Most parking lots are monitored by closed circuit television, and the Manhattan Beach parking lot is enclosed by a chain link fence. Emergency pull boxes are located in restrooms, corridors, stairwells, hallways and outdoors. These devices can be activated in the event of an emergency by pulling a lever. Any intentional false alarm will be severely dealt with since it endangers the safety of the community.

Other security features include:

- The security emergency telephone, which is staffed 24 hours, can be accessed by dialing “7777” from any college telephone or 718-368-4995 from any non-college phone;
- Emergency elevator push button alarms are accessible in all elevators. These devices also contain voice communication with Security;
- Security controlled electronic doors are locked and secured each evening;
- Manned security booths provide surveillance, control access, and help. The Main Gate security booth is manned 24 hours a day, 365 days a year;
- Two-way radio equipped Security officers maintain building patrols 24 hours a day;
- Exterior lighting exists in motor vehicle parking lots. Pedestrian walk-ways and building exteriors are well-lighted (with new high intensity lighting). Formal surveys of exterior lighting are conducted by the Office of Public Safety and coordinated with the Department of Buildings and Grounds.

Gender Neutral Restrooms

If access to these restrooms are locked, please call Public Safety to gain access: (718) 368-5069.

Where is it located?	Is it accessible?
A103	Yes
A106	Yes
A117	No
A119	No
L303	No
L504	No
M436	Yes
S240 – S241	No
T4 – 154	Yes
T8 – 102	Yes
V211	Yes
V212	Yes

[Art Gallery - Kingsborough Art Museum \(KAM\)](https://kccartmuseum.org)

S-Building | 1st Floor | <https://kccartmuseum.org>

Since 1976 The Art Gallery at Kingsborough Community College, now the Kingsborough Art Museum, or KAM, has been dedicated to providing students, faculty and staff at Kingsborough, along with the many communities that make up the borough of Brooklyn, art exhibitions of historical, regional, national or international importance

that reflect the values and standards inherent to the Art Department curriculum. To mark its fortieth anniversary (Fall 2016), the gallery changed its name to the Kingsborough Art Museum to reflect its developing role as a cultural space for the Kingsborough community. In accordance with its student-centered mission, the Kingsborough Art Museum plans to play a significant role in the art department's planned Museum Studies concentration by offering a Museum Practicum and other opportunities for students to assist in the planning, curation, and installation of exhibitions. Admission is always free and students, faculty, administration and staff are welcome to visit and enjoy.

On Stage at Kingsborough

PAC | Onstageatkingsborough.org | email: OSK@OnStageAtKingsborough.org

***KCC will not be presenting any “On-Stage at Kingsborough” performances for at least 2 seasons, through the Fall of 2025, or until such time the renovation of the Leon M. Goldstein Performing Arts Center (PAC) is completed. ***

On Stage at Kingsborough brings artistically and culturally diverse, multi-disciplinary performances from masters of the form to the varied communities in and around the college. On Stage at Kingsborough strives to create an environment where the arts are an accessible and integral part of life, and the Arts Center is a community gathering place for interaction and inspiration.

Toward that end, we present professional dance, music, theater, and family performances by world-class artists in our 709-seat Leon M. Goldstein Theatre from September to May, jazz concerts in The Lighthouse, free outdoor concerts at The Lighthouse Bandshell in July, and schooltime performances for public schoolchildren throughout the school year. Further information may be obtained by visiting [On Stage at Kingsborough](http://OnStageatKingsborough.org) or calling the box office at (718) 368-5596.

**ON STAGE AT
KINGSBOROUGH**



Kingsborough and City University of New York (CUNY's) Policies

Kingsborough Community College's Mission, Vision, and Values

Mission

Kingsborough Community College responds to the needs of its diverse community by offering high quality, affordable, innovative, student-centered programs of study that prepare graduates for transfer and the workforce. The college strives for equity and seeks to provide each student with the appropriate resources and supports to foster success. To these ends, we strive to fulfill the following goals:

- To offer a superior general education to all degree students
- To provide programs of study for those intending to transfer and those seeking immediate employment
- To promote critical reading, writing, and thinking
- To develop student competence in information literacy, oral communication, quantitative skills, and technological literacy
- To promote civic engagement, global awareness, civility, and respect for diversity
- To provide life-long learning opportunities in credit and non-credit programs for the non-traditional as well as the traditional student
- To provide comprehensive services that address student needs in order to support academic success
- To respond to the educational, social, cultural, and economic needs of the communities we serve

Vision

Kingsborough Community College encourages students to take an active role in their own learning. The College strives for high quality and continuous improvement in all areas related to student learning, including academic programs, teaching, student services, administration and support, and the campus environment.

Values

Kingsborough Community College values:

Respect	Civility, acceptance, appreciation, and support of individual differences
Diversity	The proactive fostering of greater inclusion and ultimately equity at every level of college life
Integrity	Fair and ethical standards in all policies, procedures, and practices
Excellence	High quality teaching, student services, administration, and community engagement; and high standards for student achievement
Accountability	Taking responsibility for our actions and outcomes
Innovation	Creative thinking and approaches that enhance learning and support continuous improvement

Students Rights and Responsibilities

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

Freedom to learn and to explore major social, political, and economic issues are necessary adjuncts to student academic freedom, as is freedom from discrimination, as set forth in the university's non-discrimination policy.

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

Each student enrolled or in attendance at Kingsborough Community College and every student organization, association, publication, club or chapter shall obey (1) the laws of the city, state and nation; (2) the bylaws and resolutions of the board, including the rules and regulations for the maintenance of public order pursuant to article 129-a of the education law (Henderson rules); and (3) the governance plan, policies, regulations, and orders of the college. Such laws, bylaws, resolutions, policies, rules, regulations and orders shall, of course, be limited by the right of students to the freedoms of speech, press, assembly and petition as construed by the courts.

Students at Kingsborough Community College can expect that the Office of Student Conduct will uphold the following standards:

- Treat all students with fairness, respect and as independent adults.
- Will communicate to students in a timely manner regarding charges, mediation conferences, hearing information and decisions.
- Will answer a student's questions in a timely manner regarding the conduct process, possible outcomes, sanctions, etc.
- Will refer students to other campus offices and departments as needed.
- Will have their student conduct history kept confidential. CUNY and Kingsborough Policy generally direct the Office of Student Conduct not to disclose or discuss specific details regarding a student's conduct or disciplinary records with anyone outside of Kingsborough, including parents, except in limited situations where someone's health and safety is at risk.

Code of Civility

As a member of the Kingsborough College community, I understand that I have a responsibility to conduct myself in a courteous and respectful manner, and so, I pledge to:

- Respect and treat with dignity all members of the college community; men and women of every race, religion, gender, age, culture, physical ability, nationality and lifestyle
- Keep my language clean. I will not use offensive language or words that are obscene, racist, sexist, or otherwise hurtful
- Be courteous and considerate of others
- Accept and embrace our similarities and differences
- Be open minded to views other than my own and be willing to compromise
- Reach out to others who may need my help
- Agree to disagree when our opinions differ rather than trying to force my opinions or feelings on you
- I accept this code as my obligation to promote responsible citizenship

Henderson Rules to Maintain Public Order

The tradition of the university as a sanctuary of academic freedom and center of informed discussion is an honored one, to be guarded vigilantly. The basic significance of that sanctuary lies in the protection of intellectual freedoms; the rights of professors to teach, of scholars to engage in the advancement of knowledge, of students to learn and to express their views, free from external pressures 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 College 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 Kingsborough Community College has the right, and indeed the obligation, to defend itself. We accordingly announce the following rules and regulations to be in effect on Kingsborough's campus which are to be administered in accordance with the requirements of due process as provided in the bylaws of The City University of New York.

With respect to enforcement of these rules and regulations we note that the bylaws of the CUNY Board provide that the President, with respect to his or her educational unit shall:

1. Have the affirmative responsibility of conserving and enhancing the educational standards of the college and schools under his or her jurisdiction;
2. Be the advisor and executive agent to the board and of his or her respective College Committee and as such shall have the immediate supervision with full discretionary power in carrying into effect the bylaws, resolutions and policies of the board, the lawful resolutions of any of its committees and the policies, programs and lawful resolutions of the several faculties;
3. Exercise general superintendence over the concerns, officers, employees, and students of his or her educational unit.

Kingsborough Community College functions under The City University of New York system and follows the [Henderson Rules to Maintain Public Order](#). The Board of Trustees, in compliance with Chapter 191 of the Laws of 1969 (Henderson Act) adopts the following rules and regulations for the maintenance of public order on college campuses and other college property used for educational purposes:

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 access to or from such areas is prohibited. Permission from appropriate college authorities must be obtained for removal, relocation, and use of University/College equipment and/or supplies.
4. Theft from, or damage to University/College premises or property, or theft of or damage to property of any person on University/College premises is prohibited.
5. Each member of the academic community or an invited guest has the right to advocate his position without having to fear abuse, physical, verbal, or otherwise, from others supporting conflicting points of view. Members of the academic community and other persons on the college grounds shall not use language or take actions reasonably likely to provoke or encourage physical violence by demonstrators, those demonstrated against, or spectators.
6. Action may be taken against any and all persons who have no legitimate reason for their presence on any campus within the University/College, or whose presence on any such campus obstructs and/or forcibly prevents others from the exercise of the 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 instruments 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 any individual or damage upon a building or the grounds of the University/College.
9. Any action or situation which recklessly or intentionally endangers mental or physical health or involves the forced consumption of liquor or drugs for the purpose of initiation into or affiliation with any organization is prohibited.
10. The unlawful manufacture, distribution, dispensation, possession, or use of illegal drugs or other controlled substances by University students or employees on University/College premises, or as part of any University/College activities is prohibited. Employees of the University must also notify the College Personnel Director of any criminal drug statute conviction for a violation occurring in the workplace no 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.

Kingsborough Community College students are required to abide by all federal, state and city laws. Other conduct not addressed in the Henderson Rules to Maintain Public Order may still be deemed unacceptable and may be addressed by Kingsborough Community College and the Office of Student Conduct.

Title IX

Title IX is a landmark federal civil right that prohibits sex discrimination in education. Title IX is part of the Education Amendments of 1972 which protects people from discrimination based on sex in education programs and activities that receive federal financial assistance. Title IX protects all students that may be affected by sexual harassment, discrimination and violence, including women, girls, and gender nonconforming persons. It also protects individuals from retaliation by a school or any party for reporting any Title IX related incidents.

Access to Facilities

Students are allowed access to the college facilities during class hours only. Every student must carry his/her valid college I.D. card and present it to the officers of the college upon request. Guests have access for special events which are monitored by Security Access Control. Students, staff, and faculty may report security problems to the Public Safety Office or to Security personnel on patrol or at stationary posts.

Information on safety and security on campus is available at the Office of Public Safety, Room L-202 (2nd floor of library); or at (718) 368-5069.

Policy on Alcohol and Other Drugs

The City University of New York (CUNY) is an institution committed to promoting the physical, intellectual, and social development of all individuals. As such, CUNY seeks to prevent the abuse of drugs and alcohol, which can adversely impact performance and threaten the health and safety of students, employees, their families, and

the general public. CUNY complies with all federal, state, and local laws concerning the unlawful possession, use, and distribution of drugs and alcohol.

Federal law requires that CUNY adopt and implement a program to prevent the use of illicit drugs and abuse of alcohol by students and employees. The unlawful manufacture, distribution, dispensation, possession or use of drugs or alcohol by anyone, on CUNY property, in CUNY buses or vans or at CUNY-sponsored activities, is prohibited.

Students are expected to comply with the CUNY and college policies with respect to drugs and alcohol. Any student found in violation may be subject to disciplinary action under Article 15 of the Bylaws of the Board of Trustees, which may result in sanctions up to and including expulsion from the University. In lieu of formal disciplinary action, CUNY may, in appropriate cases, seek to resolve the matter through an agreement pursuant to which the student must see a counselor or successfully participate in a drug and alcohol treatment program.

In accordance with the Federal Educational Rights and Privacy Act, CUNY may choose, when appropriate, to contact parents or legal guardians of students who have violated the CUNY policy on drugs or alcohol.

[Medical Amnesty/Good Samaritan Policy](#)

[Tobacco-Free CUNY Policy](#)

As of September 4, 2012 Kingsborough Community College as well as all other CUNY campus prohibit the following: (i) the use of tobacco on all grounds and facilities under CUNY jurisdiction, including indoor locations and outdoor locations such as playing fields; entrances and exits to buildings; and parking lots; (ii) tobacco industry promotions, advertising, marketing, and distribution of marketing materials on campus properties; and (iii) tobacco industry sponsorship of athletic events and athletes. This policy applies to all tobacco and tobacco products including chew tobacco and e-cigarettes.

[The City University Of New York Drug/Alcohol Use Amnesty Policy](#)

[Policy on File Sharing and Copyright Infringement](#)

CUNY's Computer Use Policy requires users of CUNY computer resources to comply with copyright law. If you use a P2P (peer-to-peer) file sharing program on a CUNY computer, network or other resources to upload or download copyrighted material without permission, you may be in breach of the Policy. According to the Policy, Users of CUNY computer resources should generally assume that material is copyrighted unless they know otherwise, and not copy, download, or distribute copyrighted material without permission unless the use does not exceed fair use as defined by the federal Copyright Act of 1976.

The Policy also requires users of CUNY computer resources to engage in safe computing practices. P2P and file-sharing programs can introduce a serious security risk to your computer and other computers connected to the same network (e.g., CUNY) since they may result in files infected with computer viruses and spy-ware being downloaded to your computer and the network.

Violation of the Computer Use Policy may result in suspension or termination of your right of access to CUNY computer resources, disciplinary action by appropriate CUNY authorities, referral to law enforcement authorities for criminal prosecution, or other legal action, including action to recover civil damages and penalties. Student violations will normally be handled through the Office of Student Conduct.

Kingsborough Posting Policy

Student organizations may post fliers in designated areas provided by the College, including bulletin boards, and columns. Guidelines for posting by student groups include the following:

1. All posters, flyers and table tents must be approved for posting by the Office of Student Life. Organizations can bring their materials to C-123 during normal business hours to be reviewed, approved and then stamped. The Office of Student Life and Public Safety reserve the right to remove any materials that are not stamped.
2. Flyers must include the name of the club/organization and contact information.
3. Date, time and location must be confirmed prior to approval.
4. Information printed in any language other than English must have an English translation.
5. Flyers size cannot exceed 11 x 17.
6. Advertisements of solicitation of alcohol will not be approved.
7. Credit card advertisements will not be approved.
8. Flyers must only be posted to bulletin boards with staples and on columns with dots provided by C-123. Flyers are not to be attached in any way to glass surfaces, doors, floors, traffic signs, light poles, sidewalks or trees.
9. Only one notice per event may be posted per bulletin board and column.
10. Posted materials should not cover or obstruct other notices.
11. Table tents must be in text format only. No picture graphics will be approved for table tents.
12. Be mindful and respectful of other groups/organizations when determining the number of copies, you will post.

Policy on Expressive Activity

The College supports the right of individual students, faculty, staff and student organizations to engage in expressive activities, including the carrying or displaying of signs or placards, leafleting, marches, rallies, demonstrations, protests, speeches, and circulation of petitions. The College will take whatever steps necessary to protect the rights of any member of the College community to publicly proclaim any view, however unpopular, and protect the freedom of speech and assembly of any individual or group.

However, all expressive activities must comply with the College's rules regarding the time, place, and manner for such expressive activities; to ensure that the College's educational activities are not disrupted when members of the College community wish to exercise their First Amendment rights.

Procedures for Expressive Activity:

1. Leafleting: Individuals who wish to distribute materials to students on campus can do so in the following areas:
 - a. Breezeway outside of the Library, Breezeway outside of the bookstore and Breezeway in between the cafeteria and the West Academic Clusters. Please note that this area does not include the inside of the cafeteria, or in front of its entrance, due to high traffic and congestion.
 - b. Outdoors on sidewalks and grassy areas that are open to students, so long as it does not obstruct entry doors to affect/create unsafe traffic conditions (for example, in the parking lot).
2. Banners: A banner is considered any advertisement larger than 16"x24". Banners may be placed around campus with prior approval from the Office of Student Life as well as the Office of Buildings and Grounds (with the limited space around campus it is important to have the banners meet size requirements, thus they must be approved first). Banners should be utilized to publicize student

clubs and organizations' campus events (i.e., meetings, parties, workshops, celebratory weeks, etc.).

3. **Tabling:** Requests should be submitted to the Office of Student Life, Room C-123, during the posted office hours. Such requests will be granted on a first come, first serve basis based on the availability of space. Tabling permissions, once granted, must be presented to College personnel if requested.
4. **Postings on Bulletin Boards:** The College has provided bulletin boards for student use. University personnel will remove notices from all approved student posting areas every Monday. These areas will also be checked regularly to remove outdated notices.
5. **Group Expressive Activities, such as Rallies, Demonstrations and Protests:** Any request to schedule an expressive activity should be made in writing at least 24 hours before the requested date to the Office of Student Life (C- 123). The office will review and approve applications on a first come, first serve basis. Each request must contain the following information:
 - a. Name, e-mail address, contact number of the individual/ group making the request.
 - b. Date and hours requested for the activity and the duration.
 - c. Area requested for use.
 - d. Number of expected attendants.

Group expressive activity on the College grounds may occur only between the hours of 8:00 a.m. and 8:00 p.m. and shall at no time block any entrance or exit of the buildings, or impede free access to the buildings or parking lots by its students, faculty, staff, occupants or the public.

Expressive activity shall not impede or interfere with College business, the educational process, or public access to and use of the College grounds. The College reserves the right to stop any expressive activity when it interferes with or disrupts the normal activities of the College, interferes with the educational process, or violates any of the conditions covering expressive activity under this policy.

The carrying or displaying of signs or placards must be done without the use of sticks or posts. All signs and placards must be made of paper, cloth or poster board.

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

Parents or eligible students have the right to request that a school correct record which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;

- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, “directory” information such as a student’s name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may call 1-800-437-0833.

Or you may contact us at the following address: Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue, SW Washington, D.C. 20202-852

[Title I, Article 5, Section 224-A of New York State Education Law](#)

Religious Holidays and Observance

No person shall be expelled from or be refused admission as a student to an Institution of Higher Education for the reason that he/she is unable, because of religious beliefs, to attend classes or to participate in any examination, study or work requirements on a particular day or days.

Any student in an Institution of Higher Education who is unable, because of 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.

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 religious beliefs, an equivalent opportunity to make up any examination, study or work requirements which may have been 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.

If registration, 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.

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 availing him/herself of the provisions of this section.

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 rights under this section.

6a. It shall be the responsibility of the administrative officials of each Institution of Higher Education to give written notice to students of their rights under this section, informing them that each student who is absent from school, because of his or her religious beliefs, must be given an equivalent opportunity to register for classes or make up any examination, study or work requirements which he or she may have missed because of such absence

on any particular day or days. No fees of any kind shall be charged by the institution for making available to such student such equivalent opportunity.

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

Academic Integrity Policy

Kingsborough Community College strives to promote academic integrity among students to help prepare them for their future endeavors. The International Center for Academic Integrity defines academic integrity by 5 core values. These values are as follows:

1. **Honesty:** The quest for truth and knowledge by requiring intellectual and personal honesty in learning, teaching, research, and service
2. **Trust:** Academic institutions must foster a climate of mutual trust in order to stimulate the free exchange of ideas.
3. **Fairness:** All interactions among students, faculty and administrators should be grounded in clear standards, practices and procedures.
4. **Respect:** Learning is acknowledged as a participatory process, and a wide range of opinions and ideas is respected.
5. **Responsibility:** A thriving community demands personal accountability on the part of all members and depends upon action in the face of wrongdoing.

To reach academic success, one needs to uphold the 5 core values of honesty, trust, fairness, respect and responsibility. Failure to do so may result in charges of academic dishonesty. Academic dishonesty is prohibited by CUNY and Kingsborough Community College and is punishable by penalties, including failing grades, suspension, and expulsion. Examples of academic dishonesty include, but are not limited to, cheating, plagiarism, internet plagiarism, obtaining unfair advantages, and falsification of records.

Definitions and Examples of Academic Dishonesty

1. *Cheating* is the unauthorized use or attempted use of material, information, notes, study aids, devices or communications during an academic exercise. Examples of cheating include but are not limited to:
2. Copying from another student during an examination or allowing another to copy your work.
3. Unauthorized collaboration on a take home assignment.
4. Using notes during a closed book examination.
5. Changing a graded exam and returning it for more credit.
6. Submitting substantial portions of the same paper to more than one course without consulting with each instructor.
7. Preparing answers or writing notes in a blue book (exam booklet) before an examination.
8. Allowing others to research and write assigned papers or do assigned projects, including using commercial term paper services.
9. Giving assistance to acts of academic misconduct/dishonesty.

10. Fabricating data (in whole or in part).
11. Falsifying data (in whole or in part).
12. Submitting someone else's work as your own.
13. Unauthorized use during an examination of any electronic devices such as cell phones, computers or other technologies to retrieve or send information.
14. *Plagiarism* is the act of presenting another person's ideas, research or writings as your own. Examples of plagiarism include but are not limited to:
15. Copying another person's actual words or images without the use of quotation marks and footnotes attributing the words to their source.
16. Presenting another person's ideas or theories in your own words without acknowledging the source.
17. Failing to acknowledge collaborators on homework and laboratory assignments.
18. Internet plagiarism, including submitted downloaded term papers or parts of term papers, paraphrasing or copying information from the internet without citing the source, or cutting and pasting from various sources without proper attribution.
19. *Obtaining Unfair Advantage* is any action taken by a student that gives that student an unfair advantage in his/her academic work over another student, or an action taken by a student through which a student attempts to gain an unfair advantage in his or her academic work over another student. Examples of obtaining unfair advantage include but are not limited to
20. Stealing, reproducing, circulating or otherwise gaining advance access to examination materials.
21. Depriving other students of access to library materials by stealing, destroying, defacing, or concealing them.
22. Retaining, using or circulating examination materials which clearly indicate that they should be returned at the end of the month.
23. Intentionally obstructing or interfering with another student's work.
24. *Falsification of Records and Official Documents*. Examples include but are not limited to:
 - a. Forging signatures of authorization.
 - b. Falsifying information on an official academic record.
 - c. Falsifying information on an official document such as a grade report, letter of permission, drop/add form, ID card or other college document.

Reporting Suspected Incidents of Academic Dishonesty

Once a faculty member suspects that a student has committed a violation of the CUNY Academic Policy, he or she shall review with the student the facts and circumstances of the suspected violation whenever feasible. If a faculty member concludes that there has been an incident of academic dishonesty sufficient to affect the student's final course grade shall report the incident on the Faculty Report Form for Suspected Incidents of Academic Dishonesty.

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

Policy regarding the Submission of Fraudulent Documents and on the Omission of Information in Support of an Application for Admission

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

Materially incomplete applications include applications that fail to include all prior post-high school college level courses, regardless of whether:

1. The courses were taken at a post-secondary institution in the United States or outside the United States
2. The applicant received a degree at the post-secondary institution
3. The application is seeking credit for such courses, or
4. The applicant is changing majors/careers

For more information regarding the submission of fraudulent documents and the Omission of Information in Support of an Application for Admission.

Maintenance of Academic Standards

Kingsborough has established standards that must be met for you to be allowed to remain in college. You are required to maintain satisfactory academic progress.

If you fall below the required index, you are placed on probation for one semester. If you do not improve your grade point average or progress by the end of that semester, you are dismissed from the college and the university.

Students who are placed on academic probation are strongly encouraged to contact their advisor.

NOTE: Your Financial Aid may be affected by probationary status.

Student's Right to Know and Campus Security Act

In accordance with The Student Right-To-Know and Campus Security Act, the College provides all students and prospective students with statistics on graduation rates and campus safety upon request. In addition, all enrolled students are entitled to receive the College's FERPA (Family Educational Rights and Privacy Act) regulations upon request. Links to this information can be found online at: http://www.kbcc.cuny.edu/stud_cons_info/Pages/default.aspx.

In accordance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act, all institutions of postsecondary education, both public and private that participate in federal student aid programs are required to publish and disseminate an annual security report, containing information about crime on and around their campuses.

The Annual Security Report can be accessed by visiting http://www.kbcc.cuny.edu/sub-about/campus_security/Pages/clery.aspx or in person at the Public Safety Department on the 2nd floor of the Library Building in Room L-202. The Advisory Committee on Campus Safety will provide, upon request, all

campus crime statistics as reported to the United States Department of Education (USDE). The USDE website for campus crime statistics is <http://ope.ed.gov/security/>.

The Kingsborough Community College official responsible for collecting and reporting campus crime statistics is the Director of Public Safety, 718-368-5069. Upon request, the University shall provide a hard copy of Kingsborough Community College's campus crime statistics, mailed to the individual requesting the report, within 10 days of the request, and that information will include all of the statistics that the University is required to ascertain under federal law.

You may also request a printed copy of any of these policies in person at the Office of Student Affairs in room A-216.

CUNY Policy on Admission of Students Who May Pose a Risk to the College

The college reserves the right to deny admission to any student if, in its judgment, the presence of that student on campus poses an undue risk to the safety or security of the college or the college community. That judgment will be based on an individualized determination taking into account any information the college has about the crime committed by the student and the particular circumstances of the college, including the presence of a child care center, summer camp, public school or public-school students on the campus. In addition, the college may consider factors such as the amount of time since the crime was committed; the amount of jail time served by the student; the number of years the student was on probation or parole; whether the student has satisfied probation or parole requirements at the time of the student's application; whether the student has completed drug, alcohol, sex offender or other treatment; and what work or educational experience the student has had after the conviction. Finally, if the student is known to have been assisted by a CUNY-sponsored or other re-entry program or initiative, the college will consult with a counselor or representative from said program.

Notice to All Students and Former Students

The Federal Education Rights and Privacy Act of 1974 and regulations pursuant thereto, grant you the following rights:

1. To be advised of the types of student records and the information contained therein which are maintained by the college.
2. To be advised that the Registrar is the official responsible for the maintenance of each type of record, the persons who have access to those records, and the purposes for which they have access. To be advised of the policies of the college for reviewing and expunging those records.
3. To be advised of the procedures for granting you access rights to
4. your student records.
5. To be advised of the procedures for challenging the content of your student records.
6. To be advised of the cost, if any, which you will be charged for reproducing copies of your student records.
7. To be advised of all your other rights and requirements for the Federal Education Rights and Privacy Act of 1974 and the regulations promulgated thereunder.

All of the above information may be obtained in the Registrar's Office, during regular Registrar's office hours. The following categories of information concerning individual students and former students will, except as indicated below, be made available to the general public: Name, attendance dates, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of

members of athletic teams, degrees and awards received, and the most recent previous educational agency or institution attended by the student.

Any student or former student may require that any or all of the above information not be released without his/her prior written consent, by completion of a form available in the Registrar's office. The form may be completed, withdrawn, or modified during regular Registrar's office hours.

Security Policies and Procedures

Although it is not likely that you will be a victim of crime on campus, crime takes place in our society at large. Kingsborough Community College has taken steps to make the campus as safe as possible. Safety at Kingsborough is everybody's business. Students, faculty and staff are partners in creating a safe atmosphere that encourages education, and the Office of Public Safety provides around-the-clock services.

It is the policy of the City University of New York and this college that the possession, use, or distribution of alcohol by students or employees on college premises or as part of any college activity is prohibited. The legal drinking age for drinking alcohol in New York State is 21, and state laws deal harshly with underage drinking. It is also against the law in New York State to sell or give alcohol to anyone under the age of 21. The possession or use of illegal drugs is a crime in the state of New York. Anyone found in possession of or using such drugs on college property will be subject to sanctions, and may be suspended from the college. Criminal charges may also be lodged against offenders involving drugs.

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 (5) days after such conviction.

WEAPONS

All firearms are prohibited within the University community except peace officers, pursuant to authorization by the college president. In addition, any dangerous instrument or material that can be used to inflict bodily harm on an individual or damage to a building or grounds of the campus are prohibited, and will be confiscated by Public Safety.

CUNY's Policy on Equal Opportunity and Nondiscrimination

The City University of New York ("University" or "CUNY"), located in a historically diverse municipality, is committed to a policy of equal employment and equal access in the workplace and in its educational programs and activities. Diversity, inclusion, and an environment free from discrimination/sexual harassment are central to the mission of the University.

It is the policy of the City University of New York - applicable to all colleges and units - to recruit, employ, retain, promote, and provide benefits to employees (including paid and unpaid interns) and to admit and provide services for students without discriminating on the basis of actual perceived race, color, creed, national origin, ethnicity, ancestry, religion, age, sex, sexual orientation, gender, gender identity, marital status, partnership status, disability, genetic information, alienage, citizenship, military or veteran status, pregnancy, status as a victim of domestic violence/stalking/sex offenses, unemployment status, caregiver or familial status, prior record of arrest or conviction, or any other legally prohibited basis in accordance with federal, state and city laws.

As a public university system, CUNY adheres to federal, state and city laws and regulations regarding non-discrimination and affirmative action. Should any federal, state or city law or regulation be adopted that prohibits discrimination based on grounds or characteristics not included in this Policy, discrimination on those additional bases will also be prohibited by this Policy.

It is also the University's policy to provide reasonable accommodations when appropriate to individuals with disabilities, individuals observing religious practices, employees who have pregnancy or childbirth-related medical conditions, or employees who are victims of domestic violence/stalking/sex offenses.

This Policy also prohibits retaliation for reporting or opposing discrimination, or cooperating with an investigation of a discrimination complaint.

Kingsborough Community College as a constituent unit of the City University of New York (CUNY), a public university system, adheres to federal, state, and city laws and regulations regarding non-discrimination and affirmative action including among others, Executive Order 11246, as amended, Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, Section 402 of the Vietnam Era Veterans Readjustment Assistance Act of 1974, as amended, the Equal Pay Act of 1963, the Age Discrimination in Employment Act of 1967, as amended, the Age Discrimination Act of 1975, the New York State Human Rights Law and the New York City Human Rights Law. The "protected classes", as enumerated in Executive Order 11246, include American Indian or Alaska Native, Asian, Black or African American, Hispanic or Latino, Native Hawaiian or Other Pacific Islander, and Women. Updated federal guidelines further expanded these protected classes to include two or more races.

Kingsborough's Chief Diversity/Affirmative Action/Equal Opportunity Officer is located in room V-231, and can be reached by telephone at 718-368-6896 or by email at AskOEO@kbcc.cuny.edu. The Chief Diversity Officer also serves as Kingsborough's coordinator for Section 504 of the Rehabilitation Act of 1973, the American Disabilities Act and the Title IX Amendment of the education amendments of 1972. For further information concerning Kingsborough's Office of Equal Opportunity and Diversity Management (OEO) visit https://www.kbcc.cuny.edu/title_IX/Homepage.html

Policy on Sexual Misconduct

Every member of The City University of New York Community, including students, employees and visitors, deserves the opportunity to live, learn and work free from sexual harassment, gender-based harassment and sexual violence. Accordingly, CUNY is committed to:

1. Defining conduct that constitutes prohibited sexual harassment, gender-based harassment and sexual violence;
2. Providing clear guidelines for students, employees and visitors on how to report incidents of sexual harassment, gender-based harassment and sexual violence and a commitment that any complaints will be handled respectfully;
3. Promptly responding to and investigating allegations of sexual harassment, gender-based harassment and sexual violence, pursuing disciplinary action when appropriate, referring the incident to local law enforcement when appropriate, and taking action to investigate and address any allegations of retaliation;
4. Providing ongoing assistance and support to students and employees who make allegations of sexual harassment, gender-based harassment and sexual violence;
5. Providing awareness and prevention information on sexual harassment, gender-based harassment and sexual violence, including widely disseminating this policy, and implementing training and educational programs on sexual harassment, gender-based harassment and sexual violence to college constituencies; and
6. Gathering and analyzing information and data that will be reviewed in order to improve safety, reporting, responsiveness and the resolution of incidents.

This is the sole policy at CUNY addressing sexual harassment, gender-based harassment and sexual violence and is applicable at all college and units at the University. The CUNY community should also be aware of the following policies that apply to other forms of sex discrimination, as well as to other types of workplace violence and domestic violence that affect the workplace.

For Sexual Assault/Misconduct/Title IX Complaints

Anyone – of any gender, gender identity, sexual orientation, religious affiliation, citizenship status, race, class or educational level – can suffer from sexual harassment, including sexual violence. The goal of this website is to help you understand what sexual harassment means and let you know that there are people at CUNY and in the community who can help if you or others experience it. We want to make sure you understand your rights as a student, CUNY's policies, and other issues related to sexual harassment, gender harassment and sexual violence.

On every CUNY campus there is a person who has special training in helping students who are facing issues related to sexual harassment and sexual violence. We urge you to contact Title IX Coordinator, Linda Khandhar, for guidance or information.

You may contact your [Title IX](#) Coordinator (or the deputy Title IX Coordinator) for guidance and information.

[CUNY's Procedures for Implementing Reasonable Accommodations and Academic Adjustments](#)

It is also the University's policy to provide reasonable accommodations and academic adjustments, when appropriate, to individuals with disabilities, individuals observing religious practices, individuals who have pregnancy or childbirth-related medical conditions, and victims of domestic violence/stalking/sex offenses.

[Kingsborough Community College, The City University of New York Student Sexual Misconduct Complainants' Bill of Rights](#)

[Student Complaint Against Another Student](#)

All Kingsborough students are expected to act professionally, respect each other, staff, faculty and the campus. Students are responsible to adhere to and comply with all Kingsborough Community College policies including but not limited to the student code of conduct and [CUNY's Henderson Rules to Maintain Public Order](#). If a student feels that his/her learning environment has been compromised by another student, he/she has the right to file a Student Complaint with the Office of the Vice President of Student Affairs (A216).

The grievance process against another student is as follows:

1. Complete a **Student Grievance Form in A-216**
 - a. This form will detail the grievance as well as all parties involved, including the student(s) the grievance is against as well as any witness to the grievance, if any.
 - b. This form gives the student the chance to write out his/her account of the grievance. We ask that students be as detailed as possible in their description of the grievance. A member of the Vice President of Student Affairs office will meet with the student
2. **Fact-Finding Process**
 - a. A member of the Office of the Vice President will initiate a fact-finding process, conducting interviews of other students involved or any witnesses

- b. Interviews will be conducted by a member of the Office of the Vice President of Student Affairs office regarding the grievance
- c. All students interviewed will be asked to fill out a Statement Form detailing their account of the grievance

3. Decision

- a. Once the fact-finding phase has concluded, the member of the Office of the Vice President of Student Affairs will assess and evaluate the grievance based upon the results of the fact-finding process.
- b. The member of the Office of the Vice President of Student Affairs will either close the case or refer to the Dean of Student Affairs for further assessment
- c. All parties involved will be contacted via email of the findings of the grievance process

Procedures for Handling Student Complaints about Faculty Conduct in Academic Settings

1. Introduction. The University and its Colleges have a variety of procedures for dealing with student related issues, including grade appeals, academic integrity violations, student discipline, disclosure of student records, student elections, sexual harassment complaints, disability accommodations, and discrimination. One area not generally covered by other procedures concerns student complaints about faculty conduct in the classroom or other formal academic settings. The University respects the academic freedom of the faculty and will not interfere with it as it relates to the content or style of teaching activities. Indeed, academic freedom is and should be of paramount importance. At the same time the University recognizes its responsibility to provide students with a procedure for addressing complaints about faculty treatment of students that are not protected by academic freedom and are not covered by other procedures. Examples might include incompetent or inefficient service, neglect of duty, physical or mental incapacity and conduct unbecoming a member of the staff.
2. Determination of Appropriate Procedure. If students have any question about the applicable procedure to follow for a particular complaint, they should consult with the chief student affairs officer. In particular, the chief student affairs officer should advise a student if some other procedure is applicable to the type of complaint the student has.
3. Informal Resolution. Students are encouraged to attempt to resolve complaints informally with the faculty member or to seek the assistance of the department chairperson or campus ombudsman to facilitate informal resolution.
4. Formal Complaint. If the student does not pursue informal resolution, or if informal resolution is unsuccessful, the student may file a written complaint with the department chairperson or, if the chairperson is the subject of the complaint, with the academic dean or a senior faculty member designated by the college president. (This person will be referred to below as the "Fact Finder.")
 - a. The complaint shall be filed within 30 calendar days of the alleged conduct unless there is good cause shown for delay, including but not limited to delay caused by an attempt at informal resolution. The complaint shall be as specific as possible in describing the conduct complained of.
 - b. The Fact Finder shall promptly send a copy to the Faculty member about whom the complaint is made, along with a letter stating that the filing of the complaint does not imply that any wrongdoing has occurred and that a faculty member must not retaliate in any way against a student for having made a complaint. If either the student or the faculty member has reason to believe that the department chairperson may be biased or otherwise unable to deal with the complaint in a fair and objective manner, he or she may submit to the academic dean or the senior faculty member designated by the college president a written request stating the reasons for that belief; if the request appears to have merit, that person may, in his or her sole discretion, replace the department chairperson as the Fact Finder.

- c. The Fact Finder shall meet with the complaining student and faculty member, either separately or together, to discuss the complaint and to try to resolve it. The Fact Finder may seek the assistance of the campus ombudsman or other appropriate person to facilitate informal resolution.
 - d. If resolution is not possible, and the Fact Finder concludes that the facts alleged by the student, taken as true and viewed in the light most favorable to the student, establish that the conduct complained of is clearly protected by academic freedom, he or she shall issue a written report dismissing the complaint and setting forth the reasons for dismissal and send a copy to the complaining student, the faculty member, the chief academic officer and the chief student affairs officer. Otherwise, the Fact Finder shall conduct an investigation. The Fact Finder shall separately interview the complaining student, the faculty member and other persons with relevant knowledge and information and shall also consult with the chief student affairs officer and, if appropriate, the college ombudsman. The Fact Finder shall not reveal the identity of the complaining student and the faculty member to others except to the extent necessary to conduct the investigation. If the Fact Finder believes it would be helpful, he or she may meet again with the student and faculty member after completing the investigation in an effort to resolve the matter. The complaining student and the faculty member shall have the right to have a representative (including a union representative, student government representative or attorney) present during the initial meeting, the interview and any post-investigation meeting.
 - e. In cases where there is strong preliminary evidence that a student's complaint is meritorious and that the student may suffer immediate and irreparable harm, the Fact Finder may provide appropriate interim relief to the complaining student pending the completion of the investigation. The affected faculty member may appeal such interim relief to the chief academic officer.
 - f. At the end of the investigation, the Fact Finder shall issue a written report setting forth his or her findings and recommendations, with particular focus on whether the conduct in question is protected by academic freedom, and send a copy to the complaining student, the faculty member, the chief academic officer and the chief student affairs officer. In ordinary cases, it is expected that the investigation and written report should be completed within 30 calendar days of the date the complaint was filed.
5. Appeals Procedure. If either the student or the faculty member is not satisfied with the report of the Fact Finder, the student or faculty member may file a written appeal to the chief academic officer within 10 calendar days of receiving the report. The chief academic officer shall convene and serve as the chairperson of an Appeals Committee, which shall also include the chief student affairs officer, two faculty members elected annually by the faculty council or senate and one student elected annually by the student senate. The Appeals Committee shall review the findings and recommendations of the report, with particular focus on whether the conduct in question is protected by academic freedom. The Appeals Committee shall not conduct a new factual investigation or overturn any factual findings contained in the report unless they are clearly erroneous. If the Appeals Committee decides to reverse the Fact Finder in a case where there has not been an investigation because the Fact Finder erroneously found that the alleged conduct was protected by academic freedom, it may remand to the Fact Finder for further proceedings. The committee shall issue a written decision within 20 calendar days of receiving the appeal. A copy of the decision shall be sent to the student, the faculty member, the department chairperson and the president.
6. Subsequent Action. Following the completion of these procedures, the appropriate college official shall decide the appropriate action, if any, to take. For example, the department chairperson may decide to place a report in the faculty member's personnel file or the president may bring disciplinary charges against the faculty member. Disciplinary charges may also be brought in extremely serious cases even though the college has not completed the entire investigative process described above; in that case, the bringing of disciplinary charges shall automatically suspend that process. Any action taken by a college

must comply with the bylaws of the University and the collective bargaining agreement between the University and the Professional Staff Congress.

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

For Filing a complaint about a College or University

For all types of complaints concerning colleges and universities in New York State, the first course of action must be to try to resolve the complaint directly with the administration of the college or university involved. The Office of College and University Evaluation will not review a complaint until all grievance procedures at the institution have been followed and all avenues of appeal exhausted and documentation provided that such procedures have been exhausted. Please note: Every New York State college and the university is required to establish, publish, and enforce explicit policies related to redress of grievances.

Please do not send a complaint to the Office of College and University Evaluation until you have read all of the information below. This will assure that you are sending your complaint to the appropriate agency/office.

Complainants should be aware that the Office of College and University Evaluation does not conduct a judicial investigation and has no legal authority to require a college or university to comply with a complainant's request.

If your complaint does not fall into one of the exceptions noted above, click here for the Office of College and University Evaluation [Complaint Form](#).

CUNY BOARD OF TRUSTEES BYLAWS

ARTICLE XV STUDENTS

SECTION 15.0. PREAMBLE.

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

Freedom to learn and to explore major social, political, and economic issues are necessary adjuncts to student academic freedom, as is freedom from discrimination, as set forth in the university's non-discrimination policy.

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

SECTION 15.1. CONDUCT STANDARD DEFINED.

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

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

SECTION 15.2. STUDENT ORGANIZATIONS.

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

The board recognizes that students have rights to free expression and association. At the same time, the board strongly believes that respect for all members of the university's diverse community is an essential attribute of a great university and requires viewpoint neutrality in the recognition of student teams, student media/publications, organizations, associations, clubs or chapters.

Each student leader and officer of student organizations recognized by or registered with the institution, as well as those seeking recognition by the institution, must complete training on domestic violence, dating violence, stalking, and sexual assault prevention and on CUNY's Policy on Sexual Misconduct prior to the organization receiving recognition or registration.

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

1. i. The power to charter or otherwise authorize teams (excluding intercollegiate athletics), student media/publications, organizations, associations, clubs or chapters, and, when appropriate in the exercise of such regulatory power, the power to refuse, suspend or revoke any charter or other authorization for cause after hearing on notice. All such decisions must be based upon viewpoint neutral criteria as detailed in the Fiscal Accountability Handbook and must be based upon the written submissions of the student team, publication, organization, association, club or chapter, which will describe its intent to conduct activities for the benefit of students. ii. All decisions declining a charter or authorization must be in writing and are appealable to the college or school's chief student affairs officer or designee, who shall render a final written decision on the appeal. iii. Appeals must be based upon one or both of the following two grounds: the denial was arbitrary and capricious or discriminated against the applicant based upon viewpoint.

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

c.

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

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

d. Each college shall establish a student elections review committee in consultation with the various student governments. The student elections review committee shall approve the election procedures and certify the results of elections for student governments, and student body referenda. Decisions of the student elections review committee may be appealed to the college president, whose decision shall be final. An appeal from the decision of the student elections review committee must

be made in writing to the President within ten (10) calendar days of the decision. The President shall consult with the student elections review committee and render a decision as expeditiously as possible which may affirm, reverse, or modify the decision of the student elections review committee.

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

SECTION 15.3. THE UNIVERSITY STUDENT SENATE.

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

SECTION 15.4. STUDENT DISCIPLINARY PROCEDURES.

Complaint Procedures:

a. A University student, employee, organization, department or visitor who believes she or he is the victim of a student's misconduct (hereinafter "complainant") may make a charge, accusation, or allegation against a student (hereinafter "respondent") which if proved, may subject the respondent to disciplinary action. Such charge, accusation, or allegation must be communicated to the chief student affairs officer of the college the respondent attends.

b. The chief student affairs officer of the college or her or his designee shall conduct a preliminary investigation in order to determine whether disciplinary charges should be preferred. The chief student affairs officer or her or his designee shall advise the respondent of the allegation against her or him, explain to the respondent and the complainant their rights, consult with other parties who may be involved or who have information regarding the incident, and review other relevant evidence. The preliminary investigation shall be concluded within thirty (30) calendar days of the filing of the complaint, unless: (i) said complaint involves two or more complainants or respondents; or (ii) said complaint involves a matter that is also under investigation by law enforcement authorities. In those cases, the preliminary investigation shall be completed within sixty (60) calendar days. Further, if the matter has been previously investigated pursuant to the CUNY Policy on Sexual Misconduct, the chief student affairs officer shall dispense with a preliminary investigation and rely on the report completed by the Title IX Coordinator. Following the completion of the preliminary investigation, the chief student affairs officer or designee shall take one of the following actions:

1. Dismiss the matter if there is no basis for the allegation(s) or the allegation(s) does not warrant disciplinary action. The individuals involved shall be notified that the complaint has been dismissed;
2. Refer the matter to mediation (except in cases involving allegations of sexual assault, stalking or other forms of sexual violence); or
3. Prefer formal disciplinary charges.

c. In cases involving the CUNY Policy on Sexual Misconduct, both the Complainant and Respondent may be accompanied by an advisor of their choice (including an attorney) who may assist and advise throughout the entire process, including all meetings and hearings. Advisors may represent a party and fully participate at a hearing, but may not give testimony as a witness.

d. In the event that a respondent withdraws from the college after a charge, accusation or allegation against a respondent has been made, and the college prefers formal disciplinary charges, the respondent is required to participate in the disciplinary hearing or otherwise to resolve the pending charges and shall be barred from attending any other unit of the university until a decision on the charges is made or the charges are otherwise resolved. Immediately following the respondent's withdrawal, the college must place a notation on her/his transcript that she/he "withdrew with conduct charges pending." If the respondent fails to appear, the college may proceed with the disciplinary hearing in absentia, and any decision and sanction shall be binding, and the transcript notation, if any, resulting from that decision and penalty shall replace the notation referred to above.

Mediation Conference:

e. The college may offer the respondent and the complainant the opportunity to participate in a mediation conference prior to the time the disciplinary hearing takes place in an effort to resolve the matter by mutual agreement (except in cases involving sexual assault, stalking and other forms of sexual violence). The conference shall be conducted by a qualified staff or faculty member designated by the chief student affairs officer. The following procedures shall be in effect at this conference:

1. An effort shall be made to resolve the matter by mutual agreement through such process as the mediator deems most appropriate; provided, however, that the complainant must be notified of her/his right to end the mediation at any time.

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

3. If no agreement is reached within a reasonable time, or if the respondent fails to appear, the faculty or staff member conducting the conference shall refer the matter back to the chief student affairs officer who may prefer disciplinary charges, or, if charges have been preferred, proceed to a disciplinary hearing.

4. The faculty or staff member conducting the mediation conference is precluded from testifying at a college hearing regarding information received during the mediation conference, or presenting the case on behalf of the college.

Notice of Charges and Hearing:

f. Notice of the charge(s) and of the time and place of the hearing shall be personally delivered to the respondent, or sent by certified or overnight mail and email to the address appearing on the records of the college. Notice shall also be sent in a similar manner to the complainant to the extent the charges relate to her/him. The chief student affairs officer is also encouraged to send the notice of charges to any other e-mail address that he or she may have for the respondent and the complainant. The hearing shall be scheduled within a reasonable time following the filing of the charges or the mediation conference. Notice of at least seven (7) calendar days shall be given to the respondent in advance of the hearing unless the respondent consents to an earlier hearing. The respondent is permitted one (1) adjournment as of right. Additional requests for an adjournment must be made at least five (5) calendar days prior to the hearing date, and shall be granted or denied at the discretion of the chairperson of the faculty-student disciplinary committee. If the respondent fails to respond to the notice, appear on the adjourned date, or request an extension, the college may proceed in absentia, and any decision and sanction shall be binding.

g. The notice shall contain the following:

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

2. A statement that the respondent and the complainant have the right to attend and participate fully in the hearing including the right:

(i) to present their side of the story;

(ii) to present witnesses and evidence on their behalf;

- (iii) to cross-examine witnesses presenting evidence;
- (iv) to remain silent without assumption of guilt; and
- (v) to be assisted or represented by an advisor or legal counsel at their expense; if the respondent or the complainant requests it, the college shall assist in finding a legal counsel or advisor.

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

Pre-Hearing Document Inspection:

h. At least five (5) calendar days prior to the commencement of a student disciplinary hearing, the college shall provide the respondent and the complainant and/or their designated representative, with similar and timely access to review any documents or other tangible evidence that the college intends to use at the disciplinary hearing, consistent with the restrictions imposed by Family Education Rights and Privacy Act ("FERPA"). Should the college seek to introduce additional documents or other tangible evidence during, or some time prior to, the disciplinary hearing, the respondent and the complainant shall be afforded the opportunity to review the additional documents or tangible evidence. If during the hearing the complainant or the respondent submits documentary evidence, the chairperson may, at the request of any other party grant an adjournment of the hearing as may be necessary in the interest of fairness to permit the requesting party time to review the newly produced evidence.

Admission and Acceptance of Penalty Without Hearing:

i. At any time after receiving the notice of charges and hearing but prior to the commencement of a disciplinary hearing, the respondent may admit to the charges and accept the penalty that the chief student affairs officer or designee determines to be appropriate to address the misconduct. This agreed upon penalty shall be placed on the respondent's transcript consistent with subparagraphs q(19) and (20) herein. Before resolving a complaint in this manner, the chief student affairs officer must first consult with the complainant and provide the complainant an opportunity to object to the proposed resolution, orally and/or in writing. If a resolution is reached over the complainant's objection, the chief student affairs officer or designee shall provide the complainant with a written statement of the reasons supporting such resolution, and the complainant may appeal the decision to enter into the resolution to the president.

Emergency Suspension:

j. The president or her/his designee may in emergency or extraordinary circumstances, temporarily suspend a student pending an early hearing as provided in this bylaw section 15.4. to take place within not more than twelve (12) calendar days, unless the student requests an adjournment. Such suspension shall be for conduct which impedes, obstructs, impairs 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. Prior to the commencement of a temporary suspension of a student, the college shall give the student oral notice (which shall be confirmed via email to the address appearing on the records of the college) or written notice of the charges against her/him and, if she/he denies them, the college shall forthwith give the student an informal oral explanation of the evidence supporting the charges and the student may present informally her/his 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. The complainant shall be notified in the event that an emergency suspension is imposed against a student, and/or when the suspension is subsequently lifted to the extent that the suspension involves the complainant in the same manner notice is given to the student.

Faculty-Student Disciplinary Committee Structure:

k. Each faculty-student disciplinary committee shall consist of two (2) faculty members or one (1) faculty member and one (1) member of the Higher Education Officer series (HEO), and two (2) student members and a chairperson, who shall be a faculty member. A quorum shall consist of the chairperson and any two (2) members, one of whom must be a student.

Hearings shall be scheduled promptly (including during the summers) at a convenient time and efforts shall be made to insure full student and faculty representation.

l. 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 faculty of that college to receive training upon appointment and to serve in rotation as chairperson of the disciplinary committee. The following schools shall be required to select two (2) chairpersons: CUNY School of Law, Guttman Community College, CUNY School of Professional Studies, and the CUNY School of Journalism. If none of the chairpersons appointed from the campus can serve, the president, at her/his 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. She/he shall not be a voting member of the committee but shall vote in the event of a tie.

m. The faculty members shall be selected by lot from a panel of six (6) elected biennially by the appropriate faculty body from among the persons having faculty rank or faculty status. CUNY School of Law, Guttman Community College, CUNY School of Professional Studies, and the CUNY School of Journalism shall be required to select four (4) faculty members. The HEO members shall be selected by lot from a panel of six (6) HEOs appointed biennially by the president. CUNY School of Law, Guttman Community College, CUNY School of Professional Studies, and the CUNY School of Journalism shall be required to select four (4) HEOs. The student members shall be selected by lot from a panel of six (6) elected annually in an election in which all students registered at the college shall be eligible to vote. CUNY School of Law, Guttman Community College, CUNY School of Professional Studies, and the CUNY School of Journalism shall be required to select four (4) students. 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 four (4) consecutive years. Notwithstanding the above, in cases of sexual assault, stalking and other forms of sexual violence, the president shall designate from the panels one (1) chairperson, two (2) faculty/HEO members, and two (2) students, who shall be specially trained on an annual basis, and who shall constitute the faculty-student disciplinary committee in all such cases.

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

o. Each academic year, the chief student affairs officer, or her or his designee, shall appoint/identify one or more college employees to serve as presenters for the hearings. This list shall be forwarded to the Office of the Vice Chancellor for Student Affairs, and the Office of the General Counsel and Sr. Vice Chancellor for Legal Affairs prior to the first day of the academic year.

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

Faculty-Student Disciplinary Committee Procedures:

q. The following procedures shall apply to faculty-student disciplinary proceedings:

Hearing:

1. The chairperson shall preside at the hearing. The chairperson shall inform the respondent of the charges, the hearing procedures and her or his rights.

2. All faculty student disciplinary committee hearings are closed hearings unless the respondent requests an open public hearing. Notwithstanding such requests, the chairperson shall not permit an open hearing in cases involving allegations of

sexual assault, stalking, or other forms of sexual violence. Furthermore, the chairperson has the right to deny the request and hold a closed hearing when an open public hearing would adversely affect and be disruptive to the committee's normal operations. In the event of an open hearing, the respondent must sign a written waiver acknowledging that those present will hear the evidence introduced at the hearing.

3. After informing the respondent of the charges, the hearing procedures, and her or his rights, the chairperson shall ask the respondent to respond. If the respondent admits the conduct charged, the respondent shall be given an opportunity to explain her/his actions before the committee and the college shall be given an opportunity to respond and present evidence regarding the appropriate penalty. If the respondent denies the conduct charged, the college shall present its case. At the conclusion of the college's case, the respondent may move to dismiss the charges. If the motion is denied by the committee, the respondent shall be given an opportunity to present her or his defense.

4. Prior to accepting testimony at the hearing, the chairperson shall rule on any motions questioning the impartiality of any committee member or the adequacy of the notice of the charge(s). Subsequent thereto, the chairperson may rule on the admissibility of the evidence and may exclude irrelevant, unreliable or unduly repetitive evidence. In addition, if any 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 from the hearing room all persons who are to appear as witnesses, except the respondent and the complainant.

5. The college shall make a record of each fact-finding hearing by some means such as a stenographic transcript, an audio recording or the equivalent. The college must assign a staff member for each hearing, with the sole responsibility of ensuring that the hearing is recorded in its entirety. No other recording of the proceedings may be permitted. A respondent who has been found to have committed the conduct charged after a hearing is entitled upon request to a copy of such a record without cost upon the condition that it is not to be disseminated except to the respondent's representative or attorney. In the event of an appeal, both the respondent and the complainant are entitled upon request to a copy of such a record without cost, upon the condition that it is not to be disseminated except to their representatives or attorneys.

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. In the event the respondent is found to have committed the conduct charged, the committee shall then determine the penalty to be imposed.

8. The college, the respondent and the complainant are permitted to have lawyers or other representatives or advisors act on their behalf during the pendency of a disciplinary action, which shall include the calling and examining of witnesses, and presenting other evidence. Any party intending to appear with an attorney shall give the other party 5 (five) calendar days' notice of such representation.

9. The chairperson of the faculty-student disciplinary committee retains discretion to limit the number of witnesses and the time of testimony for the presentations by any party and/or their representative.

10. In the event that the respondent is charged with a sexual assault, stalking or other forms of sexual misconduct, neither the respondent nor the complainant shall be permitted to cross-examine the other directly. Rather, if they wish to, the respondent and the complainant may cross-examine each other only through a representative. If either or both of them do not have a representative, the college shall work with them to find a representative to conduct such cross-examination. In the alternative, the complainant and respondent may provide written questions to the chairperson to be posed to the witness.

11. In a case involving the CUNY Policy on Sexual Misconduct:

- a) Evidence of the mental health diagnosis and/or treatment of a party may not be introduced.
- b) Evidence of either party's prior sexual history may not be introduced except that (i) evidence of prior sexual history between complainant and respondent is admissible at any stage of the hearing, and (ii) past findings of domestic violence, dating violence, stalking, or sexual assault may be admissible in the stage of that hearing related to penalty

Penalty Phase:

12. If the respondent has been found responsible, then all parties may introduce evidence related to the respondent's character including any past findings of a respondents' responsibility for domestic violence, stalking, or sexual assault or any other sexual violence. The College may introduce a copy of the respondent's previous disciplinary record; including records from any CUNY institution the respondent has attended, where applicable, provided the respondent was shown a copy of the record prior to the commencement of the hearing. The previous disciplinary record shall be submitted to the committee in a sealed envelope, bearing the respondent's signature across the seal, and shall only be opened if the respondent has been found to have committed the conduct charged. The previous disciplinary records, as well as documents and character evidence introduced by the respondent, the complainant, 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. The complainant and respondent may also provide or make an impact statement. Such evidence and impact statements shall be used by the committee only for the purpose of determining an appropriate penalty if the charges are sustained.

Decision:

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

14. The respondent shall be sent a copy of the faculty-student disciplinary committee's decision within seven (7) calendar days of the conclusion of the hearing, by regular mail and e-mail to the address appearing on the records of the college. In cases involving two or more complainants or respondents, the respondent shall be sent a copy of faculty-student disciplinary committee's decision within fourteen (14) calendar days of the conclusion of the hearing. The chief student affairs officer is also encouraged to send the decision to any other e-mail address that he or she may have for the respondent. The decision shall be final subject to any appeal. In cases involving a crime of violence or a non-forcible sex offense, as set forth in FERPA, the complainant shall simultaneously receive notice of the outcome of the faculty-student disciplinary committee's decision as it relates to the offense(s) committed against the complainant, in the same manner as notice is given to the respondent.

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

Appeals:

16. A respondent or a complainant may appeal a decision of the faculty-student disciplinary committee to the president on the following grounds: (i) procedural error, (ii) newly discovered evidence that was not reasonably available at the time of the hearing, or (iii) the disproportionate nature of the penalty. The president may remand for a new hearing or may modify the penalty either by decreasing it (on an appeal by the respondent) or increasing it (on an appeal by the complainant). If the president is a party to the dispute, her/his functions with respect to an appeal shall be discharged by an official of the university to be appointed by the chancellor or her or his designee. If the penalty after appeal to the president is one of dismissal for one term or more, a respondent or a complainant may appeal to the board committee on student affairs and special programs. The board may dispose of the appeal in the same manner as the president.

17. An appeal under this section shall be made in writing within fifteen (15) calendar 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 the board committee as the case may be. Within three (3) calendar days of the receipt of any appeal, either to the president or the board

committee on student affairs and special programs, the non-appealing party shall be sent a written notice of the other party's appeal. In addition, the respondent and/or the complainant shall have the opportunity to submit a written opposition to the other party's appeal within fifteen (15) calendar days of the delivery of the notice of receipt of such appeal.

18. The president shall decide and issue a decision within fifteen (15) calendar days of receiving the appeal or within fifteen (15) calendar days of receiving papers in opposition to the appeal, whichever is longer. The board committee shall decide and issue a decision within five (5) calendar days of the meeting at which it hears the appeal.

Notations on Transcripts:

19. In cases in which a respondent has been found responsible for a Clery Act reportable crime of violence, the college must place a notation on her/his transcript stating that she/he was suspended or expelled after a finding of responsibility for a code of conduct violation. In all other cases, the college must place a notation of the findings and penalty on a respondent's transcript unless a mediation agreement, under subparagraph e(2) herein, the determination of the chief student affairs officer or designee under subparagraph l herein, the committee's decision under subparagraph q(13) herein, or the decision on any appeal under subparagraphs q(16)-(18) herein expressly indicate otherwise.

20. A notation of expulsion after a respondent has been found responsible for a Clery Act reportable crime of violence shall not be removed. In all other cases, a notation of expulsion, suspension or any lesser disciplinary penalty shall be removed, as a matter of right, upon the request of the respondent to the Chief Student Affairs Officer made, four years after the conclusion of the disciplinary proceeding or one year after the conclusion of any suspension, whichever is longer. If a finding of responsibility for any violation is vacated for any reason, any such notation shall be removed.

SECTION 15.5. ACTION BY THE BOARD OF TRUSTEES.

Notwithstanding the foregoing provisions of this article, the board of trustees reserves full power to suspend or take other appropriate action against a student or a student organization for conduct which impedes, obstructs, or interferes with the orderly and continuous administration and operation of any college, school, or units of the university in the use of its facilities or in the achievement of its purposes as an educational institution in accordance with procedures established by the board of trustees.

SECTION 15.6. COLLEGE GOVERNANCE PLANS.

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

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