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Sheepshead Bay  
South Brook\*n  
Sports Management  
Staten Island Technical  
Susan E. Wagner  
Telecommunications  
Tottenville  
William E- Grady

## ***FACULTY AND STAFF HANDBOOK***

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# **The College Now Program**

## **GREETINGS FROM THE DIRECTORS**

Dear College Now Colleague:

The College Now program offers tuition-free college-level course work. It offers a variety of related activities, opportunities, and services to high school students before, during and/or after their regular school day, on Saturdays and during the summer. The program, initiated at Kingsborough Community College in 1984, has received national recognition for its success in helping over 700,000 students prepare for the rigors of college life.

College Now alumni have had far greater success in college than those of non-participating students. These students entered higher education with fewer remedial needs, have earned higher grade point averages and have proven more likely to graduate. Due to such impressive levels of achievements, the College Now program was recognized as a model of educational excellence by the U.S Department of Education in 1999 and replicated throughout New York City Public High Schools by the City University of New York in 1999. Today, twenty-five (25) branches of CUNY offer College Now programs at over 350 high schools.

As Directors of the College Now program at Kingsborough Community College, we know how valuable this experience can be for students who take advantage of all it has to offer. We welcome your participation in our program and are confident that with your help the students in your school will reap the benefits of College Now, and thereby make a smooth transition from high school to college.

Sincerely,

Erika Delacruz  
Academic Program Director

Domenick Brucculeri  
Academic Program Manager

Sari Schoenfeld  
Academic Program Coordinator

Tamara Gray  
Academic Program Specialist



## **OVERVIEW OF THE COLLEGE NOW PROGRAM**

Our College Now program is a nationally recognized school-to-college partnership between the City University of New York (CUNY) and the New York City Public Schools (NYCPS). Kingsborough Community College, a branch of CUNY, currently has partnerships with 37 New York City Public High Schools located in the boroughs of Brooklyn, Staten Island, Queens, and Manhattan. The program offers rigorous freshman-level college credit coursework without cost to high school juniors and seniors. Courses are offered before, during and/or after the NYCPS school day at the high school location and on Saturdays and during the summer at the Kingsborough Community College campus.

College Now courses:

- 1) Increase students' awareness of the demands of higher education
- 2) Facilitate a smooth transition between secondary school and higher education
- 3) Allow students to accumulate college credits which are transferable to most colleges & universities

At the time the program was conceived in the fall of 1983, high schools and colleges rarely collaborated. When College Now became operational in the fall of 1984, its first class consisted of 449 students at four local high schools. Due to the excellence of its courses and its policy of offering courses at the high school site before and after the school day to all interested and qualified students, the program was immediately successful and expanded over the next five years to 17 high schools. Today the Kingsborough College Now program serves over 9,000 students each year.

In 1992, the United States Department of Education recognized the Kingsborough College Now program as a high school-to-college transition program model worthy of replication. In 1998, in response to the issues of declining high school academic performance and intensive demands on remediation at CUNY, the University replicated the College Now program at its five other community colleges. In February of 2000, the chancellors of CUNY and the NYCPS announced the creation of the citywide educational collaborative called the College Now Initiative, the purpose of which was to increase student access to the College Now program and expand its mission to include higher standards of academic achievement for all public high school students. The historic high school-college partnership dramatically expanded the operations of the College Now program and now includes all 25 CUNY undergraduate colleges, both 4-year and 2-year. Today, over 22,000 students from over 470 New York City Public high schools participate in College Now.



## THE MISSION OF COLLEGE NOW

College Now is a high school-to-college transition program for high school students. Its primary purpose is to prepare all students, especially middle-range or moderate achievers, to successfully negotiate the educational and emotional changes that occur as they move from high school students to college freshmen. The program employs a multifaceted approach to the transition process by offering credit bearing coursework and a counseling component aimed at the reality of the transition experience.

Elements essential to the success of this mission include:

- A rigorous core curriculum that is firmly grounded in the liberal arts, social sciences, sciences and business that will actively engage high school students in intellectual inquiry that is typical of freshman year coursework.
- An academically credentialed, strongly motivated faculty whose members excel in their dual vocation as high school and college teachers, who are able to engage students in their subject, and who continually strive to enhance their pedagogy through professional development opportunities.
- A student body who expects to be academically challenged by College Now coursework, and who are willing to take increasing responsibility for shaping their college experience.
- A committed group of parents, administrators and guidance counselors who are personally available to students to advise and guide them in school-to-college transition issues.
- An abridged collegiate experience that acquaints high school students with the reality of higher education's academic requirements and procedures.
- A strong collaborative effort between high school and college administrators and faculty that is based on trust, mutual respect, and the shared goal of improving students' chances for a successful transition from a high school to a college environment.



## **THE GOALS OF THE KINGSBOROUGH COLLEGE NOW PROGRAM**

The College Now program has a set of goals for students. It seeks to:

- Connect 11th and 12th grade students to the college experience by exposing them to college-level coursework at their high school before, during and/or after their regular school day.
- Offer students the opportunity to participate in College Planning and Career Decision-Making courses at their high school.
- Enable students to earn college credits that are transferable to colleges and universities.
- Educate students about the importance of understanding what is expected in college so they can plan accordingly to make a smooth transition from high school.
- Provide students an opportunity to enroll in a college course without registration, tuition, and book fee costs.
- Encourage students to set higher levels of academic expectations for themselves.
- Nurture student self-confidence by providing a support group of concerned faculty and staff dedicated to helping College Now students succeed.
- Orient students to the differences between high school and college.
- Widen students' perspectives about college life and procedures and their ability to persevere and thrive in college.



## WHAT RESEARCHERS SAY ABOUT THE COLLEGE NOW PROGRAM

The City University of New York (CUNY) Office of Institutional Research and Analysis (OIRA) has conducted several studies tracking College Now students into the University. The data points have pointed to significantly higher student performance on a number of important indices.

College Now Program alumni:

- Have superior student persistence and academic performance in college. These students are retained in college at higher rates, require less remediation and earn more degree credits compared to non-College Now students, even those with similar high school academic backgrounds.
- Transfer more credits to CUNY (4.72 vs 0.70) when compared to students who did not participate in the program.
- Significantly outperform other baccalaureate students in both retention and graduation. In one study, the 6-year education rates were 44.6% of College Now participants as compared to 33.5% for non-College Now students. At the associate degree level, the 3-year graduation rate is 41.7% and 29.2% respectively.
- More likely to enter baccalaureate programs, need less remedial coursework and achieved considerably higher scores in reading, writing and mathematics than non-College Now students.
- Progress toward a degree more rapidly in part because they attend full-time. They earn more credits in their first semester (11.51 to 8.73) and have a higher GPA after their first semester when compared to non-College Now students.
- More likely than other freshmen to return after their first semester. The difference continues beyond the freshman year.

Research has also been conducted at Kingsborough Community College (OIRA, 1998) comparing College Now students to non-College Now students. The result is as follows:

*College Now participants earn over 40% more credits in their first year, have a three-year graduation rate that is 88% higher and have an on-time graduation rate that is more than double that of non-College Now students.*



## WHAT COLLEGE NOW STUDENTS SAY ABOUT THE PROGRAM

*My only regret is that I did not join the program earlier. It is through college now that I realized college is not anything I cannot handle.* MR, Fort Hamilton.

*College now has made me grow as a person and has given me the opportunity to gain new experiences and become an independent young woman.* MK, Port Richmond.

*Having an IEP, I did not know if I could pursue a college education, but now I feel that I can. College now has made me feel that I have the potential to obtain undergraduate success.* AD, Townsville.

*College now has helped me grow academically and has been individual. Yes, the courses I loved made me more knowledgeable in various areas. (SD 10–11) guided me in choosing an appropriate College BA 60 made me familiar with Microsoft Word, excel and power point;10 introduced me to several successful entrepreneurs, and BSS 1 helped me to understand human behavior better. It has been an amazing journey.* MA, New Utrecht.

*When I think about the most memorable and self-defining moments of high school, I come back to my college now experience. The program has put me into an educational environment that allows me to experiment and discover the studying and learning styles that work best for me. It has given me a sense of academic maturity, and for that, I am very grateful.* MS, Rachel Carson.

*As a first-generation American, I will have the opportunities that my parents did not. The College Now program is one of them, and I am grateful for it.* AR, Susan Wagner.

*The Columbia University interviewer was particularly impressed with my College Now track record.* AM, Brooklyn Studio.

*How would you feel if you emigrated from another country? And how would you feel about taking a test in a foreign language? You are a stranger in a strange land. College now changed all that for me. It is not only about learning but about socializing as well. I learned the importance of community with people of diverse backgrounds.* MT, James Madison.

*When I saw MAT01 on my program for zero period, I was not happy, but that class helped me to get 85+ on my algebra regents. That is when I decided to take another college now course the next semester.* AQ, Port Richmond.

*The three courses I took, SD 10/11, BA 10 and POL 63, allowed me to explore my interest and construct an idea of profession I want to pursue Thank You College now for making me look forward to a future I was once clueless about.* MM, Sheepshead Bay Complex.



*I have developed a greater interest in my education and now understand the value of a good work ethic. In my efforts to rise to my potential, I gave risen out of my comfort zone.* GN, Brooklyn Studio.

*I was very excited and pleased to learn that my eight credits were transferable to the four schools that I was accepted by.* FT, International @ Lafayette.

*The ELA was the only Regents exam I had ever failed, but after I took ENG BW, I passed it with a 77. I have earned nine college credits and I have already begun to use the skills I have developed in my daily life.* XBC, Sheepshead Bay Complex.

*College Now affected my entire attitude toward school. It showed me where my head had to be; it opened my eyes.* GB, Tottenville.

*Thanks to college now, I am going to be the first girl in my family to continue to a higher level of education.* MW, Curtis.

*Because of this program, I was able to become a more serious student and become more diligent in my work. The biggest transition I faced was in note taking. Going from copying everything on the board to figuring out what was really important was a very good preparation for college.* AN, Edward R. Murrow.

*Being in the program made me prioritize my work. It made me want to reevaluate my actions and set goals I intended to accomplish. It taught me to be more independent and self-reliant and to be ready for the toughest critics I might encounter.* CL, Leon M. Goldstein.

*I remember hearing that the wound is the place where the light enters you. My first two years in high school were extremely challenging and I keep failing academically. It was not until I let the "light" of the four college now courses I took influence me that I finally improved as a whole and felt I was prepared to succeed in college.* AD, Susan Wagner.

*College now exposed me to various disciplines that I can carry over to my college career. I have learned the value of time management and prioritizing. It was a wonderful way for me to get accustomed to the rigor that I will be dealing with in a few months.* AD, Michael J. Petrides.

*The program has help me to grow mentally and academically and to make me realize what I really wanted out of life.* AC, Kurt Hahn Expeditionary Learning School.

*As soon as I was in my first college now class, my school mindset started to change, I was focusing more. Doing well in my college now motivated me to do better in my high school subjects.* JB, HSTAT

*I have demonstrated significant academic growth and development as a result of my three college now classes.* MC, Cultural Academy for the Arts and Sciences.



*The college now program has made me more independent and stronger both mentally and academically. It has also given me a better understanding of how to transition into a new setting and so be more comfortable in new surroundings.* CD, UFT Charter School.

*My three college now classes taught me about subjects as varied as how people communicated in the past and how they do today (COM 11) the workings of a police department and the structures of the eye, heart, and brain (SCI 1).* DM, Franklin D. Roosevelt.

*By taking college now classes, I have proven that I am motivated enough to wake up at 5:00 three days a week, not an easy task.* LC, Abraham Lincoln.

*Going into my freshman year of high school, I was adamant about not going to college. When I was introduced to college now in my junior year, my attitude about college and learning changed.* IM, Fort Hamilton.



## **FACULTY JOB RESPONSIBILITIES**

College Now (CN) faculty are members of various departments at Kingsborough Community College (KCC) who are hired to work for the CN program at a specific high school site during, before or after their regular school day. They teach CUNY accredited courses to high school students, working under the direction of the KCC Course Coordinator (CC) and under the bylaws of the Professional Staff Congress (PSC) contract. The Program Coordinator (PC) serves as the high school's on-site supervisor. Each faculty member has a number of responsibilities in the program.

### **A. Course Management & Instruction**

1. Follows the instructions and link sent via email prior to the beginning of the term to enter a Semester Calendar of class meetings which are held before, during or after the regular school day. The semester hours must meet the KCC required number of minutes for the students to earn the course credit. The calendar information includes the days of the week & the specific days that the class will meet, the class meeting time, and the assigned classroom.
2. Reviews the course class roster on CUNYFirst when instructed by the CN Program Manager. The instructor must email the CN Program Manager with the names of students that need to be dropped from or added to the course. If additional students need to be dropped or added during the semester, the CN Program Manager must be emailed again. In addition, the instructor should notify the CN guidance counselor (GC) and/or CN PC.
3. Holds classes as listed on the Semester Calendar, with classes starting and ending as scheduled.
4. Follows & completes the course curriculum. Guest speakers are scheduled as needed for added value to the course.
5. Conducts a two-hour or two-day final exam.
6. Prepares a final exam or portfolio assignment that meets with the CC's approval and complies with the format require by the department chair/CC.
7. Responds, in a timely fashion, to the CC's request to schedule an observation. Observations by the CC or a designate are done once a semester for ten semesters. Thereafter, upon request by the CC.



## 8. Notifications of Instructor Absence

- a) *Planned class cancellation* – The faculty member should notify the high school PC in advance, when possible, that a class will be cancelled. Students should be notified and the make-up class scheduled.
- b) *Unplanned class cancellation* – The faculty member should follow the notification procedures developed by the high school PC. Upon resuming class, the students should be advised of a make-up date for the missed class.
- c) All class cancellations require that a *Faculty Report of Absence Form* be submitted in a timely manner to the high school PC. In turn, this report will be forwarded to KCC CN Office.

## B. Fulfills Professional Responsibilities as a Member of the CN Program

1. Attends all professional development meetings scheduled at KCC or via Zoom conducted by the CC so to remain current in matters of course content and teaching methodology in the specific discipline. The faculty member must confirm meeting attendance in a timely manner. If the faculty member cannot attend a meeting, the faculty member must advise the CN Office and notify the CC before the meeting. The faculty member should be available to attend an alternate meeting/conference call to discuss the information covered.
2. Volunteers for special projects sub-committee work and professional presentations to colleagues within their academic discipline as requested by the CC.
3. Attends all CN staff meetings held by the PC at the high school.
4. Notifies the PC if a sabbatical leave or retirement is being contemplated for the following semester or year. A faculty member interested in teaching during a sabbatical leave requires approval from the CN Director, high school principal and the New York City Public Schools (NYCPS) Department of Human Resources. Retirees need the approval of the high school principal and PC.
5. Faculty members who teach three or more classroom contact hours at a single college are required to do 15 additional office hours per semester. The 15 office hours are to be scheduled outside the course class hours and the regular NYCPS school day. Students should be advised of this time so that they can meet with their teacher, if needed.

## C. Student Records

1. Maintains the official CN grade book/chart that accurately indicates student attendance, dates of class meetings, tests and other grades and final grade for each student on the roster.
2. Develops “make-up” class work/assignments and tests procedure for students who return to class after lateness or excessive absences.



3. Notifies the CN guidance counselor if a student is excessively absent or late and cannot be successful returning to class. The instructor can choose to drop the student from the course or give the student a grade based on the KCC CN grading policy. However once grades are posted, students cannot be dropped. Depending on the high school's procedures, the CN guidance counselor may meet with the student to confirm that the student is being dropped from the course.

Understands the KCC CN grading policy and enters appropriate grades for students into CUNYFirst by the designated closure date. The directions for entering the grades can be found on the CN website: <https://www.kbcc.cuny.edu/collegenow/index.html>

**NOTE:** Effective Fall 2021, the only passing grades permitted will be iterations of A (A+, A, A-) through C. Lower passing grades (C-, D+, D & D-) will automatically convert to the grade of CR (credit). The grades of F, WD, WU, W, WN will automatically convert to NC (no credit). Neither grade will impact the student's academic standing nor will the "NC" impact the student's financial aid status. (Full policy is available on the CN website.) If you are rendering a grade of Incomplete (INC), you are strongly advised to contact the CN Program Manager.

**Once e-grades are posted, students cannot be dropped.**

D. Submits end-of-term materials (Directions memo on CN website):

1. Provides a grade book/chart, (any format), which reflects grades for all quizzes, tests, reports, assessments, etc. for each student enrolled. Attendance records are not required, and submission is optional.
2. Submits one (1) copy of the final exam or portfolio assignment administered to students and answer key, when appropriate. The copy must include the following information on the front page: **Instructor's name, course, school, and semester.**

**NOTE:** CN will forward the final exam or assignment to the respective Department Course Coordinator for review.

3. Emails the grade book/chart and copy of the final exam or portfolio assignment to Sandy Manos – [smanos@schools.nyc.gov](mailto:smanos@schools.nyc.gov). by the required deadline.
4. Submits a *Grade Change Form* to update a student's "Incomplete (INC)" grade or correct an incorrect grade entered into CUNYFirst.

E. Students Recruitment and Retention

1. Assists the CN PC to recruit students for upcoming semesters by encouraging students who meet CN enrollment requirements to apply and meets with students who are interested in enrolling in their course, when requested.



2. Knows the student withdrawal policy at the high school and the college withdrawal dates for the semester. Advises students of the attendance policy at the first-class meeting and the procedures to follow if a student wishes to withdraw (only for a class before/after the school day and/or if permitted by the high school policy.)
3. Notifies the high school CN guidance counselor, in a timely manner, about students who are absent or consistently late. The CN guidance counselor should follow up with the students and advise the instructor of the students' plan to address the lateness or absences. The instructor, based on high school policy, may make phone calls to the students' home.

#### F. Personnel, Payroll and Calendar Information

1. A new staff member must schedule an appointment with the CN Director in charge of hiring in the KCC CN Office prior to the first day of class. The staff member must complete all documentation required for initial employment at KCC. The staff member cannot begin working until all forms are on file and approved.
2. Prior to the start of each semester, every faculty member must submit a Semester Calendar providing class meetings information and if applicable, office hours. The Semester Calendar information will be entered through a link that will be sent to them by email.
3. The faculty member must notify the CN Office of any name, address, telephone and/or e-mail address change by submitting the *Change of Personal Information Form*. The form is available on the CN website: <https://www.kbcc.cuny.edu/collegenow/index.html>

#### G. Special Activities

1. Forwards two (2) samples of best student work for posting on the College Now website in accordance with CN publication guidelines, if requested by the CC or CN Office.
2. Announces CUNY contests, scholarships, and activities to students and encourages appropriate students to apply and provides recommendations for students, when necessary.



## **PROGRAM COORDINATOR JOB RESPONSIBILITIES**

The Program Coordinator (PC) for the College Now Program (CN) is the program's on-site administrator at the high school and serves as the CN liaison to the school principal and Kingsborough CN Directors and CN staff. The PC is responsible for all aspects of student management including recruitment, registration, orientation, programming, attendance and student persistence. The PC supervises all high school staff who work for the CN program. The PC works 3-4 hours per week, usually during CN class time, and oversees the program as defined below. The PC must complete and submit a weekly time sheet indicating the days and hours worked each week. The PC should be a full-time member of the school's staff who works for the CN program in addition to their regular school day position. The PC is designated by the high school principal, interviewed, and approved by the CN Directors, and hired by Kingsborough Community College (KCC). Due to the unique nature of the program at each school, the following duties will be adjusted as necessary.

### **A. Liaison to the High School Principal and Kingsborough College Now Directors**

1. Establishes program parameters with the principal and CN Directors, such as course offerings, student withdrawal policy and high school grading policy.
2. Serves as the primary source of information about the program's operations for the principal and CN Directors.
3. Works with the principal and CN Directors to determine the courses to be offered each semester, faculty needs, and when and where CN classes will meet.
4. Posts CN faculty and guidance counselor vacancies when deemed appropriate by the CN Directors, informs the principal of the need to post the positions, accepts applications until the designated deadlines, then forwards the applications to the CN Directors.
5. Provides information to the principal and CN Directors concerning class enrollment registers. The PC should confirm the students' attendance on the 1<sup>st</sup> day of classes for classes offered before or after the regular school day to determine if the class should start, be delayed or cancelled.
6. Informs the principal and CN Directors immediately of any issue, incident or policy infringement that occurs in connection to the program involving CN faculty, students and/or staff, prepares the necessary documentation required by the high school and/or college and deals with the situation in question immediately. Notifies the CN Directors of the steps taken to resolve issues, incidents or policy infringements and/or the need for removal of students or instructors.



7. Attends the annual fall and/or spring PC planning meetings held at the college by the CN Directors and keeps the principal informed about program updates/changes/activities.
8. Conducts CN staff meetings at the high school at the beginning of each semester and as appropriate during the year.
9. Regularly visits CN classes to be sure room conditions are appropriate. Notifies the school administration of the schedule for CN classes to ensure that students have access to CN classrooms in a timely manner. Confirms that teachers are present at the start of class and that teachers follow their teaching schedule/calendar.
10. Monitors students' persistence and coordinates activities of the guidance counselor and faculty, as they relate to students' persistence. Notifies the CN Directors when unusual persistence problems arise and works with the CN Directors and CN staff at the high school to develop, implement and evaluate intervention strategies.
11. Ensures that there is a work space for the CN guidance and assistant, (i.e., desk, file cabinet, phone). Supervises the activities and collaborates with these staff members.
12. Oversees the preparation and timely submission of paperwork required by the CN Office to verify student enrollment and course completion. Reviews and certifies all official documents submitted by faculty and staff for accuracy and completeness (i.e., final grades, absence forms, etc.). Obtains missing information and/or corrects inaccuracies in paperwork requested by CN Directors.
13. Ensures that college attendance/absence policies and reporting procedures are adhered to by CN faculty and staff. Distributes *Report of Absence Forms* to faculty and staff and forwards the completed form to the CN Office in a timely manner.
14. Notifies CN Directors of anticipated and unanticipated faculty and staff absences that may be of long duration and works with the CN Directors, Course Coordinator and principal to locate a qualified substitute. Notifies CN students of any class cancellation through the high school's message system and posts CN class cancellation notice on classroom door.
15. Notifies the CN Directors about faculty who are taking a sabbatical leave or retiring from NYCPS. Informs such faculty to complete paperwork required by the college and/or NYCPS. If a faculty member plans to teach while on sabbatical leave, confirms that the faculty member receives a waiver to teach from the NYCPS and advises the principal and CN Directors of the faculty member's request.
16. Works with the CN Directors to plan recruitment, registration and orientation activities for new and currently enrolled students who wish to continue in the program:



- a. Schedules recruitment, registration and orientation for new students and re-registration for currently enrolled students interested in continuing in the program. Notifies appropriate school personnel of the schedule.
- b. Prepares and distributes notices to students and parents about recruitment, registration, attendance policies, etc. as deemed appropriate for their school.
- c. Involves CN high school faculty in recruitment and on-site orientation activities.
- d. Arranges for CN classes to be programmed on students' program cards for the upcoming term. The high school's Program Office should be given the course title, period (time) of the class, the teacher's name and the room assignment. Works with the CN guidance counselor to review the conflict report and resolve any students' CN course programming conflicts before the semester begins.

17. Distributes various documents and paycheck stubs to CN staff.

**B. Coordinator of CN Activities**

1. Coordinates the annual search for a CN student who will receive the Kingsborough CN Certificate of Achievement Award and Rob Pero Memorial Scholarship Award in accord with guidelines specified by the college. Presents the award(s) at the high school's Senior Awards Assembly.
2. Supports and publicizes special activities sponsored by the Kingsborough and CUNY CN programs such as Summer Student Development Institute, CN Weekend Programs, CN Summer Programs and stipend-supported faculty literacy program.
3. Provides background information about their school to be posted on the CN Website, and periodically reviews the information for accuracy.
4. Arranges updates to the school's website regarding the CN program, the courses offered and how to request a KCC CN transcript.



## **GUIDANCE COUNSELOR JOB RESPONSIBILITIES**

The College Now (CN) guidance counselor (GC) is hired as a non-teaching adjunct by the Kingsborough Community College (KCC) Department of Student Development after a competitive search is conducted. The GC works at the high school site approximately two (2) hours per week, outside the hours of their regular school day, preferably during College Now class time. The GC must complete and submit a weekly time sheet indicating the days and hours worked every week. The GC serves as the students' advocate and works under the direction of the CN Program Coordinator (PC) and in close collaboration with the CN faculty, particularly on matters related to enrollment management and academic performance. The GC also assists with the recruitment, registration and orientation of new students, and re-registration of enrolled students interested in continuing for another semester of CN coursework. The GC is encouraged to become an approved instructor of Student Development 10 and 11 courses. Due to the unique nature of the program, these duties will be adjusted, as necessary.

### **A. Oversees Student Persistence and Academic Performance**

1. Visits all CN classes during the 1st week of classes to introduce themselves. The conversation should include:
  - the CN attendance and withdrawal policy,
  - positive academic impact for taking CN courses,
  - how to obtain a KCC transcript to transfer credit for their CN courses,
  - the GC'S office hours & location and,
  - any CN information pertinent to their school.
2. Works with the PC and faculty to implement a procedure for CN faculty members to regularly notify the GC and/or high school's CN Office about students' absences or lateness and/or academic problems or poor performance. The GC will meet with the referred students and discuss what the student should do to be successful in the course. If the course is offered before or after the regular school day, the discussion may include whether the student should continue in or withdraw from the course. If the student is withdrawing from the course, the GC will immediately remove the student from the high school's class list, notify the faculty member of the student's decision and email the CN Program Manager to remove the student from the KCC CN course register.
3. Reviews records for all incoming CN students to determine the students' eligibility to register for a CN course.
4. Works with the school's College Advisor to provide students with the information on how to request KCC CN transcripts.



5. Contacts parents, as needed, and schedules meetings based on parents' requests or to address CN issues of concern.

**B. Assists with Student Recruitment, Registration and Orientation**

1. Assists the PC with recruitment of students for courses that are scheduled to begin after the start of the regular semester, i.e., SD 10 & SD 11.
2. Works with the PC to review the conflict report and resolve students' CN course programming conflicts before the semester begins. The GC may need to contact students to discuss the change of the CN course.
3. Assists the PC with recruitment of new students and the re-registration of current CN students. Meets with students who were absent during recruitment to register them for CN courses.
4. Assists the PC on various other CN activities.

**C. Fulfills Professional Responsibilities as a Member of the CN Program**

1. Attends all CN staff meetings called by the PC at the high school and CN GC meetings scheduled by the CN Directors.
2. Assists the PC in the selection of students for the Kingsborough CN Certificate of Achievement Award and Rob Pero Memorial Scholarship Award in accordance with the guidelines specified by the CN Office.

**D. Optional: Teaches SD 10 and/or SD 11 - approval by KCC Department of Student Development required. (Additional compensation received for teaching.)**

1. Follows all listed "Faculty Job Responsibilities" that are outlined earlier in the Handbook.
2. Works with the PC to schedule SD classes for the semester.



## **COURSE COORDINATOR JOB RESPONSIBILITIES**

The College Now (CN) program offers a number of college-level courses. Each course is assigned to an appropriate department at Kingsborough Community College (KCC). The chairperson of each department designates a Course Coordinator (CC) to serve as the department's liaison to the Directors of the CN program, oversee the development of new and existing curricula and course materials, conduct faculty development workshops each semester, hire, and observe faculty. The CC works on an annual basis for the CN program, in addition to their regular schedule or release time.

### **A. Faculty Selection**

1. The KCC CC will be notified when the CN Directors identify a need for faculty in a particular subject.
2. Applicants who completed KCC job application packages will be directed to the CC for review.
3. The CC will schedule interviews for the applicants according to the department's hiring procedures.
4. The CC will notify the CN Directors of the approved applicants by either letter or e-mail.

### **B. Faculty Development**

1. The CC will plan and schedule professional development each semester for the faculty in course content, course materials and teaching methodology. The CN Directors will provide whatever assistance is needed to help the CC carry out this responsibility.
2. The CC will meet with new faculty to provide for initial training prior to the first-class meeting. Items to review include the course syllabus, materials, teaching methodologies and faculty responsibilities with respect to the maintenance of college records.
3. The CC will establish sub-committees to work on new course materials and teaching methodologies, as needed.
4. The CC is responsible for recording faculty attendance at meetings and forwarding this information to the CN Office.
5. The CC fosters on-going faculty discussions about the curriculum, teaching methodologies and administrative matters through e-mail, correspondence, etc.



### C. Faculty Observations

1. The CC will set up faculty observation appointments based on the list provided by the CN Directors. The CC will advise the CN Office of the scheduled observation appointments.

**NOTE:** CN faculty must be observed at least once a semester for a total of ten semesters. Thereafter, upon request of the CC.

2. The CC will observe the faculty member in their CN classroom and complete the *Peer Review of Teaching Report Forms*. The CC will submit a copy of the completed observation form for each faculty member to the CN Director. The CN Director will file these reports in the CN Office. Also, a copy of the completed observation forms should be maintained in the Department Office (if that is the Department Chairperson's policy). Observations are conducted and the forms completed in compliance with the Professional Staff Congress contract and CUNY by-laws.

**NOTE:** To obtain reimbursement for mileage, tolls and/or parking, the CC must submit a *Personal Expense Form* and original receipts to the CN Directors in a timely manner.

3. The CC will hold a post-observation conference to provide feedback to the faculty member. The CC will document this conference by completing the *Post-Observation Conference Memorandum*. Any post-observation conference involving a lesson that is evaluated as poor or lower requires the faculty member to present a lesson at KCC with one or more members of the department in attendance.

**NOTE:** A sample of the *Peer Review of Teaching Report and Post-Observation Conference Memorandum* are on the CN website: <https://www.kbcc.cuny.edu/collegenow/index.html>

### D. Course Syllabus and Materials

1. The CC is responsible for maintaining the standards of the course for the college. In particular, the CC is charged with periodically updating the course syllabus. The CC also works with faculty to develop faculty and student resource materials. All revision is done in a collaborative manner with faculty and in accordance with college curriculum guidelines.
2. The CC must periodically update course descriptions in KCC's catalog and CN brochures. Every year, the CC must renew and update the curriculum for their course.
3. The CC is responsible for identifying books, electronic resources, and materials that faculty need to teach the course.



4. The CC, in conjunction with CN faculty, will develop web-based materials to expand the program's instructional resources.
5. The CC is responsible to send the CN faculty members the department's final exam format requirements.
6. The CC will review all final exams to insure they meet the department's and the course standards. The CC works with faculty who require guidance on test preparation and improvement.

E. Assessment and Outcomes Reports

1. Provides assessment tools/forms to CN faculty and staff.
2. Conducts statistical analysis of assessment outcomes.
3. Submits assessment outcomes to CN Director prior to the end of the term.



## KINGSBOROUGH COLLEGE NOW COURSE OFFERINGS

A copy of the course syllabus is available from the Course Coordinator or on the College Now website:  
<https://www.kbcc.cuny.edu/collegenow/index.html>

**NOTE:** The courses marked with the \* are specialized courses offered at the college or at select high schools.

### Credit Courses

<u>BA 11</u>	Business Administration: Introduction to Business
<u>BA 60</u>	Introduction to Computer Concepts
<u>BIO 18*</u>	Biology of the Human Body
<u>BIO 37</u>	Human Genetics
<u>BIO 39*</u>	The Biology of Aging
<u>BIO 61*</u>	Research Methods
<u>BIO 70</u>	The Science of Nutrition
<u>BSS 1</u>	Behavioral & Social Science: The Individual and His/Her World
<u>CA1*</u>	Culinary Arts 1: Skills
<u>CA 99*</u>	Culinary Concepts
<u>CRJ 63</u>	Introduction to Criminal Justice
<u>CRJ 66</u>	Constitutional Law
<u>EDC 20*</u>	Social Foundations of Education
<u>EDC 25*</u>	Psychology of Foundations of Education
<u>HE 14</u>	Critical Issues in Personal Health
<u>HE 35</u>	First Aid and Personal Safety
<u>HIS 19</u>	Civil Rights and Related Movements
<u>HIS 68</u>	Women in American History



<u>HPE 12</u>	Concepts of Wellness
<u>HS 52</u>	Human Sexuality
<u>HUM 1</u>	Modern Humanities: Arts & Ideas
<u>MAT 14*</u>	Analytic Geometry and Pre-Calculus Math
<u>MAT 20</u>	Elements of Statistics
<u>MCF 40*</u>	Film: The Creative Medium
<u>MCM 30</u>	Mass Media
<u>MT 30</u>	Introduction to Maritime Technology
<u>PSY 11*</u>	General Psychology
<u>SCI 1</u>	Issues and Adventures in Science
<u>SD 10</u>	Introduction to College Planning
<u>SD 11</u>	Career and Life Planning
<u>SD 11B*</u>	Career and Life Planning in Health Care Professions
<u>SD 12*</u>	Strategies for College Success
<u>SOC 36</u>	Race and Ethnicity
<u>SPE 11*</u>	Basic Communication: Skill and Practice
<u>SPE 21*</u>	Effective Public Speaking
<u>TAH 1</u>	Introduction to Tourism and Hospitality
<u>TAH 19*</u>	The Business of Tourism and Hospitality
<u>TAH 43*</u>	Event Catering Management
<u>TAH 71*</u>	Introduction to Professional Food Service
<u>THA 50</u>	Introduction to Theater Arts

**KCC Course Coordinators Bios:** <https://www.kbcc.cuny.edu/collegenow/index.html>



# **The Kingsborough Community College**

## **PEER OBSERVATION OF TEACHING**

Peer observation of teaching is a collaborative process between colleagues with the primary goal of conducting a dialogue to improve teaching. Beyond evaluating teaching for personnel decisions (reappointment, promotion), peer observation of teaching provides an opportunity for faculty to share best teaching practices, grow as educators, and support one another so that the best possible learning environment and experiences are provided to students. Please refer to Article 18, Memorandum of Agreement of the CUNY-PSC Collective Bargaining Agreement as well as the KCC Faculty Handbook section on evaluation processes.

### **Description of the Process**

- 1) Notification: A faculty member will be contacted about their review of teaching, in accordance with the notification process as per Article 18, using the notification process determined by their academic department. The faculty member will be asked to respond that the date and time of the observation is acceptable. Prior to the observation, the aims of the lesson and an outline are sent to the observer. Although not required, the observer may ask to meet with the faculty member for a conversation about specific areas of focus for the observation and how the observer can best assist the faculty member to improve their teaching.
- 2) Observation of the Lesson: The observer will complete the *Peer Review of Teaching Report*. The purpose of the report is to serve as a tool to evaluate instruction in a way that is as equitable as possible for all disciplines, styles, and modes of instruction (in-person, hybrid, and online) and to create a standardized reporting format. The observer rates the instructor's performance based on each criterion and provides written comments to assist the faculty member to identify specific strengths and opportunities for instructional improvement.
- 3) Post-Observation Conference Memorandum: After the observation of the lesson is complete, the observer and faculty member will meet to discuss the *Peer Observation of Teaching Report* and engage in a dialogue between colleagues offering suggestions, thinking about the instructor's teaching strengths, and possible areas for improvement. The conversation is documented in the *Post- Observation Conference Memorandum*.



## Peer Observation of Teaching Report

Observers will use the *Peer Review of Teaching Report* to provide instructors with feedback so they can better assist students in achieving the course's learning outcomes. Throughout the observation report, terminology is used that can be applied to all course modalities (in person, hybrid, or online). For example, the term "learning unit" is used instead of "lesson" to be inclusive of all three modes of delivery. The form has a total of 19 evaluative criteria, divided into the following five sections:

- Management of the Learning Environment (2 criteria)
- Instructional Coherence (4 criteria)
- Instructional Strategies (7 criteria)
- Instructor Communication Skills (3 criteria)
- Fostering Student Engagement (2 criteria)

For each criterion, the observer will check a rating, and write individual comments, if appropriate. In addition, at the end of each section the observer will write comments to share their perspective on what was observed, and their perceptions related to that section of the observation report. Following the 19 criteria, the observer will write the observed instructor's specific strengths, and specific recommendations for improvement. If applicable, there is a section for the observer to write additional comments about areas of emphasis specific to the discipline or the mode of instruction.

As the *Peer Review of Teaching Report* is designed to improve teaching, selecting "Needs to be developed" in evaluative criteria need not contribute to an unsatisfactory evaluation. If, however, the overall evaluation of the faculty member is determined to be "unsatisfactory", the observer must clearly provide a rationale for the assessment.

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



## PEER REVIEW OF TEACHING REPORT - COVER SHEET

Instructor: \_\_\_\_\_ Department: \_\_\_\_\_

Observer: \_\_\_\_\_ Observation Date: \_\_\_\_\_

Subject: \_\_\_\_\_ Course \_\_\_\_\_ Section: \_\_\_\_\_

Room (if applicable) \_\_\_\_\_

Instructional delivery mode: Face-to-Face ☐ Hyflex ☐ Online ☐

Additional modality attributes, if any (e.g., Hybrid, Synchronous, etc.)  
\_\_\_\_\_

If class is HyFlex or Hybrid, then the observation should be conducted Face-to-Face.

If class is Online and partly Synchronous, then the observation should be in Synchronous mode.

In either case, except if the instructor requests otherwise with Chair approval.

The Manner in which the observation was conducted:

Face-to-Face ☐

Synchronous ☐

Asynchronous ☐

Purpose: Reappointment ☐ Year \_\_\_\_\_ Promotion ☐

Other \_\_\_\_\_

Information obtained from the instructor prior to the observation:

Topic of the lesson/learning unit:

Learning outcomes for the lesson/learning unit:

Were the objectives of the lesson communicated to the students? Yes ☐ No ☐



Were the objectives of the lesson met? Yes ☐ No ☒

What tools, methods, or teaching strategies did the instructor use to achieve these objectives?

Summary of lesson/learning unit:



## PEER REVIEW OF TEACHING - REPORT FORM

<b>1. Management of Learning Environment</b>	<b>Unsatisfactory</b>	<b>Needs to be developed</b>	<b>Effective</b>	<b>Highly effective</b>	<b>Not applicable</b>	<b>Comments (optional)</b>
Timeline of the learning unit/lesson is clear and applied.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Instructional environment is respectful and conducive to learning.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
<b>Comments:</b> <div style="height: 150px; border: 1px solid black; margin-top: 5px;"></div>						



<b>2. Instructional Coherence</b> The instructor:	Unsatisfactory	Needs to be developed	Effective	Highly effective	Not applicable	Comments (optional)
Introduced student learning outcomes/goals.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Topics and activities were well paced and sequenced.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Reviewed major concepts.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Connected the outcomes/goals to previous or future course content.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Comments: <div></div>						



<b>3. Instructional Strategies</b> The instructor:	Unsatisfactory	Needs to be developed	Effective	Highly effective	Not applicable	Comments (optional)
Used examples to clarify points.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Encouraged student engagement.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Used supporting materials (e.g., videos, images, text).	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Responded to student questions.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Asked questions to assess learning.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Prompted critical thinking.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Provided opportunities for students to interact.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Comments: <div></div>						



<b>4. Instructor Communication Skills</b> The instructor:	Unsatisfactory	Needs to be developed	Effective	Highly effective	Not applicable	Comments (optional)
Respectfully responded to student participation.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Communicated effectively.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Maintained an atmosphere of mutual respect.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Comments: <div></div>						



<b>5. Fostering Student Engagement</b> The instructor created and sustained an environment where students were expected to:	Unsatisfactory	Needs to be developed	Effective	Highly effective	Not applicable	Comments (optional)
Be prepared.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Participate in the learning process and activities.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Comments: <div></div>						



**Summary of observation:**

Describe your overall impressions of the learning unit/lesson, including supporting examples.

List specific strengths of the instructor based on learning unit/lesson.

List specific recommendations for the instructor to improve their pedagogy based on what was observed.

Additional comments on area(s) of emphasis specific to the discipline or mode of instruction:

Overall evaluation of lesson:

Satisfactory ☒ Unsatisfactory ☐

Signature of Observer \_\_\_\_\_ Date \_\_\_\_\_

I understand that my signature means only that I have read this observation report:

Signature of Faculty \_\_\_\_\_ Date \_\_\_\_\_



# POST OBSERVATION CONFERENCE MEMORANDUM

KINGSBOROUGH COMMUNITY COLLEGE  
of  
The City University of New York  
POST-OBSERVATION CONFERENCE MEMORANDUM  
Spring ( ) Fall ( )

<u>Post-Observation Conference</u>	<u>Names of Department Representatives Present:</u>
Observation Date _____	_____
Post-Observation Date _____	Observer _____
Course and Section _____	_____
Name of Observer _____	P & B member or other assigned by Chairperson _____
Date Observation Report filed with Department Chairperson _____	

Faculty Member's Name \_\_\_\_\_

Date of Discussion \_\_\_\_\_ Department \_\_\_\_\_

(attach additional pages, if necessary)

Signed \_\_\_\_\_

Title \_\_\_\_\_

(Observer, Chairperson or Chairperson's designee)

I understand that my signature means only that I have read this memorandum and that I may attach any comments I wish.

I do \_\_\_\_\_ do not \_\_\_\_\_ intend to submit a rebuttal or comments. If yes, when \_\_\_\_\_

Faculty Member's Signature \_\_\_\_\_ Date \_\_\_\_\_

Original: Personnel File

Copy: Faculty Member

7/05

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



## PROFESSIONAL DEVELOPMENT LETTER (SAMPLE)



Abraham Lincoln  
Brooklyn Frontiers  
Brooklyn Studio  
Channel View  
Clara Barton  
Cultural Academy  
Curtis  
Edward R. Murrow  
Fort Hamilton  
Franklin D. Roosevelt

International  
It Takes a Village  
James Madison  
John Dewey  
Kurt Hahn  
Leaders  
Life Academy  
Leon M. Goldstein  
Michael J. Petrides  
New Dorp

New Utrecht  
New Visions AMS III  
New Visions HUM III  
New York Harbor  
Origins  
Port Richmond  
Rachel Carson  
Ralph McKee  
Rockaway Collegiate  
Rockaway Park

Sports Management  
Susan E. Wagner  
Staten Island Technical  
Telecommunication  
Tottenville

(sample Professional Development letter)

**From:**

**Sent:** Tuesday, January 25, 2022 10:32 AM

**To:**

**Cc:**

**Subject:** CN Humanities Professional Development – Spring 2022

Hello Humanities CN Faculty,

Below is the link for our spring semester professional development meeting. Please be aware that this meeting is part of your teaching assignment. If you can't attend the meeting, please contact us. We look forward to seeing all of you.

Anna Betancourt is inviting you to a scheduled Zoom meeting.

**Topic: CN Humanities PD Spring 2022**

**Time: Feb 7, 2022 04:30 PM Eastern Time (US and Canada)**

### **Join Zoom Meeting**

<https://us02web.zoom.us/j/89522768619?pwd=ekFiNTE5dTFhLzRwZjBHaZlCWlovUT09>

Meeting ID: 895 2276 8619

Passcode: 997073

One tap mobile

+16465588656,,89522768619# US (New York)

Sincerely yours,

Office of Collaborative Programs  
Kingsborough Community College  
718-368-5140 fax 718-368-537



## STUDENT SERVICES AND ACTIVITIES

Photo I.D. – With this identification card, College Now students are able to borrow books from Kingsborough’s library, use the college’s computer labs and access CUNY’s Lexis-Nexis library database system.

Saturday Programs – College Now offers a variety of courses held on the Kingsborough College campus on Saturdays in the fall and spring terms.

Summer Programs – College Now offers a variety of courses held on the Kingsborough College campus during the summer.

Rob Pero Memorial Scholarship – The Rob Pero Memorial Scholarship is awarded to students who will be attending Kingsborough Community College. The applicants must have successfully completed at least one (1) College Now course.

Maria Ganci-Spinazzolla Scholarship – The Maria Ganci-Spinazzolla Scholarship is awarded to a Kingsborough Community College student with a 3.0 or higher GPA. This student has taken a College Now class and plans to continue their education at a 4-year college. The applicants must submit no more than a 500-word essay.

College Now/DYCD Collaboration – Career Ready WLG - The Work, Learn & Grow program offers NYC youth between the ages of 16 and 21 enrolled in select high schools an opportunity to strengthen work-readiness skills, explore careers, and receive academic support including guidance on postsecondary education and the potential to earn college credit.

FOR FURTHER INFORMATION ABOUT THE PROGRAM:

Go to the CUNY College Now Website: [College Now \(cuny.edu\)](http://College Now (cuny.edu))

Call the Kingsborough College Now Office at 718-368-5170.

Stop by the College Now Office at your high school.



## COLLEGE NOW WEBSITE

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



### About College Now

- [Affiliated High Schools >](#)
- [Benefits of College Now >](#)
- [College Now Brochure >](#)
- [College Now Gets Results >](#)
- [College Now Office Staff >](#)
- [Courses >](#)
- [CN Accomplishment Flyer 2023-2024 >](#)
- [How College Now Works >](#)
- [Inside College Now >](#)
- [Student, Faculty and Staff Voices >](#)
- [Our Impact >](#)

### Student Services & Activities

- [Advisory Board >](#)
- [College Now/DYCD Collaboration - CareerReady Work, Learn, Grow Program >](#)
- [Photo Projects >](#)
- [Rob Pero Certificate of Achievement Award >](#)
- [Rob Pero Student Scholarship for Incoming KCC Students >](#)
- [Maria Ganci-Spinazzola College Now Graduation Award for KCC Graduating Students >](#)
- [New Paths Fall 2023 Program - Registration is Now Open! >](#)
- [KCC College Now Online Application Procedure for New Students >](#)
- [Summer 2024 College Now Culinary Program >](#)
- [Summer 2024 Brooklyn Science Innovation Initiative \(Program has reached capacity!\) >](#)
- [Fall 2024 Weekday and Weekend College Now Courses >](#)
- [3rd Annual College Now for Careers Conference >](#)







## Faculty Services

### Enrollment Management

- [Spring 2024 End-of-Term Letter](#) >
- [Grade Roster Instructions](#) >
- [How to View Class Roster](#) >
- [Official Grading Policy](#) >

### Human Resources

- [College Now Vacancy Notices](#) >
- [Human Resources Forms](#) >
- [Part Time Faculty Work Load Form](#) >
- [Collection of Public Pension Funds](#) >
- [Spring 2024 Instructional Calendar - \*New and Improved!\*](#) >
- [Welcome Back Adjunct Faculty to the College Now Spring 2024 Semester](#) >
- [Spring 2024 Paydates Memo](#) >

### Professional Development, Peer Observations and Educational Resources

- [Course Coordinator Bios](#) >
- [Career Opportunities in College Now](#) >
- [New Faculty CUNYFirst Training, Powerpoint Presentation and Handbook](#) >
- [Humanities 1: Modern Humanities Arts and Ideas](#) >
- [Peer Review of Teaching Report \(Observation\)](#) >
- [Post Observation Form](#) >
- [2023 Open Education Awards for Excellence](#) >
- [College Now Universal Online Application and New Visions Portal](#) >

## Resources

- [College Now in the News](#) >
- [College Now FY19 Annual Report](#) >
- [Contact Us](#) >
- [CUNY College Now Web Site](#) >
- [Frequently Asked Questions](#) >
- [Transfer College Now Credits](#) >





# COLLEGE NOW WEBSITE PERMISSION FORM



## Permission Form

**Student Guidelines for Posting Photos and/or Written Material on the College Now Website or for Use in CUNY Publicity Material**

**Part 1:** Print the following student information:

Name of Student: \_\_\_\_\_ High School: \_\_\_\_\_

**Part 2:** If you are submitting written materials: All written materials can be emailed to [Sari.schoenfeld@kbcc.cuny.edu](mailto:Sari.schoenfeld@kbcc.cuny.edu) or mailed to College Now, Kingsborough Community College, 2001 Oriental Blvd., Brooklyn, NY 11235 ATT: Sari Schoenfeld

Course for which this material was prepared: \_\_\_\_\_

Instructor's Name: \_\_\_\_\_

Title of Article: \_\_\_\_\_

**Part 3:** If you are submitting photographs: All photographs must be in GIF or JPEG format and are to be emailed to [sari.schoenfeld@kbcc.cuny.edu](mailto:sari.schoenfeld@kbcc.cuny.edu). Also, attach a WORD file describing all photos, event name and event date.

**Part 4:** Required Signatures. Please check all that apply and sign below

- ☐ I hereby give permission for my child's work to be put on the College Now Live Website or CUNY publicity material.
- ☐ I hereby give permission for my child's photograph(s) to be put on the College Now Live Website or CUNY publicity material.
- ☐ I understand that the information to be posted may include my child's name and school but will not include other personal identifiable information, such as my child's address, telephone number, or social security number.

Permission hereby granted by the undersigned to post materials submitted.

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
High School

\_\_\_\_\_  
Print name of Parent/Guardian

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Mailing Address (Street) Borough State Zip

\_\_\_\_\_  
Home phone # Cell phone #

\_\_\_\_\_  
Email Address



## TRANSFERRING COLLEGE NOW CREDITS



### **Transfer Your College Now Credits** <https://www.kbcc.cuny.edu/collegenow/transfer.html>

Upon graduation from high school, each College Now student will have an official college transcript on file at Kingsborough Community College. To request that a transcript be forwarded to a college, students must complete Kingsborough's Official Transcript Request form. To obtain the form students can:

- **Call the Office of Collaborative Programs at Kingsborough (718) 368-5170**
- **[Download the form by selecting this link](#)**
- **[Order on-line by selecting this link](#)**
- **E-mail us at [collegenow@kbcc.cuny.edu](mailto:collegenow@kbcc.cuny.edu) for additional help.**

Forward the completed form to:

**Kingsborough Community College, 2001 Oriental Blvd. Brooklyn, NY 11235 ATT: Bursar's Office**

If requesting that the transcript be sent to a CUNY college, there is no fee. All other transcript requests must be accompanied by a \$7.00 money order, per request, made payable to Kingsborough Community College. On-line transcript fees are \$9.00. On-line transcript fees to CUNY schools are \$2.00.

**Most students successfully transfer the credits they earn in College Now credit-bearing courses.** College Now alumni have used their credits as electives or as equivalent credits at city, state, public and private colleges throughout the nation. Of the over 4,700 colleges and universities in the United States, very few have denied students credit for their College Now coursework. The list includes: Brandeis University, Bryn Mawr, Cooper Union, Cornell University, Fordham University, Tulane University, University of Michigan, University of Vermont, and Wagner College. On occasion, students in specialized degree programs, such as nursing and pharmacy, may find that they are unable to transfer credits due to the prescribed nature of their curriculum.

**Those few students who are unable to transfer their credits are advised that College Now credits have "shelf life."** This means that they have the potential to be used at another college or may be applied on jobs that base salary increments on college credit accumulation. Students who are denied credits at any school are advised to check with the appropriate department chairperson to determine if they can sit for a competency examination in the subject area, which, if passed, will generate credits. Students are also advised to contact the College Now Director of Student Records in the Office of Collaborative Programs at Kingsborough for assistance.





# **ROB PERO MEMORIAL SCHOLARSHIP**

## **For students graduating Spring 2020**

In honor of the former Director of the College Now Program, Rob Pero, the College Now Program will be awarding scholarship stipends of \$500 (one) and \$100 (four) to students who will be attending Kingsborough Community College this September 2020. Applications are available, online, from the school's College Now Program Coordinator. Eligible students must have completed and passed at least one KCC College Now class at their school. They must also provide a recommendation from a College Now staff member, guidance counselor or college advisor, an essay and their high school transcript. Applications are due before May 29, 2020, to your school's College Now Program Coordinator.

**KINGSBOROUGH COMMUNITY COLLEGE**  
**COLLEGE NOW**  
**A PROGRAM FOR HIGH SCHOOL STUDENTS**

## **Rob Pero Scholarship**

**For high school  
seniors who have  
been accepted to  
KCC and will attend  
the Fall 2020  
semester**

**Top award: \$500  
for use in the  
college bookstore  
plus  
4 awards of \$100**

**Must have  
completed and  
passed at least 1  
KCC CN course**

## **KCC COLLEGE NOW**

2001 Oriental Blvd  
Brooklyn, NY 11235

718-368-5170

[www.CollegeNowLive.com](http://www.CollegeNowLive.com)



## PAYROLL AND PERSONNEL INFORMATION

### PAYROLL PACKET DOCUMENTS:

**Faculty Members** – must submit a *Semester Calendar* each term through the google app. The instructions and link will be emailed to you prior to the beginning of each term for you to enter the days of the week & the specific days that the course will meet, the class meeting time, and the assigned classroom. This information **must** be submitted prior to the start of CN classes. The instructions and link will also be posted on the College Now website:

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

NOTE: The information is under Faculty Services – Human Resources –  
<Term & Year> Instructional Calendar.

- **Teaching Adjuncts** – If you teach more than one course (i.e., SD10/SD11), you must complete a separate calendar for EACH course.
- **Professional Hours (Office Hours)** – the number of office hours depends on your teaching assignment, i.e., 3 class contact hours = 15 office hours per semester. Please refer to the PSC-CUNY Collective Bargaining Agreement for additional information.

**Program Coordinators, Guidance Counselors & DYCD Staff** – must complete and submit via email at the end of each week a time sheet indicating the days and hours worked. If a time sheet is not submitted weekly, your paycheck will be delayed.

**Forms** – The following forms will be completed for each CN staff member by the College Now Office staff and forwarded to you at the beginning of each term. **It is important that you review these forms and email the College Now Office immediately with any changes/corrections, i.e. teaching at other CUNY Colleges, retirement from NYCPS.**

1. **Teaching & Non-Teaching Adjunct Workload Reporting Form** – this form will be sent to the Office of Human Resources for the processing of payroll.
2. **Certification of Collection of Public Pension Funds** – this form is collected on behalf of the Fringe Benefits Office. The College Now Office does not have access to pension information. If you have any questions regarding this form, please call the Fringe Benefits Officer, Ms. Detrice McPhatter at (718) 368-6525.

A letter from the Director of College Now and a sample of the *Part Time Faculty Workload Form* and *Collection of Public Pension Funds* are posted on the College Now website:

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



FOR COLLEGE NOW WORK TO BE PENSIONABLE: We encourage you to contact TRS to understand the policy that applies to your Tier. Different formulas exist for teachers in each of the TRS Tiers.

PAYROLL DATES: Payroll dates for adjunct faculty and staff vary each semester and will be announced at the start of each term. The dates will be posted to the College Now website: <https://www.kbcc.cuny.edu/collegenow/index.html>

FACULTY DEVELOPMENT MEETINGS: **Attendance at these zoom meetings is a requirement of the CN Program.** Zoom meetings are held in both the fall and spring terms. Compensation for attending these meetings are usually included in your regular check. On occasion, a separate check may be issued. Faculty Development meetings will be compensated in accordance with the PSC Contract. For further information, please visit the website: [CUNY Contract - PSC CUNY \(psc-cuny.org\)](https://psc-cuny.org)

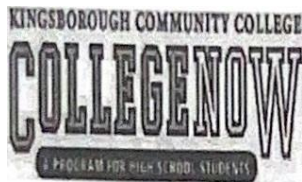
FINAL PAYCHECK OF THE SEMESTER: The Director of the Collaborative Program Office is required to certify the receipt of final grades, roll-books, required Assessment Data Forms (for courses HUM1 and SCI 1), copy of the final exams and answer keys for each faculty member before final paychecks are issued. Failure to submit end-of-term materials on time may result in the delay of your last paycheck.

**NOTE:** In accordance with the Kingsborough Community College (KCC) policy, **the required end-of-term documents must be returned to your Program Coordinator, no more than 72 hours after the final exam.** The Program Coordinator must submit the final grade packets to the Kingsborough College Now Office to complete the certification process.

PAYROLL QUESTIONS: If you have any questions about payroll at any time during the term, please call the College Now Office and speak to Sari Schoenfeld at 718-368-5170 before you contact any other office on campus.



## PAYROLL INFORMATION LETTER (SAMPLE)



Abraham Lincoln	International	New Utrecht	Spring Creek Community
Brooklyn Frontiers	It Takes a Village	New Visions AMS III	Sports Management
Brooklyn Studio	James Madison	New Visions HUM III	Susan E. Wagner
Channel View	John Dewey	New York Harbor	Staten Island Technical
Clara Barton	Kurt Hahn	Origins	Telecommunication
Cultural Academy	Leaders	Port Richmond	Tottenville
Curtis	Life Academy	Rachel Carson	IJFT Charter
Edward R. Murrow	Leon M. Goldstein	Ralph McKee	
Fort Hamilton	Michael J. Petrides	Rockaway Collegiate	
Franklin D. Roosevelt	New Dorp	Rockaway Park	

Spring 2024

TO: College Now Faculty

FROM: Sari Schoenfeld, College Now Program

SUBJECT: Spring 2024 Payroll Information

As you are **tentatively** scheduled to teach/work this Fall, the following are the payroll dates for the Spring 2024 semester. Please note that there will be ten payroll dates for **most\*** College Now Instructors and Administration this term:

March 1, 15, 29

April 12, 26

May 10, 24

June 7, 21

July 5

### **\*Notes:**

- 1) If you do not receive your paycheck on the first pay date, please e-mail me at [Sari.Schoenfeld@kbcc.cuny.edu](mailto:Sari.Schoenfeld@kbcc.cuny.edu). I will respond to your concern via e-mail.
- 2) Faculty who begin teaching more than two weeks after the official start of the term will receive fewer paychecks.
- 3) Student Development 10 and 11 instructors' pay periods may begin later than those of other faculty members; for further information, contact us via email.

**CHANGE OF NAME, ADDRESS OR OTHER PERTINENT INFORMATION:** As a CUNY employee, your W2 statement, which includes both your College Now and NYCPS work, will be issued by Kingsborough Community College and forwarded to your address on file at the college. If any of your personal information has changed, including a change of address since last semester, notify College Now's Sari Schoenfeld by completing and emailing it to [Sari.Schoenfeld@kbcc.cuny.edu](mailto:Sari.Schoenfeld@kbcc.cuny.edu), the College Now Change of Personal Information Form on page 3. Upon receipt of this form, Ms. Schoenfeld will forward an official Kingsborough Change of Personal Information Form to you. If you have changed your name, you must bring this KCC form, your original marriage license, social security card and driver's license in your new name to the college's Office of Human Resources to complete this process.



**CALCULATING YOUR PAY:** To calculate the gross amount of each check, **Teachers** should multiply the number of course hours they work during the term by their instructional rate of pay.

For example, if you teach a 3-credit course, multiply 45 hours by your pay rate and divide the result by the number of checks per term to determine your salary for each payroll period. Those teaching any 4-credit course, should multiply by 60 hours. In addition, for 3-credit and 4-credit courses, faculty receive an additional 15 hours for the office hour, as per the PSC contract. SD 10/11 teachers should use 15 hours for each 1-credit course they teach. \*

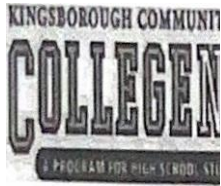
**FACULTY DEVELOPMENT MEETINGS:** Attendance at these zoom meetings is a requirement of the College Now program. Faculty Development will be compensated via the new PSC contract. For further information, please visit the website: [CUNY Contract - PSC CUNY \(psc-cuny.org\)](http://psc-cuny.org)

**FINAL PAYCHECK OF THE SEMESTER:** The Director of the Collaborative Programs office is required to certify the receipt of final grades, attendance/grade rosters, required Assessment Data Forms (for HUM 1, SCI 1), final sample exams, and answer keys for each faculty member before final paychecks are issued. Failure to submit end-of-term materials on time may result in the delay of your last paycheck. **In accordance with college policy, these documents must be returned to your program coordinator no more than 72 hours after the final exam. The program coordinator must submit the final grade packets to the Kingsborough College Now Office to complete the certification process.**

**FOR COLLEGE NOW WORK TO BE PENSIONABLE:** It is our understanding that TRS Tier I members must work 45 hours per year for three or more years, not necessarily in consecutive order, and must be employed for 45 hours during their last year of full-time work. Different formulas exist for teachers in other tiers. We encourage you to contact TRS to confirm this policy.

**PAYROLL QUESTIONS:** If you have any questions about payroll at any time during the term, please email me at [Sari.Schoenfeld@kbcc.cuny.edu](mailto:Sari.Schoenfeld@kbcc.cuny.edu) or call the office at (718) 368-5170.





Abraham Lincoln  
Brooklyn Frontiers  
Brooklyn Studio  
Channel View  
Clara Barton  
Cultural Academy  
Curtis  
Edward R. Murrow  
Fort Hamilton  
Franklin D. Roosevelt

International  
It Takes a Village  
James Madison  
John Dewey  
Kurt Hahn  
Leaders  
Life Academy  
Leon M. Goldstein  
Michael J. Petrides  
New Dorp

New Utrecht  
New Visions AMS III  
New Visions HUM III  
New York Harbor  
Origins  
Port Richmond  
Rachel Carson  
Ralph McKee  
Rockaway Collegiate  
Rockaway Park

Spring Creek Community  
Sports Management  
Susan E- Wagner  
Staten Island Technical  
Telecommunication  
Tottenville  
UFT Charter

## CHANGE OF PERSONAL INFORMATION FORM FOR THE OFFICE OF COLLABORATIVE PROGRAMS

Directions: If any of the information below has changed since last semester:

1. Complete the form below and put a star (\*) before the information that is new.
2. Email this form to the College Now Academic Program Coordinator,  
[Sari.Schoenfeld@kbcc.cuny.edu](mailto:Sari.Schoenfeld@kbcc.cuny.edu).
3. Upon receipt of this form, an official KCC Change of Personal Information Form will be forwarded to you for completion.

Name: (Print) First \_\_\_\_\_ Last \_\_\_\_\_

School: \_\_\_\_\_

Home Address: \_\_\_\_\_

\_\_\_\_\_

Home Telephone: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**If you have changed your name, you must bring the form, your original marriage license, social security card and driver's license with your new name to the college's Office of Human Resources to complete this process.**

paydatesSpring2024



## NEW PERSONNEL INFORMATION

New personnel **must complete** the following upon initial appointment to the College Now program:

1. I-9 Form – Complete and sign section.
  - If you have a passport (even if expired), copy the photo/inner flap and complete item 2A.
  - If you do not have a passport, copy one item from list B and one item from list C, filling in the appropriate document numbers.
  - Attach to the I-9. Sign and date the form.
- NOTE:** If your current name is different from any of the documents submitted, please enclose official documentation of your name change.
2. W-4 Form – Complete numbers 1-7, indicating the number of exemptions. Sign and date the form.
3. Withholding for NYS, NYC & Yonkers – Complete form as per directions. Sign and date the form.
4. Copy your Social Security card.
5. Photo ID – Once officially on payroll, obtain a letter from Human Resources to verify that you are a staff member of the College Now Program. Then, go to the Security Office, (L202) at the outer entrance to the library and have a photo taken. Be sure to have both your CUNYFirst and employee ID numbers with you. The photo ID entitles you to use all of KCC's facilities and is required if you intend to pick up your check in person. If driving onto campus, the Photo ID will be needed to enter the campus gate.



## DIRECT DEPOSIT ENROLLMENT

DIRECT DEPOSIT: Direct deposit is the fastest and easiest way to receive your paycheck.

1. Complete and sign the *Direct Deposit of Net Pay Enrollment Form* to initiate your paycheck being deposited to your account through Electronic Funds Transfer. This form only needs to be submitted once to activate the transfer.

**NOTE:** Employees enrolled in Direct Deposit do not need to re-enroll each term. CUNY Community College employees contact your Human Resources Office.

2. Direct deposit will stay in effect until a cancellation authorization is submitted.

Click on your employee self-service portal listed below to get started.

- [NYCAPS ESS](#)
- [NYCPS PAYROLL PORTAL](#)
- [NYC HEALTH + HOSPITALS ESS](#)

Link: [Direct deposit - OPA \(nyc.gov\)](#)





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Enjoy the many benefits of Direct Deposit. Link: [Direct Deposit - OPA \(nyc.gov\)](https://nyc.gov/direct-deposit)

- **NYC Employees (except NYCPS and CUNY)**

The fastest way to enroll in Direct Deposit is through [NYCAPS Employee Self-Service \(ESS\)](#).

Alternately, you can print, complete the Direct Deposit Form and submit to your agency's payroll department.

- **NYCPS Employees**

Enroll through the NYCPS Payroll Portal: [payrollportal.nycboe.net](https://payrollportal.nycboe.net)

- **CUNY Employees**

To enroll in Direct Deposit, please print, complete the Direct Deposit Form and submit to your campus payroll department. [Direct Deposit - OPA \(nyc.gov\)](https://nyc.gov/direct-deposit)

- **Direct Deposit of Child Support Enrollment/Cancellation Form**

To enroll, download and print the Direct Deposit of Child Support Enrollment/Cancellation Form. Submit the form with official supporting documents to the campus Human Relations Department.

### **Additional Information**

If you are planning to submit a printed Direct Deposit Enrollment form:

- To have your pay deposited directly into your checking account, attach a voided check as proof of your bank's ABA number and your checking account number.

**Note:** The ABA number is the first nine digits before the account number at the bottom left corner of the check.

- Or, contact your bank for a document as proof of your ABA number and your savings account number.
- Depending on when the form is processed by your payroll department, your direct deposit will start within one or two pay periods.

To change or cancel the enrollment, contact your agency's payroll department.



## KINGSBOROUGH ABSENCE POLICY FOR COLLEGE NOW FACULTY AND STAFF

Program coordinators, guidance counselors and faculty work under the guidelines set by Kingsborough Community College's Office of Human Resources and Labor Relations and are required to adhere to the following rules and regulations:

1. All faculty members must work the College Now Semester Calendar days and hours that they submitted online prior to the beginning of the term.
2. All faculty members are responsible for notifying the Program Coordinator about any absence from this schedule and the anticipated length of the absence, as early as possible. In the event of a long-term absence (three [3] or more days), faculty members must notify their Program Coordinator and the College Now Office at Kingsborough. Substitute appointments will be made by the College Now Program Director, if needed.
3. In the event of absences, faculty members may **not** arrange class coverages. Faculty members must confer with the Program Coordinator who will discuss the issue with the College Now Program Director to determine if a coverage assignment is needed. If approved, only College Now staff members can be assigned the coverage.
4. The Program Coordinator must give a *Report of Absence Form* to any faculty member immediately upon their return to work from an absence. If the faculty member does not return, the *Report of Absence Form* must be mailed to the faculty member's home for immediate completion.
5. The faculty member must complete a *Report of Absence Form* for all absences and changes to their calendars.

Faculty members have two (2) options regarding absences:

- a. Missed classes are rescheduled with the Program Coordinator's approval. The make-up dates selected must be indicated on the *Report of Absence Form*. The form must be completed, signed and dated by the faculty member and Program Coordinator. The Program Coordinator will forward the form to the Kingsborough College Now Office.
- b. Missed classes are not rescheduled and the faculty member takes the day(s) as an absence(s). The form must be completed, signed, and dated by the faculty member and Program Coordinator. The Program Coordinator will forward the form to the Kingsborough College Now Office to be recorded as absences for the term.



6. For absences that are not rescheduled (made-up), the *Report of Absence Form* will be forwarded by the College Now Office to the Kingsborough's Office of Human Resources and Labor Relations and to the Provost so that payroll adjustments can be made, if appropriate. The faculty member's payroll may be impacted depending on the number or length of the absences.
7. Strict adherence to these regulations is required in order to maintain the integrity of the College Now program.



KINGSBOROUGH COMMUNITY COLLEGE  
OF  
THE CITY UNIVERSITY OF NEW YORK

**Report of Absence**

DATE COLLEGE NOTIFIED OF ABSENCE \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_ . Dept \_\_\_\_\_

Anticipated Length of Absence: From: \_\_\_\_\_ To: \_\_\_\_\_

Type and  
Reason: \_\_\_\_\_

TO BE COMPLETED BY CHAIRPERSON/SUPERVISOR

Day of Week	Classes and/or Duties	# of Hours	Name of Substitute	Notice of Cancellation	Chair's Initials

PLEASE FORWARD GREEN COPY TO HUMAN RESOURCES OFFICE IMMEDIATELY

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**To Be Completed Upon Absentee's Return to Duties**

First Date of Absence \_\_\_\_\_ Date of Return \_\_\_\_\_

Total Days Absent \_\_\_\_\_

\_\_\_\_\_  
Signature of Faculty Member

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Chairperson

\_\_\_\_\_  
Date



## **FACULTY PHOTO ID CARD**

As an adjunct faculty member teaching in the College Now program, you are entitled to a Kingsborough photo ID card. All faculty and staff are required to carry a valid ID card when on campus. This card may be used to access all facilities on campus such as computer labs, library, swimming pool and weight room. The ID card will be needed to pick up paychecks.

To obtain a photo ID:

- Obtain a letter from Human Resources verifying that you are a staff member of the College Now Program.
- Go to the Office of Public Safety in the library room L202.
- Inform Public Safety that you are a College Now faculty member.
- Present your CUNYFirst Number and Employee ID number.
- Your photo will be taken, and the card will be issued to you immediately.



## VACANCY NOTICE (SAMPLE)



Abraham Lincoln  
Brooklyn Frontiers  
Brooklyn Studio  
Channel View  
Clark Barton  
Cultural Academy  
Curtis  
Edward R. Murrow  
Fort Hamilton  
Franklin D. Roosevelt

International  
It Takes a Village  
James Madison  
John Dewey  
Karl Hahn  
Leaders  
Life Academy  
Leon M. Goldstein  
Michael J. Petrides  
New Dorp

New Utrecht  
New Visions AMS III  
New Visions HUM III  
New York Harbor  
Origins  
Port Richmond  
Rachel Carson  
Ralph McKee  
Rockaway Collegiate  
Rockaway Park

78

Sports Management  
Susan E. Wagner  
Staten Island Technical  
Telecommunication  
Tottenville

### VACANCY NOTICE

ISSUE DATE: \_\_\_\_\_

CLOSING DATE: \_\_\_\_\_

COLLEGE: Kingsborough Community College

POSITION: Adjunct Lecturer in the Department of Biological Sciences  
[\_\_\_\_\_ position(s)]

QUALIFICATIONS: Bachelor's degree in a life science or related field, Master's degree preferred, with at least one year teaching experience.

Duties: To teach a 3 credit, 3- hour college level course to junior and/or senior students at this high school **SCI: Issues and Adventures in Science**. Explores scientific issues through integration of concepts and techniques from the biological, physical and health sciences. Issues examined include humankind's place in the universe, in which the structure and origin of the universe, solar system, Earth and life are considered; humankind's attempts at mastery of the world, which focuses on space and undersea exploration, genetics research and engineering, bio/computer technology and energy/pollution challenges; and humankind's development of self-knowledge as studied through research on aging, the human mind, fertility, immunity, nutrition and alternative medicine.. This class is in addition to the teacher's regular Department of Education day and is tentatively scheduled to meet on (days) \_\_\_\_\_ from (start time) \_\_\_\_\_ to (end time) \_\_\_\_\_. Duties also include attending PD meetings, participating in special course projects (ex. writing course objectives), submitting syllabi, final exams, and assessment data.

Salary: Rank and Salary commensurate with qualifications and experience. Starting hourly rate \$77.49 - \$96.47.

Effective Date: \_\_\_\_\_

APPLICATIONS ARE AVAILABLE IN ROOM \_\_\_\_\_  
FROM \_\_\_\_\_

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION/AMERICAN DISABILITY ACT EMPLOYER  
Vacancy SCH

Revised 1/2022



2001 Oriental Boulevard | Brooklyn, New York 11235  
Telephone 718-368-5170 | Fax 718-368-5577  
A College of The City University of New York  
[www.kbcc.cuny.edu/collegenow/index.html](http://www.kbcc.cuny.edu/collegenow/index.html)  
or follow us on Facebook @collegenowlive & IG @collegenowlivekcc





## COLLEGE NOW ON-LINE APPLICATION (SAMPLE)

1/28/22, 1:06 PM Admission Application



**Welcome,**

Thank you for your interest in our College Now program! College Now is open to NYCDOE high school students only. If you are a student in a High School Equivalency (HSE) program, or a home schooled student, do not use this application; please contact the College Now office at Kingsborough Community College directly to apply.

**Before you start**

Make sure you have:

1. Your OSIS number
2. Your SSN: **Note that SSN is not required to participate in College Now, but if you have one, you must enter it on the application.**

**Helpful tips:**

1. If you have any questions about the application, or you need to make changes to your application after you hit "SUBMIT" button, you must contact the College Now office at Kingsborough Community College.
2. Do not use your browser's back arrow. Use navigation links and "NEXT" or "PREVIOUS" buttons at the bottom of each page.
3. Use Internet Explorer for the best experience. If you have any technical difficulties contact: [helpdesk@students.kbcc.cuny.edu](mailto:helpdesk@students.kbcc.cuny.edu).

**Sign On**

Enter your username and password. If you are a new user, click "Register Now". If you forgot your login information, click "Change Password/Forgot Password".

Username

Password

[Login](#)

[Register Now](#)

[Forgot Username/Password](#)

1/28/22, 1:06 PM Kingsborough Community College ONLINE APPLICATION 043 SIGNON COMEBG12Page044 APPLICATION 1/1



## PARENT/GUARDIAN NOTIFICATION & CONSENT FORM



### College Now Program at sponsored by Kingsborough Community College

#### Parent Guardian Notification and Consent

I am aware that my child is participating in the Kingsborough Community College Spring 2020 College Now Program at \_\_\_\_\_ KCC \_\_\_\_\_. I understand that the course takes place before or after the school day at his/her high school as follows:

M T W Th F at \_\_\_\_\_ Course \_\_\_\_\_  
(Circle days) (time)

From \_\_\_\_\_ to \_\_\_\_\_

#### Parent/Guardian Acknowledgement

I acknowledge and consent to the below named student's participation in this program. I understand that he/she may have to travel to and from the high school by public transportation. I understand that there may be risks involved in my child's departure from his/her home, school or college without adult supervision, and I assume those risks on behalf of my child and myself.

\_\_\_\_\_  
Print Name of Student

\_\_\_\_\_  
High School

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print name of Parent/Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Mailing Address (Street)

\_\_\_\_\_  
Borough

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

\_\_\_\_\_  
Home phone #

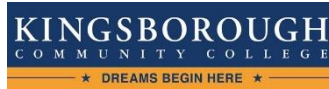
\_\_\_\_\_  
Cell phone #

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Name of Emergency Contact

\_\_\_\_\_  
Emergency contact phone #





## STUDENT INFORMATION AND WITHDRAWAL PROCEDURES

### Withdrawal Procedures

Directions: At the beginning of each semester, the dates for each item listed below will be announced.

- First and last day of classes: Determined by the high school. However, these class dates must be within the beginning and end dates set by Kingsborough College for the term.
- Review of CUNYFirst Class Rosters – class rosters should be reviewed no later than by the end of the 1<sup>st</sup> month of the course. Contact Domenick Brucculeri by email at [Domenick.Brucculeri@kbcc.cuny.edu](mailto:Domenick.Brucculeri@kbcc.cuny.edu) to withdraw/add students from/to the course.
- Withdrawal of students – students who do not attend class or cannot successfully complete the class should be withdrawn from the course.
- Procedure to withdraw/add a student – Notify Domenick Brucculeri by email at [Domenick.Brucculeri@kbcc.cuny.edu](mailto:Domenick.Brucculeri@kbcc.cuny.edu)

**NOTE: Do Not** enter an Incomplete (INC) grade in the CUNYFirst Grade Roster for any student that is being withdrawn from the course.



## HOW TO VIEW A CLASS ROSTER

### How to View My Schedule & Class Roster

1. Login to CUNYfirst at <https://home.cunyfirst.cuny.edu>
2. Select HR/Campus Solutions, then Self Service followed by Faculty Center
3. Click My Schedule. The current term will show.

**Note:** For future terms or to show other CUNY colleges select "Change Term" button and select appropriate term/college.

**My Schedule**

2014 Spring Term | Borough of Manhattan CC change term My Exam Schedule

Select display option: ☒ Show All Classes ☐ Show Enrolled Classes Only

Term Calendar Class Roster Grade Roster Team/My Management

**My Teaching Schedule > 2014 Spring Term > Borough of Manhattan CC**

Class	Class Title	Enrolled Days & Times	Room	Class Dates
<span style="border: 1px solid red; padding: 2px;">FYF 1-001 (52474)</span>	TEACHING YOUR EXERCISES (Message)	TD	MANHATTAN - JERMAN	Main Bldg 3719

4. To view your class roster, select the Class Roster icon next to the course. You will be directed to a listing of all student enrolled in your class with their corresponding CUNYfirst ID# and program.

**Notes:** (1) If you are teaching more than one class, select "Change Class" button to select the next class roster you want to view. (2) Students who have officially withdrawn from your class will not appear on your "Enrolled" roster.

2014 Spring Term | Regular Academic Session | Borough of Manhattan CC | Undergraduate

FYF 1 - 001 (52474) change class

[Message Your Experience \(Message\)](#)

Days and Times	Room	Instructor	Dates
Mo 3:00AM-3:50AM	Main Bldg 3719	Kateena Murceugh	01/27/2014 - 02/20/2014

Enrollment Status: Enrolled

Enrollment Capacity: 00 Enrolled: 12

**Enrolled Students** Find | Download | First 1-12 of 12 Last

Notify	ID	Name	Grade Basis	Units	Program and Plan	Level
1			NOL	0.00	Undergraduate - Early Childhood Education	Lower HR

5. If you wish to download the roster into Excel format, click the download icon Download. Roster will open up in a new window or new tab (depending on browser).

Notify	ID	Name	Grade Basis	Units	Program and Plan	Level
			NOL	0	Undergraduate - Early Childhood Education	Lower HR



## GRADING POLICY



Abraham Lincoln	International	New Utrecht	Sports Management
Brooklyn Frontiers	It Takes a Village	New Visions AMS III	Susan E. Wagner
Brooklyn Studio	James Madison	New Visions HUM III	Staten Island Technical
Channel View	John Dewey	New York Harbor	Telecommunication
Clara Barton	Kurt Hahn	Origins	Tottenville
Cultural Academy	Leaders	Port Richmond	
Curtis	Life Academy	Rachel Carson	
Edward R. Murrow	Leon M. Goldstein	Ralph McKee	
Fort Hamilton	Michael J. Petrides	Rockaway Collegiate	
Franklin D. Roosevelt	New Dorp	Rockaway Park	

## Kingsborough Community College Official College Now Grading Policy

Grade	Definition
A+, A, A-	Excellent
B+, B, B-	Good
C+, C	Satisfactory
W	This is a non-penalty grade assigned by the KCC Registrar. The student will be officially withdrawn from the roster.

### College Now Program Grading Policy Effective Fall 2021

*Effective Fall 2021, in the College Now program the only passing grades permitted will be iterations of A through C. Lower passing grades such as C-, D+, D and D- will automatically convert to the grade of CR (credit) and the F, WD, WU, W, WN grade will convert to NC (No Credit).*

CR will carry academic credit and NC will not.

Neither grade will impact the student's GPA. Upon matriculation, NC grades earned during College Now program, will not impact students financial aid status.

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Telephone 718-368-5170 | Fax 718-368-5377  
[www.collegenowlive.com](http://www.collegenowlive.com) or follow us on Instagram @cunykc





## HOW TO SUBMIT GRADES ON CUNYFIRST

### GRADE ROSTER

Final grades must be submitted on CUNYFirst at the end of each semester. You will receive an email notification in your KBCC email informing you of the availability of the Grade Rosters and the deadline dates. Please note that the grade rosters may contain some grades already assigned by the Registrar, such as official withdrawal (W). Please make sure to follow the steps below to submit your students' grades as there are a few steps that are very specific.



### HOW TO SUBMIT GRADE ROSTER ON CUNYFIRST □

1. Login to your CUNYFirst account, and Click on Faculty Center in the CUNYFirst MENU, and then My Schedule. (If you do not see Faculty Center on your account, contact the IT Helpdesk @ 718.368.4840.)
2. Make sure that the term displayed is correct. If not click on change term button to switch the term/school.

2012 Spring Term I Kingsborough  
Community College

change term

My Teaching Schedule > 2012 Spring Term > Kingsborough CC

	Class		Class Title	Enrolled	Room	Class Dates
	EDC 2000	12345.67	Foundations of Education	24	V128	-
	EDC 3100	23456.78	Social Science in Education	21	V218	-

3

3. Your My Schedule page should list all of your current classes. Click on the Grade Roster icon next to the class for which you are entering grades.
4. In order to start entering the grades, Grade Roster Type should be set to Final Grade and Roster Action \*Approval Status needs to be set to Save but Not Submit.

Display Options:	Grade	Roster	Action:	*Approval	Status
*Grade Roster Type			Save but not submit	▼	save
C] Display Unassigned Roster Grade Only					



- The default display shows the first twenty students. To see every student on the grade roster, click the View All link below the last row.

<input type="checkbox"/>	1	12345678	Doe, John		<input type="text"/>	GRD	Undergraduate - Education	
<input type="checkbox"/>	2	23456789	Full, Elizabeth		<input type="text"/>	GRD	Undergraduate - Education	
<input type="checkbox"/>	3	34567890	Rodreguez, Paula		<input type="text"/>	GRD	Undergraduate - Education	
<input type="checkbox"/>	4	45678901	Wood, Denis		<input type="text"/>	GRD	Undergraduate - Education	

View All | Download

Rows 1 - 4 of 4

- Select the grade from the dropdown box to the right of each student's name in the column labeled Roster Grade.
- Once you're done entering grades, click on the Save button at the end of the page. You may save a roster as many times as you wish. It is recommended that you save early and save often.

**SAVE**

**7**

- Once you save the grades entered, scroll up to the top of the page, and change the \*Approval Status from Save but Not Submit to Submit Grades to Registrar, and click on the Save button next to it. This will only work, if grades for ALL students have been entered.

Display Options:  
\*Grade Roster Type   
Display Unassigned Roster Grade Only

Grade Roster Action:  
"Approval Status"

Submit grades to registrar
save

- After you have saved the status of the grade roster as Submit Grades to Registrar, a Post button will appear at the bottom right-hand side of the page. Clicking the Post button will submit the grades to the registrar and also make the grades immediately available to the students in the class.

**9**

**POST**

- Click on Return button and repeat the same process for the rest of your classes.



## END-OF-TERM LETTER



Abraham Lincoln  
Brooklyn Studio  
Channel View  
Clara Barton  
Cultural Academy for  
the Arts & Sciences  
Curtis  
Edward R. Murrow

Food and Finance  
Fort Hamilton  
Franklin D. Roosevelt  
Hospitality Management  
International  
It Takes a Village  
James Madison  
John Dewey

Kurt Hahn  
Leon M. Goldstein  
Michael J. Petrides  
New Dorp  
New Utrecht  
New York Harbor  
Port Richmond  
Rachel Carson

Ralph McKee  
Sheepshead Bay  
South Brook\*n  
Sports Management  
Staten Island Technical  
Susan E. Wagner  
Telecommunications  
Tottenville  
William E- Grady

Spring 2024

Dear College Now Instructor,

Welcome back to the Spring 2024 semester.

Note that you are required to submit the following end-of-term information and documents:

1. Enter Final Grades via CUNYFirst. Directions on the link below:  
[graderosterinstructions2022.pdf \(cuny.edu\)](#)
2. Provide us with a chart (any format) which reflects grades for all quizzes, tests, report, assessments, etc. for each student enrolled. Attendance records are not required but you can provide us with the information, if you choose.
3. One copy of the final exam or assignment administered to students. Make sure that the copy reflects the following information: your name, course, school and semester on the front page.

The chart and final exam can be e-mailed to Sandy Manos at [smanos@schools.nyc.gov](mailto:smanos@schools.nyc.gov)

*Note that the final exam will be forwarded to the respective Department Course Coordinator for review.*

The submission date for all materials will be provided to you at a later date.

Thank you for your continued support of the College Now Program.

*Erika*

**Erika Delacruz**

Office of Collaborative Programs, F 102  
2001 Oriental Blvd. Brooklyn, NY 11235  
T: (718) 368-5170 F: (718) 368-5377

2001 Oriental Boulevard | Brooklyn, New York 11235 1 Telephone 718-368-5170 1 Fax 718-368-5377  
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[www.collegenowlive.com](http://www.collegenowlive.com)



## **CUNY AND KINGSBOROUGH COLLEGE POLICIES**

The CUNY community should be aware of the following CUNY policies:

- The CUNY Policy on Equal Opportunity and Non-Discrimination prohibits discrimination on the basis of numerous protected characteristics in accordance with Federal, State and local law. The policy addresses sex discrimination other than Sexual Misconduct covered by this policy.
- The CUNY Policy Against Sexual Misconduct governs the conduct of CUNY students, employees and visitors.
- The CUNY Workplace Violence Policy addresses violence in or affecting employees in the workplace.
- The CUNY Procedures for Implementing Reasonable Accommodations and Academic Adjustments addresses the procedures CUNY will follow when there is a request for a reasonable accommodation and or academic adjustment.

## **EQUAL OPPORTUNITY AND NON-DISCRIMINATION POLICY**

It is the policy of the University—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 regard to race, color, creed, national origin, ethnicity, ancestry, religion, age, sex (including pregnancy, childbirth and related conditions), sexual orientation, gender, gender identity, marital status, partnership status, disability, genetic information, alienage, citizenship, military or veteran status, status as a victim of domestic violence/stalking/sex offenses, unemployment status, or any other legally prohibited basis in accordance with Federal, State and City laws.

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.

### **Prohibited Conduct Defined**

- Discrimination is treating an individual differently or less favorably because of his or her protected characteristics—such as race, color, religion, sex, gender, national origin, or any of the other bases prohibited by this Policy.



- **Harassment** is a form of discrimination that consists of unwelcome conduct based on a protected characteristic that has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile or abusive work or academic environment. Such conduct can be spoken, written, visual, and/or physical. This policy covers prohibited harassment based on all protected characteristics other than sex.

<https://www.cuny.edu/about/administration/offices/legal-affairs/policies-resources/equal-opportunity-and-non-discrimination-policy/>

## **POLICY AGAINST SEXUAL MISCONDUCT/HARASSMENT**

Policy statement:

It is the policy of The City University of New York to promote a cooperative work and academic environment in which there exists mutual respect for all University students, faculty, and staff. Harassment of employees or students based upon sex is inconsistent with this objective and contrary to the University's non-discrimination policy. Sexual harassment is illegal under Federal, State, and City laws, and will not be tolerated within the University.

The University, through its colleges, will disseminate this policy and take other steps to educate the University community about sexual harassment. The University will establish procedures to ensure that investigations of allegations of sexual harassment are conducted in a manner that is prompt, fair, thorough, and as confidential as possible under the circumstances, and that appropriate corrective and/or disciplinary action is taken as warranted by the circumstances when sexual harassment is determined to have occurred. Members of the University community who believe themselves to be aggrieved under this policy are strongly encouraged to report allegations of sexual harassment as promptly as possible. Delay in making a complaint of sexual harassment may make it more difficult for the college to investigate the allegations.

**CUNY'S SEXUAL HARRASSMENT POLICY CAN BE VIEWED AND READ IN FULL DETAIL.** For more information, please visit:

<http://www.cuny.edu/wp-content/uploads/sites/4/page-assets/about/administration/offices/legal-affairs/policies-resources/Sexual-Misconduct-Policy.pdf>

## **WORKPLACE VIOLENCE PREVENTION POLICY**

It is the policy of The City University of New York to promote a safe and comfortable environment for all members of the academic community. It is the goal of Kingsborough Community College to effectively implement the Workplace Violence Policy and Procedures.



A Workplace Violence Advisory Team has been established on the campus. The Workplace Violence Advisory Team, in connection with the College Advisory Committee on Campus Security, will respond to and address workplace violence issues and concerns. The Team will also conduct training in the prevention and awareness of workplace violence.

Please carefully review the Policy and be attentive to this issue for both:

- Kingsborough Community College Workplace Violence Prevention Program  
[www.kbcc.cuny.edu/humanresources/wpv.html](http://www.kbcc.cuny.edu/humanresources/wpv.html)
- The City University of New York Campus and Workplace Violence Prevention Policy  
<https://www.cuny.edu/wp-content/uploads/sites/4/page-assets/about/administration/offices/legal-affairs/CUNY-Campus-and-Workplace-Violence-Prevention-Policy-2.28.11-and-amended-9.26.2011.pdf>

## **IMPLEMENTING REASONABLE ACCOMMODATIONS AND ACADEMIC ADJUSTMENTS**

CUNY is committed to providing reasonable accommodations and academic adjustments to allow qualified individuals the opportunity to participate in programs, activities and employment.

[Reasonable-Accommodations-and-Academic-Adjustments-2016.pdf \(cuny.edu\)](#)



## ACADEMIC INTEGRITY POLICY

[https://www.kbcc.cuny.edu/studentaffairs/student\\_conduct/academic\\_integrity.html/](https://www.kbcc.cuny.edu/studentaffairs/student_conduct/academic_integrity.html/)

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 are 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 exam.
  23. Intentionally obstructing or interfering with another student's work.
24. **Falsification of Records and Official Documents.** Examples include but are not limited to:
  25. Forging signatures of authorization.
  26. Falsifying information on an official academic record.
  27. Falsifying information on an official document such as a grade report, letter of permission, drop/add form, ID card or other college document.

**NOTE:** *The CUNY Academic Integrity Policy 2024* has been updated to include in the Definition and Examples of Academic Dishonesty the use of Artificial Intelligence (AI).

For example: "Using AI tools to generate content for assignments or exams...without written authorization from the instructor." and "...content generated or altered by AI or digital paraphrasing tools without proper citation."

The full CUNY Academic Integrity Policy 2024 can be reviewed at the following link:  
[Academic Integrity Policy – The City University of New York \(cuny.edu\)](https://www.cuny.edu/academic-integrity-policy/)



## REPORTING SUSPECTED INCIDENTS OF ACADEMIC DISHONESTY

Once a faculty member suspects that a student has committed a violation of the Academic Integrity Policy, they 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, the faculty member shall report the incident on the *Faculty Report Form for Suspected Incidents of Academic Dishonesty* to the Kingsborough Community College's Academic Integrity Officer and copying the College Now Department Chair (Director).

Link: [Microsoft Word - Faculty Form Suspected Incidents Academic Dishonesty \(cuny.edu\)](https://www.cuny.edu/academic-integrity/faculty-report-form-suspected-incidents-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.



## Faculty Form for Suspected Incidents of Academic Dishonesty

It is necessary to complete this form to report any instances of suspected academic dishonesty. Please review the [CUNY Policy on Academic Integrity](#). Print out a copy of this report for your records. Then, forward the Faculty Form for Suspected Incidents of Academic Dishonesty along with copies of all supporting documents, to:

Office of Community Standards & Student Engagement, Rm A-216 OR  
email: [studentconduct@kbcc.cuny.edu](mailto:studentconduct@kbcc.cuny.edu)

### INSTRUCTOR INFORMATION:

Instructor Name: \_\_\_\_\_

Department: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

Course: \_\_\_\_\_ Section: \_\_\_\_\_ Semester: \_\_\_\_\_

### STUDENT INFORMATION:

Student Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

### INCIDENT INFORMATION:

Date of Incident: \_\_\_\_\_

Type of Incident: Choose an item \_\_\_\_\_ If other, please describe: \_\_\_\_\_

Explanation of Incident: \_\_\_\_\_

Did the student admit to the charge of cheating, plagiarism or other act of academic dishonesty?

☐ Yes ☐ No

Explanation: \_\_\_\_\_

Have you resolved the matter informally?

☐ Yes ☐ No

If yes, please state how?

☐ A failing grade on the exam/paper ☐ A failing final grade  
☐ Other (please explain) \_\_\_\_\_

If no, do you advocate further action by the college and possible referral to the Faculty- Student Disciplinary Committee?

☐ Yes ☐ No

Signature of Faculty Member: \_\_\_\_\_ Date: \_\_\_\_\_



### Policy for addressing Academic Integrity (Plagiarism)\*

- All syllabi and schedule of classes should refer to the CUNY and KCC's Academic Integrity Policies and indicate where they are published in full.
- Students should be informed by faculty of his/her policies regarding academic integrity at the start of each semester. (Suggested wording for syllabus: "Plagiarism as a violation of academic integrity is the intentional use of another's intellectual creation(s) without attribution. Determination and penalty—ranging from grade reduction to course failure—is at the sole discretion of the faculty member.")
- A faculty member who suspects that a student has committed a violation of CUNY or KCC's Academic Integrity Policy shall notify the student of the facts and circumstances of the suspected violation whenever possible.
- The faculty member can seek an academic or disciplinary sanction.

If Faculty seeks:

#### Academic Sanction

Faculty shall assign a reduced grade or whatever sanction he/she deems appropriate.

Student may contest the academic sanction through the College's grade appeal process, including:

- Dept Chairperson
- Committee on Academic Review

#### Disciplinary Sanction

Faculty files a "Faculty Report" to the Dean of Students, *putting on hold* any academic sanction.

Student is notified, and an investigation commences. The student is given an opportunity to tell his/her side of the incident.

If charges are dismissed, no action (*academic* or disciplinary) may be taken against the student. Record of incident is removed from file.

If basis for penalty is found, student may be admonished for behavior, placed on disciplinary probation, or expelled.

If student refuses to accept finding, the case is brought before the Faculty-Student Disciplinary Committee, which must conduct a hearing.

If guilt is not proven, no action (*academic* or disciplinary) may be taken against the student. Record of incident is removed from file.

If finding is "guilty," student may be admonished, placed on disciplinary probation, or expelled.

Faculty may assign a reduced grade or other sanction.

\* All policies above are from *CUNY Policy On Academic Integrity*