Student Handbook
2017-2018
“You can kill a man but you can’t kill an idea”
Remembering the sacrifice of Medgar Wiley Evers

On June 12, 1963, Medgar Wiley Evers, the civil rights leader and NAACP field secretary was assassinated in the driveway of his Jackson, Mississippi home. Only 37 years old, he left behind a wife and three children. He was shot down by a white supremacist and Klansman who was convicted of the crime more than 30 years later. The assassination roused the conscience of a nation and helped pass the 1964 Civil Rights Act.

The College’s June 8, 2017 commencement was a poignant moment to shed a fresh light on Evers’ legacy, which was invoked by keynote speaker Hillary Rodham Clinton. She shared the stage with a pre-recorded video from Myrlie Evers-Williams and with Reena Evers-Everett and Daniel Evers-Everette (respectively Evers’ widow, daughter and grandson). The family spoke of Evers and the continuing struggle.

Evers’ profile in the popular culture has been heightened during this period of resurgent equality battles. Along with Martin Luther King Jr. and Malcolm X, his legacy was highlighted in “I Am Not Your Negro,” the acclaimed Raoul Peck film about James Baldwin.

Medgar Wiley Evers accomplished much in the short time he was with us: he increased NAACP membership; aided in the investigation of the murder of Emmett Till; and helped desegregate the University of Mississippi, among other things. Let us pause today to recall the ultimate sacrifice that he made.

Medgar Evers College was founded as a result of collaborative efforts by community leaders, elected officials, the Chancellor, and the Board of Trustees of The City University of New York. The College, named for the late civil rights leader, Medgar Wiley Evers (1925-1963), was established in 1969 and accredited in 1970, with a mandate to meet the educational and social needs of the Central Brooklyn community. The College is committed to the fulfillment of this mandate.

In keeping with the philosophy of The City University of New York and Medgar Evers College, we believe that education has the power to positively transform the lives of individuals and is the right of all individuals in the pursuit of self-actualization. Consequently, the College’s mission is to develop and maintain high quality, professional, career-oriented undergraduate degree programs in the context of liberal education. The College offers programs both at the baccalaureate and at the associate degree levels, giving close attention to the articulation between the two-year and the four-year programs.

The College has a commitment to students who desire self-improvement, a sound education, an opportunity to develop a personal value system, and an opportunity to gain maximum benefits from life experience and from their environment.
A MESSAGE FROM THE MEDGAR EVERS COLLEGE ADMINISTRATION

INTRODUCTION
The Office of the Vice President for Student Affairs has prepared this publication of the 2017-2018 Student Handbook for the purpose of acquainting the student with a wide array of general information to support his or her matriculation at the College.

Accordingly, the standard term “student” is defined to include all persons who officially: (1) register and enroll on a full-time or part-time basis and (2) who maintain current enrollment status or (3) who may attend any other post-secondary educational institution while taking a class at Medgar Evers College.

This standard term is generic and applicable for all special, non-credit, certificate, diploma, and undergraduate students. Persons who are not officially enrolled for a particular term (i.e., summer), but who have a continuing relationship with the college are also considered “students” who are good standing and have no academic or financial liabilities to Medgar Evers College.

The standards of the student code of conduct, either academic or non-academic, in this publication apply to all groups of students as described above.

STATEMENT OF NON-DISCRIMINATION
Medgar Evers College is an equal opportunity and affirmative action institution. The College does not discriminate on the basis of age, sexual orientation, religion, race, color, national or ethnic origin, disability, veteran or marital status in its student admissions, employment, access to programs, and administration of education policies.

Medgar Evers College, as a unit of The City University of New York, adheres to all federal, state, and local laws and administration of education policies.

IMPORTANT NOTICE OF POSSIBLE CHANGES
The Board of Trustees of The City University of New York reserves the right to make changes of any nature in the academic programs and requirements of The City University of New York and its constituent Colleges. All programs, requirements, and courses are subject to termination or change without advance notice. Tuition and fees set forth in this publication are also subject to change by the Board of Trustees of The City University of New York.

*Note: Information in this schedule booklet is subject to change at the discretion of the College.

STUDENT RESPONSIBILITY DISCLAIMER
In accepting admission, students assume responsibility for knowing and complying with the regulations and procedures set forth in this Student Handbook and in subsequent ones, as appropriate. Once a student completes course entry, he/she is liable for the course(s) on his/her schedule/bill.
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GENERAL INFORMATION

ADMINISTRATIVE OFFICES

- Office of Admissions (718) 270-6024
- Office of the Bursar (718) 270-6095
- Office of Financial Aid (718) 270-6141
- Office of the Registrar (718) 270-6040
- General Information (718) 270-4900

OFFICE HOURS
THE FOLLOWING HOURS APPLY TO THE OFFICES LISTED
(EXCLUDING SUNDAYS)

Office of Admissions
1637 Bedford Avenue, Brooklyn, NY 11225
Monday, Tuesday, Friday: 9 a.m - 4:30 p.m.
Wednesday-Thursday: 9 a.m - 5:30 p.m.

Financial Aid
1637 Bedford Avenue, S-108, Brooklyn, NY 11225
Monday, Tuesday, Friday: 9 a.m - 4:45 p.m.
Wednesday-Thursday: 9 a.m - 6:45 p.m.

Registrar
1637 Bedford Avenue, S-301, Brooklyn, NY 11225
Monday, Tuesday, Friday: 9 a.m - 4:45 p.m.
Wednesday-Thursday: 9 a.m - 6:45 p.m.

Academic Affairs
1650 Bedford Avenue, B-3010, Brooklyn, NY 11225
Monday-Friday: 9 a.m - 5 p.m.

Testing Office
1150 Carroll Street, C-311, Brooklyn, NY 11225
Monday, Tuesday, Thursday, Friday: 9 a.m - 5 p.m.
Wednesday: 9 a.m - 6:45 p.m.

Office of Health Services
1637 Bedford Avenue, Room S-217, Brooklyn, NY 11225
Monday, Tuesday, Thursday, Friday: 9 a.m - 5 p.m.
Wednesday: 9 a.m - 6:45 p.m.
Friday: 9 a.m - 3 p.m.

Please refer to the Cougar Compass (p.96-97) for Contact information to
ALL Schools and Offices on Campus.

BUILDING LOCATIONS

<table>
<thead>
<tr>
<th>Code</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>AB1</td>
<td>1638 Bedford Avenue (between Carroll &amp; Crown Streets)</td>
</tr>
<tr>
<td></td>
<td>Note: AB1 has rooms that start with “C”</td>
</tr>
<tr>
<td>B</td>
<td>1650 Bedford Avenue (between Crown &amp; Montgomery St.)</td>
</tr>
<tr>
<td>C</td>
<td>1150 Carroll Street (between Rogers &amp; Nostrand Avenues)</td>
</tr>
<tr>
<td>S</td>
<td>1637 Bedford Avenue (between Carroll &amp; Crown Streets)</td>
</tr>
<tr>
<td>O</td>
<td>Off campus</td>
</tr>
<tr>
<td>ENY</td>
<td>East New York @ Gershwin Junior High School 800 Van Siclen Avenue, Brooklyn, NY 11207, corner of Linden Blvd. (take #3 to Van Siclen Avenue, walk 2 blocks towards Linden Boulevard, or #3 to Pennsylvania Avenue, then take #83 bus to Linden Boulevard.)</td>
</tr>
</tbody>
</table>

CLASSROOMS LOCATIONS
Rooms are preceded by a letter that identifies the building where the class is held.

- M: Mezzanine (1150 Carroll Street Building)
- P: Portable (lot to the side of 1150 Carroll Street)

DINING SERVICES
The Skylight Café provides a convenient and pleasant atmosphere that is clean, attractive and appealing to the MEC Community. The goal of Dining Services is to offer the community wholesome and nutritious meals.

OFFICE HOURS
Monday - Thursday: 8 a.m. - 7 p.m.*
Friday: 8 a.m. - 3 p.m.*

*These hours are subject to change.
The Office of Financial Aid's core mission is to ensure that all eligible students enrolled at Medgar Evers College apply and benefit from both Federal and State Financial assistance grants, loans, and work-study programs, for education beyond high school.

**PROGRAM DESCRIPTION**

The Office of Financial Aid assists students in achieving their educational goals by providing access to an array of financial resources to fund their education. We administer federal, state, and institutional programs designed to expand college access. The available financial assistance comes in the form of grants, awards, work-study, loans, and scholarships. FAFSA applications are available at [www.fafsa.gov](http://www.fafsa.gov).

Students that have questions about Financial Aid or would like to check on the status of their application should visit the Office of Financial Aid, located in Room S-108 or call (718) 270-6141.

If you have questions or concerns which are considered to be unsolvable at the Office of Financial Aid counter, please request to see a counselor:

**FINANCIAL AID OFFICE**

1637 Bedford Avenue, Room S-108
Brooklyn, New York 11225

**OFFICE HOURS**

Monday, Tuesday, and Friday: 9 a.m. - 4:45 p.m.
Wednesday and Thursday: 9 a.m. - 6:45 p.m.

**FINANCIAL AID FAFSA LAB**

1637 Bedford Avenue, Room S-106
Brooklyn, New York 11225

**OFFICE HOURS**

Monday, Tuesday, and Friday 9 a.m. - 3 p.m.
Wednesday and Thursday 9 a.m. - 5 p.m.

**KEY FINANCIAL AID PROGRAMS**

**Federal Pell Grant (PELL)**

Pell is a Federal program awarded to all applicants who meet certain eligibility criteria.

Applicants must:
1. Demonstrate financial need
2. Have a High School Diploma or GED
3. Be enrolled as a matriculated student
4. Be a U.S. citizen or eligible non-citizen
5. Be registered with selective service (males only)
6. Maintain good academic standing as defined by the institution.
EXPECTED FAMILY CONTRIBUTION

The lower a student’s Expected Family Contribution (EFC), the higher the student’s federal student aid eligibility. A change has been made to the income amount that is used to determine if a student qualifies for an automatic EFC of zero.

When you complete the Free Application for Federal Student Aid (FAFSA), you receive an Expected Family Contribution, which is a number used to determine your federal student aid eligibility. For the 2017-18 school year, an independent student and their spouse or a dependent student’s parents’ will automatically qualify for an Expected Family Contribution if their income does not exceed $25,000.

FEDERAL PELL GRANT PROGRAM - LIFETIME ELIGIBILITY USED (LEU)

Once you have received a Pell Grant for 12 semesters, or the equivalent, you will no longer be eligible for additional Pell Grants.

You are eligible to receive a Pell Grant for up to 12 semesters or the equivalent. If you have exceeded the 12-semester maximum, you will lose eligibility for additional Pell Grants. Equivalency is calculated by adding together the percentage of your Pell eligibility that you received each year to determine whether the total amount exceeds 600%.

For example, if your maximum Pell Grant award amount for the 2017 - 2018 school year is $5,920, but you only receive $2,960.00 because you were only enrolled for one semester, you would have used 50% of your maximum award for that year.

If in the following school year, you were enrolled only three-quarter time, you would have used 75% of your maximum award for that year. Together, you would have received 125% out of the total 600% lifetime limit.

To track your LEU, visit www.NSLDS.ed.gov.

FEDERAL STANDARDS FOR SATISFACTORY ACADEMIC PROGRESS (SAP)

Federal Satisfactory Academic Progress (SAP) and program pursuit standards require a student to have a Minimum GPA of a “C” average (2.0 GPA) by the end of their second academic year. Further, to be eligible to receive assistance from all Title IV Programs, students, after their fourth semester of study, must complete a certain number of credits in relation to the credits they have attempted, and have the appropriate Grade Point Average at the beginning of the semester in which they are seeking payment.

Students are required to complete their coursework in no more than 150 percent of an academic program’s published length.

Under this new standard, all undergraduate students are expected to maintain a minimum cumulative GPA based on the number of credits attempted as in the following table:

<table>
<thead>
<tr>
<th>Credits Attempted</th>
<th>Minimum GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>.001 - 12.999</td>
<td>1.50</td>
</tr>
<tr>
<td>13 - 24.999</td>
<td>1.75</td>
</tr>
<tr>
<td>25 - upward</td>
<td>2.00</td>
</tr>
</tbody>
</table>

Thus, all students eligible to receive Title IV financial aid awards must maintain Satisfactory Academic Progress in his or her educational program to be awarded aid. Below is a SAP Chart, which displays the attempted credits and the required minimum earned credits needed to meet progress (Pace of Progression) in order to receive Title IV awards for the academic year.

SATISFACTORY ACADEMIC PROGRESSION (SAP) CHART

<table>
<thead>
<tr>
<th>Credits Attempted</th>
<th>Minimum GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>16 - 20.999</td>
<td>1.50</td>
</tr>
<tr>
<td>21 - 25.999</td>
<td>1.75</td>
</tr>
<tr>
<td>26 - 30.999</td>
<td>2.00</td>
</tr>
<tr>
<td>31 - 35.999</td>
<td>2.25</td>
</tr>
<tr>
<td>36 - 40.999</td>
<td>2.50</td>
</tr>
<tr>
<td>41 - 45.999</td>
<td>2.75</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Credits Attempted</th>
<th>Minimum GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>46 - 50.999</td>
<td>3.00</td>
</tr>
<tr>
<td>51 - 55.999</td>
<td>3.25</td>
</tr>
<tr>
<td>56 - 60.999</td>
<td>3.50</td>
</tr>
<tr>
<td>61 - 65.999</td>
<td>3.75</td>
</tr>
<tr>
<td>66 - 70.999</td>
<td>4.00</td>
</tr>
<tr>
<td>71 - 75.999</td>
<td>4.25</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Credits Attempted</th>
<th>Minimum GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>76 - 80.999</td>
<td>4.50</td>
</tr>
<tr>
<td>81 - 84.999</td>
<td>4.75</td>
</tr>
<tr>
<td>85 - 90.000</td>
<td>5.00</td>
</tr>
<tr>
<td>90.001 - 999.999</td>
<td>5.25</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Credits Attempted</th>
<th>Minimum GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>61.99</td>
<td>64.99</td>
</tr>
<tr>
<td>66.69</td>
<td>99.99</td>
</tr>
</tbody>
</table>
### BACHELOR DEGREE MAXIMUM TIME-FRAME (60 CREDIT DEGREE X (1.5) = 180)

<table>
<thead>
<tr>
<th>Credits Attempted</th>
<th>25 - 30.999</th>
<th>31 - 36.999</th>
<th>37 - 45.999</th>
<th>46 - 48.999</th>
<th>49 - 60.999</th>
<th>61 - 72.999</th>
</tr>
</thead>
</table>

### BACHELOR DEGREE MAXIMUM TIME-FRAME (60 CREDIT DEGREE X (1.5) = 180)

<table>
<thead>
<tr>
<th>Credits Attempted</th>
<th>73 - 94.999</th>
<th>95 - 120.999</th>
<th>121 - 129.999</th>
<th>130 - 138.999</th>
<th>139 - 150.999</th>
<th>151 - 151.999</th>
</tr>
</thead>
<tbody>
<tr>
<td>Required Percentage of Credits Earned</td>
<td>54.99</td>
<td>59.99</td>
<td>60.99</td>
<td>61.99</td>
<td>62.99</td>
<td>63.99</td>
</tr>
</tbody>
</table>

### BACHELOR DEGREE MAXIMUM TIME-FRAME (60 CREDIT DEGREE X (1.5) = 180)

<table>
<thead>
<tr>
<th>Credits Attempted</th>
<th>152 - 156.999</th>
<th>157 - 164.999</th>
<th>165 - 180.999</th>
<th>181 - 999.999</th>
</tr>
</thead>
<tbody>
<tr>
<td>Required Percentage of Credits Earned</td>
<td>64.99</td>
<td>63.99</td>
<td>66.69</td>
<td>99.99</td>
</tr>
</tbody>
</table>

## STATE PROGRAMS

**Tuition Assistance Program (TAP):**

TAP is a State Grant Program for New York State residents attending postsecondary institutions full-time in the state. The Program provides grant assistance to help eligible students meet tuition charges.

1. Students in associate degree or certificate programs are eligible for up to three years of assistance (36 payment points).
2. Students in bachelor degree programs are eligible for up to four years of assistance (48 payment points).
3. SEEK students are eligible for up to five years of assistance (60 payment points).

## STATE STANDARDS FOR ACADEMIC PERFORMANCE

State eligibility standards require students to complete a certain percentage of course work, accrue a certain amount of credits and have an appropriate cumulative Grade Point Average (GPA) at the beginning of each semester of state supported study. Please refer to the chart below which outline these requirements.

## AID FOR PART-TIME STUDY (APTS)

APTS is a State Financial Aid Program for part-time undergraduate students. To be eligible for an APTS award, students must enroll for at least 6 credits but less than 12 real/equated credits. A minimum of 3 credits must be real credits. APTS recipients must be in good academic standing, i.e. maintain a grade point index of at least 2.0. In addition, students must:

1. All part-time students who complete a FAFSA may be considered for this award. Awards are also based on availability of funds against the allocated budget and on a first-come, first-serve basis. However students should complete the CUNY Supplement form.

## SUMMER TAP

Students who elect to use TAP during the summer session must register for 6-degree credits. These 6-degree credits will be counted as 3 TAP points. Student must also indicate school code 1415 on the TAP application for the summer term for which the student plans to be considered.

## STATE AID AND TAP ACADEMIC PERFORMANCE CHARTS

The New York State Tuition Assistance Program (TAP) Performance Charts apply to all students receiving payments from the TAP program.

Good academic standing requirement for New York State financial aid programs consists of both an “Academic Progress” and a “Program Pursuit” component as explained below.
To be eligible for a TAP award, students must be enrolled for at least 12-15 credits or the equivalent. Courses may be counted toward full-time study only if they are applicable toward a degree. Electives are acceptable when taken in accordance with published degree requirements. A student may take courses not applicable to a degree in a given semester as long as the coursework is above the minimum full-time requirement of 12-15 credits. Undergraduate students may receive TAP awards for eight semesters; SEEK students may receive TAP awards for 10 semesters.

**TO RECEIVE EACH TAP PAYMENT:**
- You must have completed a specific number of credits in the previous TAP semester
- You must have accumulated a specific number of credits towards your degree
- You must maintain a specific minimum GPA (grade point average)
- You must have declared a major by the time you complete 60 credits

In order to receive TAP and scholarships, a student must meet specific academic standards. Students will be evaluated depending on when they received their first TAP payment and whether they are in a remedial program.

**Standard of Satisfactory Academic Progress for the Purpose of Determining Eligibility for State Student Aid.**

Effective 2010-11 for non-remedial students receiving first NYS award payment in 2010-11 and thereafter. Remedial students and students enrolled in an approved certificate program will use the 2006 SAP charts.

### PROGRAM: BACCALAUREATE PROGRAM

**Calendar: Semester 2010-11 and thereafter (non-remedial students)**

<table>
<thead>
<tr>
<th>Before Being Certified for This Payment</th>
<th>1st</th>
<th>2nd</th>
<th>3rd</th>
<th>4th</th>
<th>5th</th>
<th>6th</th>
<th>7th</th>
<th>8th</th>
<th>9th</th>
<th>10th</th>
</tr>
</thead>
<tbody>
<tr>
<td>A Student Must Have Accrued at Least This Many Credits</td>
<td>0</td>
<td>6</td>
<td>15</td>
<td>27</td>
<td>39</td>
<td>51</td>
<td>66</td>
<td>81</td>
<td>96</td>
<td>111</td>
</tr>
<tr>
<td>With At Least This Grade Point Average</td>
<td>0</td>
<td>1.5</td>
<td>1.8</td>
<td>1.8</td>
<td>2.0</td>
<td>2.0</td>
<td>2.0</td>
<td>2.0</td>
<td>2.0</td>
<td>2.0</td>
</tr>
</tbody>
</table>

Note: The 2011-12 enacted NYS budget mandates the following standards of progress, enacted in 2006-07, shall be used for non-remedial students who first receive State aid in 2007-08 through 2009-10 and for students who meet the definition of “remedial student” in 2010-11 and thereafter. The enacted budget defines remedial for purposes of SAP.

**Standard of Satisfactory Academic Progress for the Purpose of Determining Eligibility for State Student Aid.**

Effective 2010-11 for non-remedial students receiving first NYS award payment in 2010-11 and thereafter. Remedial students and students enrolled in an approved certificate program will use the 2006 SAP charts.
PROGRAMS: ASSOCIATE PROGRAM

Calendar: Semester 2006-07, 2007-08 through 2009-10 and 2010-11 and thereafter remedial students (if a student's first award was in 2010-11 and thereafter, and he/she does not meet the definition of a remedial student, see charts for non-remedial students)

<table>
<thead>
<tr>
<th>Before Being Certified for This Payment</th>
<th>1st</th>
<th>2nd</th>
<th>3rd</th>
<th>4th</th>
<th>5th</th>
<th>6th</th>
</tr>
</thead>
<tbody>
<tr>
<td>A Student Must Have Accrued at Least This Many Credits</td>
<td>0</td>
<td>3</td>
<td>9</td>
<td>18</td>
<td>30</td>
<td>45</td>
</tr>
<tr>
<td>With At Least This Grade Point Average</td>
<td>0</td>
<td>.5</td>
<td>.75</td>
<td>1.3</td>
<td>2.0</td>
<td>2.0</td>
</tr>
</tbody>
</table>

THE AMERICAN WITH DISABILITIES ACT (ADA) STUDENTS

Beginning with the 2015-16 academic year, for ADA students who received their first state award during the 2010-11 academic year and thereafter and who are enrolled less than full-time, good academic standing will be determined using new SAP standards which does not modify the requirements for disabled students, but aligns them to be equivalent with those required of full-time students.

PROGRAM: BACCALAUREATE PROGRAM

Calendar: Semester 2015-16 and thereafter (ADA Part-time students)

<table>
<thead>
<tr>
<th>Before Being Certified for This Payment</th>
<th>1st</th>
<th>2nd</th>
<th>3rd</th>
<th>4th</th>
<th>5th</th>
<th>6th</th>
<th>7th</th>
<th>8th</th>
</tr>
</thead>
<tbody>
<tr>
<td>A Student Must Have Accrued at Least This Many Credits</td>
<td>0</td>
<td>3</td>
<td>9</td>
<td>21</td>
<td>33</td>
<td>45</td>
<td>60</td>
<td>75</td>
</tr>
<tr>
<td>With At Least This Grade Point Average</td>
<td>0</td>
<td>1.1</td>
<td>1.2</td>
<td>1.3</td>
<td>2.0</td>
<td>2.0</td>
<td>2.0</td>
<td>2.0</td>
</tr>
</tbody>
</table>

EXCELSIOR SCHOLARSHIP

The first-of-its-kind program that provides free tuition to New York State students whose families earn up to $100,000 annually, to attend a SUNY or CUNY two-year or four-year college. Phased in over three years, the program will be available to families earning up to $110,000 for the 2018-19 academic year and reaching $125,000 per year for the 2019-20 academic year.

For further information on the Excelsior Scholarship please visit the Office of Financial Aid or www.hesc.ny.gov/Excelsior.
REGISTRAR

GENERAL INFORMATION
Students register for classes according to the procedures established by the Registrar’s Office. Students have the responsibility of keeping informed about their program of study and changes in College policies and procedures by consulting with their academic advisors, counselors, faculty mentors, and appropriate administrative offices. They should also refer to such College publications as the Catalogue, Student Handbook, and DegreeWorks. The registration process for a student begins with filling out the advisement form, a document used to keep track of his/her program of study. It then proceeds to the selection and registration of courses and concludes with the payment of tuition and fees.

If a student has not met the requirements for admission or has outstanding debts, a “HOLD” will be placed on the student’s record and registration will be postponed until the “HOLD” is cleared. Based on the type of “HOLD” (i.e., Bursar, Financial Aid, Admissions, Athletic, Probation, Library, or Immunization) the student will be directed to the office responsible for clearing the “HOLD.” Once the “HOLD” is cleared, the student can continue with the registration process.

Courses at Medgar Evers College are held Monday through Sunday:
1. Day Courses are held from 7 a.m. to 3 p.m., Monday through Friday
2. Evening Courses are held Monday through Friday from 4 p.m. to 10:55 p.m.
3. Saturday Courses are held from 8:30 a.m. to 10:10 p.m.
4. Classes Held Off-campus may meet days, evenings, or weekends
5. Sunday Courses are held from 9 a.m. to 8:40 p.m.

NEW STUDENTS
Prior to registration, all new students must demonstrate basic proficiency skills by taking the CUNY Placement Tests in Reading, Writing, and Mathematics. The Testing Center notifies students by mail when these tests (given several times during late fall, spring, and summer semesters) are scheduled.

For more information about these tests, refer to the “Testing Office:

The Administrative Offices notifi new or First-Time Freshmen students of orientation and registration by mail or email. Academic Advisement counselors are present during orientation and registration to assist students with the appropriate selection of courses based on students’ individual academic background and Basic Skills Placement Test scores.

READMIT STUDENTS
Students who are in good academic standing can apply for readmission during select times. Students seeking readmission must visit the Admissions Office to inquire about the final dates to file readmission applications for the upcoming semester. In order to be readmitted, students are mandated to settle any outstanding debts.

TRANSFER STUDENTS
Students entering the College on an advanced standing basis and whose advanced standing credits have been evaluated are notified when to register for classes upon posting of credit evaluation in CUNYFirst.

CONTINUING STUDENTS
Registration for continuing students is ongoing via CUNYFirst during the registration period. Continuing students may have a “HOLD” placed on their records; therefore delays in registration are probable. Students should check CUNYFirst for the status of their records.

At the end of each semester, the cumulative Grade Point Average (GPA) and total credits of each student are reviewed. All students must obtain a minimum cumulative GPA of 2.0 to be in good academic standing. Students who do not meet this criterion are placed in one of the following categories: warning, probation, continued probation, or dismissal. Subsequently, students are notified at the end of each semester of their academic status as per the college policy and a “Hold” is placed on their academic record until they meet with their respective Advisement entity.

Students not in good academic standing are advised of different intentional interventions based on the level of probation status. Students may be directed to seek out their Academic Advisor immediately, given an academic prescription or student contract.

Students are academically dismissed from the College after three consecutive semesters with a cumulative GPA below a 2.0. The student will be placed on Dismissal at the end of the fourth semester. The Medgar Evers College policy on academic dismissal states that students who are dismissed are ineligible to enroll at MEC for courses for one academic year (2 semesters) before submitting a petition for reinstatement. The Academic Review & Appeal Committee (ARAC) reviews and votes on all student petitions for reinstatement to the College.

CUNYFirst REGISTRATION
CUNYFirst (City University of New York Fully Integrated Resources and Services Tool) is a website that allows students to register for courses, view semester class schedules and grades, access transcripts, view and/or pay their tuition, view financial awards, if applicable, and update mailing address information.
How to Access:
2. Click on First-Time Users, then follow onscreen directions.

Student Email
Student Email allows Medgar Evers College students to send and receive email, receive College-wide news, updates and other informative information from The City University of New York.

To access your account, you must visit the Medgar Evers College website at www.mec.cuny.edu.
1. Click the icon that reads Student E-mail.
2. On the page that follows, click the link which reads Student E-mail.
3. A log-in screen will appear.
4. In the area that reads User Name type your first, name , .last name of your student email i.e. john.smith@student.mec.cuny.edu.
5. Your password will be your date of birth in reverse YYYYMMDD, i.e. if your date of birth is June 7, 1977 then your password will look like this 19770607.

If you are unable to gain access, and do not have an account, please visit IT Service Desk, 1650 Bedford Avenue, Room B-202.

CUNY E-PERMIT VIA CUNY PORTAL
The Online Permit process allows students to make arrangements to take courses at other CUNY Colleges without having to directly (in person) contact both the home and host colleges for approval. The intent of this process is to provide a convenient means of obtaining permission to register for courses offered at other CUNY colleges. This will enhance the opportunity of graduating in a timely manner and allow students to pursue academic interests not offered at their home colleges.

To create an account with the CUNY Portal to apply for an e-PERMIT you should make sure that you have and can access your Medgar Evers E-mail Account. CUNY requires that all students have an active College E-mail Account when registering with the CUNY Portal.

Once you have done this:
1. Go to www.cuny.edu
2. Select the Log-in Link.
3. Next select the Register Now Link.
   a. You will be asked to provide information to confirm your identity.
   b. You will then be asked to confirm the information you have provided.
   c. After confirmation you will need to create a password.
   Please make note of the username and the password
4. Click Save. You will then be logged off, and need to log-in

EARLY REGISTRATION
Early Registration is a process available to all students who are currently enrolled and in good academic standing. It is an opportunity for students to receive first choice of the courses that are offered the following semester. Registering early can save money and time:

Before the registration period, students should:
1. Consult an Academic Advisor.
2. Plan a schedule of courses and an alternative schedule.
3. Remove all “HOLDS” and get financial aid clearance.

LATE REGISTRATION
Late Registration period begins the first day of the semester. During this time, there is an additional fee of $25.00 for registering late.

PROGRAM CHANGE PERIOD
Students who wish to make changes to their schedule during the program change period will incur an $18.00 fee.

REFUNDS
The refund periods are extremely important because of the timetable for refunding tuition. If a student wishes to receive a 100% refund, he/she must drop from all courses, either in person or via CUNYFirst before the first day of the semester. A complete listing of all refund percentages and the applicable dates are outlined in the Academic Calendar. For additional information, please refer to the section of the catalogue pertaining to Tuition, Fees and Refunds.

TUITION PAYMENT POLICY
You are legally bound to pay for courses once you are registered. If you decide not to attend the College, you are legally obligated to cancel your registration by “Officially Withdrawing” from courses prior to the first day of the semester. If not, you will be billed and if you fail to pay your tuition, your credit may be adversely affected.
ACADEMIC REQUIREMENTS AND REGULATIONS

APPLICABLE DEGREE PROGRAM REQUIREMENTS
To earn a degree, a student must complete both the college-wide and departmental requirements in effect at the time of their admission to the College. If there are changes in these degree requirements, currently enrolled students may continue to follow the original requirements or choose to meet the new requirements - with the exception of programs that have external licensing requirements, such as Nursing, Education, Social Work and Accounting. In the event that any requirements in a department or program are revised with College Council approval, a student who has not fulfilled the original requirements must satisfy the new requirements. Students who are readmitted to the College after two or more consecutive semesters of absence must meet the requirements for degrees in effect at the time of readmission.

GRADUATION MINIMUM GRADE POINT AVERAGE
To complete degree requirements and be eligible for graduation, all students must have a minimum GPA of 2.0. Each course used to satisfy the degree major requirements must be completed with a grade of “C” or better. Exceptions to this policy will be limited to elective courses and must be approved through the departmental Academic Standards and Regulations Committee.

CHANGE OF DEGREE MAJOR
To change a degree major, students must be advised by their respective academic advisor/counselor in the Academic Advisement Center, ASAP or the SEEK/Special Programs. The change of major becomes official when the academic departments are notified by the advisor/counselor. Change of Major forms are available in the Academic Advisement Center, Room S-220, SEEK/Special Programs, Room S-205, and ASAP, Room 206. Refer to the Academic Calendar for the deadline date for change of major.

ACADEMIC RESIDENCY REQUIREMENTS
To obtain a two-year degree, a student must complete a minimum of thirty (30) credits at Medgar Evers College, including at least eighteen (18) credits in the major. For a baccalaureate degree, a minimum of thirty (30) credits must be completed at Medgar Evers College, of which at least twenty-five (25) must be in the student’s major area of study.

CREDIT LOAD RECOMMENDATIONS AND MAXIMUM LIMITS
To earn an Associate degree in two academic years or a baccalaureate degree in four years, a student needs to complete an average of 15-16 credits each semester. To obtain additional credits, students may enroll in the Summer or Winter Sessions. Academic Advisors/counselors will assist students in planning their academic programs. A student is permitted to carry a maximum of eighteen (18) credits per semester. Students who wish to carry more than 18 credits must have a GPA of 3.0 or higher and obtain the permission of the student’s Department Chairperson, Dean of the School, or Provost. The maximum number of credits a student is permitted to register for during the fall or spring is twenty-one (21) credits.

Students may register for a maximum of eight (8) credits per Summer Session and eight (8) credits per Winter Session. Students on Academic Probation may be limited to a reduced number of credits in order to meet academic requirements.

CREDITS REQUIRED FOR CLASS STANDING
The number of credits successfully earned by a student determines class standing.

Credit Requirements for Students in an Associate Degree Program:

<table>
<thead>
<tr>
<th>Class Standing</th>
<th>Credits Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lower Freshman</td>
<td>0 - 14.9</td>
</tr>
<tr>
<td>Upper Freshman</td>
<td>15 - 29.9</td>
</tr>
<tr>
<td>Lower Sophomore</td>
<td>30 - 44.9</td>
</tr>
<tr>
<td>Upper Sophomore</td>
<td>45 - 59.9+</td>
</tr>
</tbody>
</table>

Credit Requirements for Students in a Baccalaureate Degree Program:

<table>
<thead>
<tr>
<th>Class Standing</th>
<th>Credits Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lower Freshman</td>
<td>0 - 14.9</td>
</tr>
<tr>
<td>Upper Freshman</td>
<td>15 - 29.9</td>
</tr>
<tr>
<td>Lower Sophomore</td>
<td>30 - 44.9</td>
</tr>
<tr>
<td>Upper Sophomore</td>
<td>45 - 59.9</td>
</tr>
<tr>
<td>Lower Junior</td>
<td>60 - 74.9</td>
</tr>
<tr>
<td>Upper Junior</td>
<td>75 - 89.9</td>
</tr>
<tr>
<td>Lower Senior</td>
<td>90 - 104.9</td>
</tr>
<tr>
<td>Upper Senior</td>
<td>105 - 120+</td>
</tr>
</tbody>
</table>

VETERANS CREDITS
Veterans are advised to consult the Veterans’ Counselor in the Admissions Office, located at 1637 Bedford Avenue, Room 120 to determine their eligibility for Veteran's Credits, which cannot exceed fortyfive (45) credits. All Veterans Credits will be evaluated by the Admissions Office. If a Veteran student attends another accredited higher educational institution, these credits may also be transferable.
SEQUENCE OF COURSES
Students shall enroll in courses according to the general numbering system:

- 100 Level Courses are designed for Freshmen
- 200 Level Courses are designed for Sophomores
- 300 Level Courses are designed for Juniors
- 400 Level Courses are designed for Seniors

It is, therefore, expected that:

- 100 Level will be taken before 200 Level Courses
- 200 Level will be taken before 300 Level Courses
- 300 Level will be taken before 400 Level Courses
- All Lower Division Requirements should be completed by the time a student is in the junior year or has completed sixty (60) credits

PRE- AND CO-REQUISITE COURSES
Pre-Requisite Course:
A Pre-Requisite Course is one that must be satisfactorily completed before a more advanced course is taken. The following are unsatisfactory grades for pre-requisite courses: R, NC, F, PEN, WN, W, WU, WF, AUD, and Z. Students who receive an INC grade in a pre-requisite course must complete it by the end of the following semester.

Co-Requisite Course:
A Co-Requisite Course is one which may be taken with a related course in the same semester. For example, BIO 150 is a co-requisite for BIOL 150.

ACADEMIC STANDING
Examination and Evaluation of Students:
The method by which students are evaluated for grades, the frequency of examinations, and the consequences of missed examinations, is the prerogative of the instructor in each course. Instructors shall provide students with this information in the syllabi on the first day of class.

IN PERSON
You may come to the Registrar’s Office (Room S-301) and fill out a transcript request form to have an official transcript sent to other colleges and employers.

There is a $7.00 fee for transcripts sent to agencies/institutions that are outside CUNY. However, there is no fee for transcripts sent to the University Processing Center (UAPC) or to another CUNY College. Please allow 3 to 5 working days in order for us to process your transcript request.

IN WRITING
Please download and complete a Transcript Request Form and mail it to:
Medgar Evers College, City University of New York
Registrar’s Office
1637 Bedford Avenue, Room S-301
Brooklyn, New York 11225

Be Sure To Include:
- Your full name. (If you have attended MEC under a different name, please include both.)
- Student ID Number- EMPL ID
- Present mailing address
- Exact name, address and office number where you want the transcript sent.
- A $7.00 money order should be included for each request sent outside of the CUNY or UAPC systems. (Personal checks are not acceptable)
- Please make money orders payable to : Medgar Evers College

What if I need a student copy of my transcript right away?
Pick up a transcript request form from the Registrar’s office. Go to the Bursar’s Office (Room S-308), pay the $7.00 fee. Return the paid receipt and request form to the Registrar’s Office and a student copy will be given to you on the spot. Please note that the Bursar’s Office only accepts cash, money orders or cashier’s check for this transaction.

Under what circumstances will my transcript be held?
The College reserves the right to withhold all information on the record of any student who has not fulfilled financial and other responsibilities to the College including payment of student loans.
At the end of each course, the instructor assigns grades to students. The following quality point grading system is used:

<table>
<thead>
<tr>
<th>SYMBOLS</th>
<th>INDEX</th>
<th>DEFINITIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>97.0 - 100</td>
<td>Exceptional</td>
</tr>
<tr>
<td>A</td>
<td>93.0 - 96.9</td>
<td>Excellent</td>
</tr>
<tr>
<td>A-</td>
<td>90.0 - 92.9</td>
<td>Outstanding</td>
</tr>
<tr>
<td>B+</td>
<td>87.1 - 89.9</td>
<td>Very Good</td>
</tr>
<tr>
<td>B</td>
<td>83.0 - 87.0</td>
<td>Good</td>
</tr>
<tr>
<td>B-</td>
<td>80.0 - 82.9</td>
<td>Good</td>
</tr>
<tr>
<td>C+</td>
<td>77.0 - 79.9</td>
<td>Satisfactory</td>
</tr>
<tr>
<td>C</td>
<td>70.0 - 76.9</td>
<td>Satisfactory</td>
</tr>
<tr>
<td>C-</td>
<td>67.1 - 69.9</td>
<td>Passing</td>
</tr>
<tr>
<td>D+</td>
<td>63.0 - 67.0</td>
<td>Passing</td>
</tr>
<tr>
<td>D</td>
<td>60.0 - 62.9</td>
<td>Failure/Unsuccessful completion of course</td>
</tr>
<tr>
<td>F</td>
<td>0.0 - 59.9</td>
<td>No credit granted</td>
</tr>
<tr>
<td>NC</td>
<td>0.0</td>
<td>Semesters' work is incomplete</td>
</tr>
<tr>
<td>INC</td>
<td>0.0</td>
<td>INC converted to F</td>
</tr>
<tr>
<td>FIN</td>
<td>0.0</td>
<td>Audit</td>
</tr>
<tr>
<td>AUD</td>
<td>0.0</td>
<td>Grade Pending</td>
</tr>
<tr>
<td>Z</td>
<td>0.0</td>
<td>=Pass/credits counted</td>
</tr>
</tbody>
</table>

A brief explanation of the grades receiving no quality points follows:

**P&F: PASS & FAIL GRADES**

The Pass and Fail grading system is used when the course content or format does not provide an appropriate basis for the alphabetic system of student evaluation. Grades “P” and “F” may be assigned to any individual student enrolled in a class in consultation with the instructor. The Pass/Fail option is not available for Core courses nor courses in a student’s degree major. A student must obtain approval from the instructor after enrollment in the course. A student may not complete more than six (6) credits with “P” within the total associate program, and no more than twelve (12) credits with “P” within the total baccalaureate program. The Pass/Fail option must be selected for approval within the first five (5) weeks of class. Once this option is selected, it is irreversible. Grades of “P” do not carry quality points and are not calculated in the GPA; however, the number of credits earned is counted toward the number of credits required for the degree.

**INC: NO CREDIT GRADES FOR ENGL 112 & 150**

Students who complete ENGL 112 and ENGL 150 with a grade below “C” may receive a grade of “NC” (No Credit) provided that they have made significant documented progress, even if they do not meet minimum passing standards to earn a “C” grade. In addition, the “NC” grade may be given only once for each of the two courses, after which the permission of the Chairperson of the Department of English will be required. Students who receive the “NC” grade are expected to repeat the course in the following semester. The “NC” grade will not be calculated in the GPA.

**INC: INCOMPLETE GRADE FOR MISSING FINAL EXAM**

An “INC” grade is given only when the student misses a final exam and is doing passing work in the course. A make-up exam is permitted. If a grade of “INC” is given, the instructor shall be expected to submit, in writing, to the Departmental Chairperson the details of all the work to be completed by the student before a final grade is given. The student must finish all the assignments as defined by the instructor, or in his absence, by the Departmental Chairperson prior to the end of the subsequent semester, the summer being excluded. For a grade of “INC” given during the summer session, the subsequent semester shall be the following fall semester. If the necessary assignment is not completed during this period, the student shall receive an “INC” automatically. “FIN” is converted from an “INC” grade when the final exam is not taken by the end of the subsequent semester. Credits are counted towards the GPA Index.

**INC: INCOMPLETE GRADE FOR MISSING WORK**

An “INC” is a temporary grade for the student who is doing passing work during a semester and who for some justifiable reason has not been able to complete a particular assignment. The student must finish all the assignments as defined by the instructor, or in his absence, by the Departmental Chairperson prior to the end of the subsequent semester, the summer being excluded. For a grade of “INC” given during the summer session, the subsequent semester shall be the following fall semester. If the necessary assignment is not completed during this period, the student shall receive a “FIN” automatically. To change the grade of “INC”, the lower portion of the Grade Change Form shall be used by the instructor or by the Departmental Chairperson, as the case may be. “FIN” is converted from an “INC” grade when the student does not complete assignments by the end of the subsequent semester. Credits are counted towards GPA Index.
AUD
A student may register and pay the full tuition for a course as an auditor. The audit option must be taken during the College's registration period. At the completion of the course, the student will receive an "AUD" grade. No credit is received for an audited course. Students who register for classes but fail to attend, will receive a 'WN' grade. The 'WN' grade is assigned by the instructor during the first three weeks of the semester. The 'WN' grade will not be calculated in the GPA. However, students are still liable for tuition.

WU
Students who cease to attend courses without officially withdrawing are given a grade of “WU”. Grades of “WU” are counted as “F” grades.

GRADERS FOR DEVELOPMENTAL SKILLS COURSES
The Developmental Skills courses carry zero (0) credit and are designed to develop skills beyond the minimal competence set by CUNY. The following grades will be assigned to Developmental Skills courses:

Grades:
P = Passing/Satisfactory
All course requirements have been met.
R = Repeat
Progress has been made, but not sufficient to pass all course requirements (Usually the CUNY Assessment Exams).
W = Withdrew Officially
WN = Withdrew, never attended
WU = Withdrew Unofficially (attended at least once)

The courses to which these grades apply include the following:
ENGR 005, ENGR 006, ENGW 005, ENGW 006, ESLR 005, ESLR 006, ESLW 005, ESLW 006, MTHP 009, and MTHP 010.

SCHOLASTIC INDEX
The Scholastic Index is a student's overall GPA. To compute the Index, the number of credits taken is multiplied by the corresponding Index value of the grade received:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Value</th>
<th>Credits</th>
<th>Quality Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>A=</td>
<td>4X</td>
<td>3</td>
<td>=12</td>
</tr>
<tr>
<td>B=</td>
<td>3X</td>
<td>3</td>
<td>=9</td>
</tr>
<tr>
<td>C=</td>
<td>2X</td>
<td>3</td>
<td>=6</td>
</tr>
<tr>
<td>D=</td>
<td>1X</td>
<td>3</td>
<td>=3</td>
</tr>
<tr>
<td>F=</td>
<td>0X</td>
<td>3</td>
<td>=3</td>
</tr>
<tr>
<td>TOTAL</td>
<td>15</td>
<td>30</td>
<td>=2.0 GPA</td>
</tr>
</tbody>
</table>

The totals are added, and the sum is divided by the total number of credits taken, including courses failed. For example, the Scholastic Index of a student who has completed sixty-two (62) credits with the letter grades indicated below is calculated as follows:

Sample Computation:

<table>
<thead>
<tr>
<th>Numerical</th>
<th>Course</th>
<th>Quality Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grade</td>
<td>Value</td>
<td>Credits</td>
</tr>
<tr>
<td>A=</td>
<td>4X</td>
<td>3</td>
</tr>
<tr>
<td>B=</td>
<td>3X</td>
<td>3</td>
</tr>
<tr>
<td>C=</td>
<td>2X</td>
<td>3</td>
</tr>
<tr>
<td>D=</td>
<td>1X</td>
<td>3</td>
</tr>
<tr>
<td>F=</td>
<td>0X</td>
<td>3</td>
</tr>
<tr>
<td>TOTAL</td>
<td>15</td>
<td>30</td>
</tr>
</tbody>
</table>

30 ÷ 15 = 2.0 Grade Point Average

The unresolved grade of “INC” is not computed in a Scholastic Index. Upon resolution, the final letter grades that replace them are counted in the Index. Final grades of “W” and “WN” are not computed in a Scholastic Index. The effect on the Scholastic Index of a student's repeating a course is noted below under the sub-heading “Repeating a Course.” The minimum cumulative GPA needed for graduation is 2.0.

REPEATING COURSES/RECALCULATION OF GPA
Students can repeat a course according to the criteria specified below:
1. Students must repeat any College-wide Core course in sequence if the final grade received in the lower level course is below a “C.”
2. Students do not have to repeat a course in which an Incomplete (INC) grade was awarded until that grade is changed to an “FIN”. Students have until the end of the subsequent semester to complete the requirements for a course in which an “INC” grade is awarded. The deadline dates for completion of course requirements are in the Academic Calendar. The Academic Calendar can be found online at www.mec.cuny.edu/registrar. Failure to complete course requirements will result in a “FIN” grade. It is only at this point that a student may repeat the course from a subsequent semester.
University Policy Regarding Computing of “D” or “F” in the GPA. (F Grade Policy):  

The City University of New York has mandated (September, 1990) that undergraduate students receiving an earned academic grade of “D” or “F” who subsequently retake that course and receive a grade of “C” or better, will no longer have the initial grade computed into their cumulative GPA. However, the grade will remain on the transcript. The number of failing credits that are not calculated in the cumulative GPA shall be limited to sixteen (16) credits for the duration of the student’s undergraduate enrollment in institutions of The City University of New York.

Note 1: This resolution is applicable only to grades of “D” or “F” and to those administrative grades that cause zero (0) quality points to be averaged into the calculation of the cumulative GPA: WU and FIN.

Note 2: This resolution applies to grades of “C” or better received for courses re-taken in the semester/quarter beginning September 1, 1990 and thereafter, such grades of “C” or better will replace grades of “D” or “F” at the same college that were previously calculated into the cumulative GPA.

Note 3: A failing grade may not be partially deleted from the calculations of the cumulative GPA. Residual credits from the original limit of sixteen (16) will not be applied to the calculation of credits of “D” or “F” from the computation of the cumulative GPA only if the residual credits are equivalent to (or exceed) the number of failing credits to be deleted for a specific course. (For example, if a student has used fourteen (14) credits of the sixteen (16) credit limit and subsequently earns a grade of “C” or better to replace a failing grade in a three (3) credit course, the original grade of “D” or “F” will continue to be calculated in the cumulative GPA; however, if that student subsequently earns a grade of “C” or better to replace a failing grade in a two (2) credit course, the original grade of “D” or “F” will not be calculated in the computation of the cumulative GPA.

Note 4: In order for a grade of “C” or better to replace a grade of “D” or “F” in the calculation of the cumulative GPA, repetition of the course must take place at the same college where the failing grade was originally received.

Effective November 2011, the F grade policy applies to D+ and D- grades.
3. If the student is not satisfied with the outcome of (2), s/he may submit an Appeal to the College-wide Committee on Academic Standards and Regulations. The student must provide all relevant materials in support of this appeal. The Committee on Academic Standards and Regulations will review the necessary material(s), including the summary of the discussions in (1) and (2) and shall make a final decision. The coordinator of the Committee will notify the student of the results of the petition and appeal.

ATTENDANCE AND OTHER COURSE REQUIREMENTS
All students are responsible for participating fully in the work of each course. Additional regulations may be determined by the Department. The class instructor shall announce in writing any special regulations for these courses at the beginning of the course. It is the student’s responsibility to be informed of the requirements of each course, to take examinations at the time prescribed by each instructor, and to turn in all assignments when they are due. A grade of “WU” will be assigned to students who stop participating in class as prescribed by the instructor. A “WU” grade is equivalent to an “F” grade. Attendance may affect eligibility for Financial Aid. (See section on Financial Aid.)

WITHDRAWAL FROM COURSES
A student may officially withdraw from a course without academic penalty through the tenth week of classes during the fall and spring semesters; through the third week for the Summer Session; and through the first week of the Winter Session. Please review the Academic Calendar for exact dates and deadlines online at www.mec.cuny.edu/registrar. When contemplating withdrawal from courses, the student should bear in mind that academic standing or eligibility for financial aid may be affected. Failure to adhere to the procedures for withdrawing from courses will result in “WU” grades.

In order to officially withdraw from a course, a student must:
1. Log on to your CUNYFirst Account.
2. Go to Self Service-Student Center-Enroll-Drop tab-Select term-Select the class-Drop your selected class
3. Click on Finish Dropping-message states SUCCESS.

The City University of New York has mandated that all developmental courses be completed within a student’s first year of college. Withdrawal from Developmental Skills courses will not be permitted without the approval of the Director of the Freshman Year Program, the Chairperson of the English Department, Chairperson of the Math Department or Chairperson of SEEK/Special Programs.

For students withdrawing from the fourth through the tenth week, a grade of “W” is given, which is not counted in computing the GPA. Grades of “Z” are given by the Registrar’s Office only.

UNOFFICIAL WITHDRAWAL FROM CLASS
Students who cease to attend courses without officially withdrawing are given a grade of “WU”. Grades of “WU” are counted as “F” grades. “WU” grades can be appealed by filing a petition through the Academic Advising Center which is reviewed by the College-wide Committee on Academic Standards and Regulations. All appeals must be accompanied by substantive documentation. All such appeals will be presented to the Committee for approval or denial. The student is subsequently notified of the decision by the coordinator of the Committee.

REQUEST FOR TRANSCRIPTS
Request for official and student copy of transcripts can be made at the Registrar’s Office or online at http://www.mec.cuny.edu/Registrar. There is a $7.00 fee for each official and student copy. However, currently enrolled students may obtain a free student copy of their transcript via CUNYFirst as long as there are no HOLDS on the student record. Copies of transcripts requested for other CUNY colleges are free for all students.

ACADEMIC SUPPORT AREAS
BURSAR

The Office of the Bursar is responsible for the collection, processing and deposit of tuition and fees for Medgar Evers College.

DROPPING AND WITHDRAWING FROM COURSES

Tuition charges are based on registration; students are responsible for tuition charges notwithstanding attendance, completion and or grades for registered courses.

It is not guaranteed that classes associated with an unpaid balance are automatically cancelled. Students are responsible to drop their courses if they are unable to attend and/or pay for registered courses. Courses drop by students on and after the first official day of the semester will incur tuition liability charges.

Students who withdraw from courses are a 100% liable for all tuition charges related to that course. In addition, withdrawing from courses could affect financial aid awards and eligibility. Students should consult with a financial aid counselor before withdrawing from classes to determine if a financial obligation will incur.

PAY IN PERSON

Our cashiering stations are located at S-308. Forms of payment accepted are cash and money order. Credit cards are not accepted in person.

NELNET TUITION PAYMENT PLAN

Log into CUNYFirst Self-Service and go to Student Center. Go to Finances and select Enroll/Manage Payment Plan. For additional help, please call Nelnet at 888.470.6014.

FINANCIAL AID

Be sure to apply for as many types of aid as you may be eligible for by filling out a Free Application for Federal Student Aid (FAFSA) and a Tuition Assistance Program (TAP) form. For additional information about financial aid please go to the Financial Aid Office website.

TUITION WAIVERS AND THIRD-PARTY CONTRACTS

If you have a waiver or third-party voucher, you must submit it to the cashiers at S-308 by your tuition payment due date. Waivers and vouchers submitted after this date may not be accepted.

The college does not send a paper bill to your home. All bills are available online.

Payment due dates are based on the first registration transaction. Anticipated financial aid, Nelnet payment plans, waivers and third party vouchers must be posted to the student account by the corresponding payment due date. Tuition charges are based on registration.

Non-payment and not attending courses are not considered an official drop. If you do not plan on attending courses for any reason, please drop your courses prior to the first official day of the semester. Otherwise, you will be charged tuition liability for registered and dropped courses.

For more information, please visit our website: http://www.mec.cuny.edu/bursar/
NEW YORK STATE RESIDENTS | OUT-OF-STATE RESIDENTS
--- | ---
**Full-Time Students** | **$3265 Per Semester**
(12 TO 18 Credits) | **$580 Per Credit**
**Part-Time Students** | **$285 Per Credit**
**Non-Degree Students** | **$415 Per Credit**
**Senior Citizen Fee** | **$65.00 Per Semester**
**Technology Fee** | **$125.00 each semester**
**Technology Fee** | **$62.50 each semester**
**AMS Payment Plan Fee** | **$62.50 each semester**
  part-time students | part-time students
  (effective 2/14) | **$18.00**

* EFFECTIVE FALL 2014

**DEFINITION OF TERMS PERTAINING TO TUITION AND FEES**

1. **New York State Resident** - A resident student is one who has had his or her principal place of abode in New York State for a period of at least twelve consecutive months immediately preceding the first day of classes for the semester for which the residency determination is made, and states his or her intention to live permanently and maintain his or her principal place of abode in New York State.

2. **Full Time (Undergraduate)** - A student who is enrolled for 12 or more credits or the equivalent.

3. **Part Time (Undergraduate)** - A student who is enrolled for fewer than 12 credits or the equivalent.

4. **Activity Fee** - The Activity Fee is paid by all students each semester in which they register for courses. It covers the use of the library, campus facilities, free admission to social and cultural events.

**SPECIAL FEES**

- Late registration - $25 beginning with the first day of the term.
- Program changes - $18 for adding a course. A student who adds and drops a course at the same time must pay the $18 fee. The fee will cover all additions made at one time by telephone, online, or in person.

**IMPORTANT NOTICE:**

*IF YOU HAVE ALREADY GRADUATED WITH A BACHELOR'S DEGREE FROM MEDGAR EVERS COLLEGE AND HAVE REGISTERED FOR ADDITIONAL COURSES, YOUR TUITION IS SUBJECT TO CHANGE TO THE NON-DEGREE RATE.*

**MISCELLANEOUS FEES AND CHARGES**

| **Application** | **$65.00 (non-refundable)** | **$70.00** | Admission fee for freshmen & non-degree students, with the exception of Senior Citizens Undergraduate transfer students
| **Readmission** | **$20.00 (non-refundable)** | Students who were absent from college for (1) one or more semesters (except senior citizens)
| **Late Registration** | **$25.00 (non-refundable)** | Charged after the specified registration period
| **CUNY Consolidated Fees** | **$15.00 (non-refundable)** | All students, including non-degree students and senior citizens, are required to pay this fee
| **Senior Citizens** | **$65.00** | | |
| **Program Changes** | **$18.00** | | |
| **Insufficient Funds** | **$20.00** | Charge levied for returned checks
| **Transcript Request** | **$7.00 (non-refundable)** | Each (except for copies going to other CUNY colleges for which there is no charge) provided there are no stops
| **Make-up Exams** | **$15.00 (non-refundable)** | For the first make-up exam and $5 each for additional to a maximum of $25 a semester
| **Special Examinations** | **$25.00 (non-refundable)** | Effective date July 1, 1997
| **Duplicate ID Card** | **$10.00 (non-refundable)** | |
| **Duplicate Diploma** | **$30.00 (non-refundable)** | |
| **Duplicate Bill** | **$5.00 (non-refundable)** | |
| **Student Activity** | **$70.00- F-TIME** |
| **$45.00- P-TIME** | **(non-refundable)** | All students are required to pay this fee (does not include the $15.00 CUNY consolidated fee)
STUDENT LIFE AND DEVELOPMENT

MISSION
The Office of Student Life & Development seeks to create community on campus. It values a holistic college experience and strives to create an environment that encourages opportunities for involvement. The Office of Student Life & Development fulfills its mission by sponsoring campus wide programming, working in collaboration with the Student Government Association, clubs and organizations advisement, leadership development and providing various engagement opportunities for Medgar Evers College students.

The office treasures diversity in all forms and its goal is to create safe spaces for expression. Student Life & Development is dedicated to developing students and providing real time occasions to take learning beyond the classroom. Lastly, the Office of Student Life & Development is a resource for all students, regardless of affiliation and supports all Medgar Evers College students in their quest for success.

CAMPUS-WIDE PROGRAMS & EVENTS
In a continuous effort to create community on campus, the Office of Student Life & Development is proud to offer a number of programs and events to the MEC student body and community. The office works in collaboration with the Student Government Association, clubs and organizations, academic departments and administrative units to engage and meet the diverse needs of students. Here is a sampling of what the office has to offer:

- CLUB FAIR - PROMOTING DEVELOPMENT through Extra-Curricular Activities!
This event provides an excellent opportunity for students to meet new people, develop leadership skills, build an impressive array of qualifications and have fun while doing it all.

- CONSTITUTION DAY
Constitution Day commemorates the formation and signing of the United States Constitution on September 17, 1787. Recognizing all who by coming of age or by naturalization have become U.S. citizens, the day celebrates the blessing of liberty and the responsibility of citizenship through workshops and activities.

- STRESS FREE ZONE - RELAX, RESTORE AND REJUVENATE BEFORE FINAL EXAMS!
Need a break from burning the midnight oil? Come relax with us and enjoy: Aromatherapy, hot teas, cookies, soothing music, massages, Yoga, Acupuncture, Reiki, Art Therapy and more.

- VOTER REGISTRATION DRIVES
Voting is a powerful and fundamental right that should be exercised by every American citizen. Medgar Evers College is in alignment with the City University of New York's campaign to banish apathy of college students and to set a national example aimed at inspiring the general voting population to go to the polls by conducting voter registration drives and forums that explain the election system and voting requirement.

SPRING FEST
Spring Fest provides a perfect opportunity for students to Relax, Unwind and De-stress before final examination. Reconnect with peers; enjoy music and offerings by various clubs and organizations, Student Government Association, administrative units and community partners.

- BLOOD DRIVES
Giving back to our community is a treasured tradition at Medgar Evers College. Each Semester all MEC faculty, students and staff are encouraged to give the gift of life by donating blood. Without volunteer donors, our community would not have an adequate community blood supply. Four million Americans each year benefit from life-saving transfusions.

- LEADERSHIP DEVELOPMENT AND TRAINING
The Office of Student Life is dedicated to creating opportunities for students to develop and hone their leadership skills. Understanding that students are at different stages in leadership our programs are designed to augment our student's leadership skills at various stages of development.

- CLUB AND ORGANIZATIONS TRAINING
We want all of our clubs and organizations to be successful. At the beginning of the fall semester the office provides leadership training for Clubs and organization officers; covering topics from budgeting and finance to effective event planning and advertising.

- STUDENT LEADERSHIP SYMPOSIUMS
This program is designed to introduce MEC students to new and different ideas and concepts of leadership by providing resources and tools that will expose and create an opportunity for dialogue with professionals in various fields of study. Three workshops will be offered each semester.

THE NATIONAL SOCIETY OF LEADERSHIP AND SUCCESS MEDGAR EVERS COLLEGE CHAPTER (NSLS)
The Medgar Evers College Chapter of the National Society of Leadership and Success aims to assist students in creating the lives they desire, by helping students discover what they truly want to do, by giving them the support and tools to achieve their goals, in order to build leaders who, make a better world. The society is a very active organization, boasting over 600 members. Membership is open to students who have attained between 15-100 credits and a GPA of a 2.7 or better.

Members of the Society have access to presentations from renowned industry leaders; leadership training workshops, peer to peer support groups, online success coaches and more. There is a one-time membership fee but the return is worth it.
STUDENT LIFE DIVERSITY & INCLUSION INITIATIVE
This initiative is a series of activities designed to address issues of diversity and multiculturalism on campus including but not limited to:

- To enhance a climate of mutual respect between and among members of the Medgar Evers College Community.
- To foster appreciation and awareness of among students of their own culture and others.
- To engage and support our cultural, religious and social justice clubs.
- To inspire action and encourage students to address social injustice.
- To foster collaboration among cultural, religious and social justice and civic engagement clubs.

Diversity activities include: The Soul Food Festival, Diversity Day, Diversity Poetry- Spoken Word Slam Competition, Ice Cream Social etc. volunteerism.

COMMUNITY ENGAGEMENT & VOLUNTEERISM
This initiative is designed to engage and expose our students to volunteerism and advocacy through community outreach. It further encourages students to be civically engaged to make a difference in the civic life of their communities and develop the knowledge, skills, values and motivation to make that difference.

Activities include Community Day with Ebbets Field Senior Citizens, volunteering with local women homes, supplies of breast cancer initiatives etc.

On-Campus & Off-Campus Resources: The office provides information on ordering t-shirts, supplies, publicizing events and fundraising. Special Events: This office combines the skills, energies, and talents of students to develop and sponsor College-wide special events. Such events include Club Fair, Spring Fest, talent shows, and other programs of interest.

STUDENT GOVERNMENT ASSOCIATION
All students of Medgar Evers College are members of the Student Government Association (SGA). The executive body of the SGA (president, day vice president, evening vice president, corresponding secretary, recording secretary, and treasurer) and elected class representatives constitute the Student Council. The SGA is concerned with many student activities including club budgets, the formation of new clubs, and the sponsoring of extra-curricular programs of intellectual, cultural and social value for the entire student body. The SGA also participates in the College’s decision-making processes that affect the general student body.

Additionally, by participating in various college-wide and departmental committees, students have the opportunity to share in the full range of responsibilities present in the planning and governance of the academic and non-academic aspects of student life at Medgar Evers College. Visit the office or send an email to find out how you can get involved in events and activities for the academic year or to offer feedback or comments. They welcome student support and participation at all levels and would love to hear from you.

Student Services Building
1637 Bedford Avenue, Suite -210
(718) 270-6040 | student-gov@mec.cuny.edu

HOW TO CHARTER A CLUB OR ORGANIZATION
Any student group wishing to be officially recognized as a student organization at Medgar Evers College must file the following information with the Office of Student Life and Development:

1. Purpose of organization
2. List of officers
3. Student members must be enrolled in the College
4. Membership must consist of ten (10) students with a minimum GPA of 2.0 and be in good standing with the College
5. Letter from a faculty member consenting to serve as an advisor. Advisor must be a faculty or staff member.
6. Constitution and By-Laws (Sample available from Student Life)
7. Written consent from the national organization, if appropriate.

If the purpose, program, and constitution of the proposed organization is not in conflict with policies, rules, and regulations, materials are forwarded to the Director of Student Life and Development and Vice President for Student Affairs and/or the Dean of Students.

The following certification guidelines apply each semester a student holds office, whether by election, appointment, or ex-officio status: i.e. club board members. In the guidelines, credit hours refer to actual credit hours, and not equivalent or contact hours. Position holders for a leadership position must be enrolled in a degree or credit bearing certificate program at Medgar Evers College and must be clear of probationary status.
STUDENT CLUBS & ORGANIZATIONS

The Office of Student Life & Development coordinates student activities, clubs and organizations, and associations, with academic departments, and other administrative units. Clubs, organizations, and associations who plan activities are required to utilize the college services and resources through the Office of Student Life & Development.

COMMON HOURS
formerly referred to as Club Hours, are observed on:
Monday, Wednesday: 11:30 a.m. - 12:45 p.m.
Saturday: 2 p.m. - 3 p.m.

ADAFI: THE VOICE OF THE STUDENTS OF MEDGAR EVERS COLLEGE
E-mail: adafi@mec.cuny.edu
ADAFI, Medgar Evers College's campus-based news publication, is a vital bridge of communication between faculty, staff, students, other CUNY institutions, and the general community. Its goal is to bring the news in its most realistic, reliable, dynamic, and sometimes controversial form.

ARMED FORCES CLUB (A.K.A. VETERANS CLUB)
E-mail: mecafc@mec.cuny.edu
MEC Armed Forces Club's facilitates veteran involvement on the Medgar Evers College campus. It also brings awareness to the college community of the vital roles of veterans through social events and programs.

ASSOCIATION FOR COMPUTER MACHINERY (ACM)
E-mail: acm@mec.cuny.edu
Association for Computer Machinery is an educational and scientific computing society that delivers resources to advance computing as a science and a profession. ACM provides members with leading-edge publications, conferences, and career resources.

ASSOCIATION FOR LATIN AMERICAN STUDENTS (ALAS)
E-mail: alas@mec.cuny.edu
The purpose of the Association for Latin American Students is to promote Latino pride at Medgar Evers College. The ALAS goal is to promote Latin culture, events, and discuss contemporary issues affecting Latin Americans.

CARIBBEAN VILLAGE
E-mail: caribbeanvillage@mec.cuny.edu
The mission of the Caribbean Village is to foster a multicultural community through education and advocacy regarding systematic group oppressions, ethnic and cultural diversity, and establishing and environment of cross-cultural learning and exchange for the entire campus. Additionally, the club aspire to highlight the Caribbean culture, promote unity on campus within an American society, and bring diversity under one umbrella.
**DANCE CLUB**
E-mail: dance@mec.cuny.edu

The purpose of Dance Club is to foster a community of students from all majors who are interested in the art of dance by providing them with further performance outlets, educational opportunities, and social gatherings and to use our size and sense of cooperation to give back to those in need in the broader community. Our club would facilitate members to develop and enjoy the art of dance, demonstrate the beauty of dance, promote understanding of different dance cultures and balance the student life with dynamic lifestyle.

**EDUCATION CLUB**
E-mail: educationclub@mec.cuny.edu

The education club welcomes all students who are interested in the education profession and in child development. The Education Club provides opportunities to interact and network, engage in professional discussions, to discuss current issues in education, and to develop experiences leading to the understanding of the educator as a lifelong learner.

**THE ENTREPRENEURSHIP & EXPERIENTIAL LEARNING CLUB**
E-mail: eelc@mec.cuny.edu

The purpose of this club is:
- To inform students of entrepreneurial opportunities Support and inspire college students to be entrepreneurial
- Seek opportunity through enterprise creation.
- With a diverse entrepreneurial community the club will provide student entrepreneurs with opportunities, events, activities, and conferences to help start businesses
- Create opportunities for experiential education in entrepreneurship
- Support and mentor student entrepreneurship in a culture that is ethical, positive, encouraging, and non-self-promotional.

**FINANCE CLUB**
E-mail: financeclub@mec.cuny.edu

The mission of the Finance Club is to build a network and support system that enhances the experience of students at Medgar Evers College who are studying Finance, Economics or Accounting. Participation in the club is not limited to students studying finance, entrepreneurs across all fields of study we welcome to participate.

**GLOBAL MEDICAL BRIGADE (GMB)**
E-mail: gmb@mec.cuny.edu

To provide a holistic model for sustainable health care in under-served rural communities by conducting preliminary needs, assessments, treating patients to the highest ethical standards, sponsoring referrals to those with needs beyond our capability, recording data for the production of quantitative reports, and working with other GB (Global Brigade) programs to improve water, sanitation, and economic infrastructures.

**HAITIAN AMERICAN STUDENT ASSOCIATION (HASA)**
E-mail: hasa@mec.cuny.edu

The Haitian American Student Association brings awareness of Haitian culture to the campus and community-at-large through cultural, academic, and social events and programs. This club holds seminars and lectures as well as coordinates social events and conduct fundraising for educational and social enrichment at the college.

**HILDA RICHARDS NURSING CLUB**
E-mail: hilda_club@mec.cuny.edu

The Hilda Richards Nursing Club mission is to foster relationships and develop linkages between medical facilities and the community for students enrolled and majoring in the field of nursing. Members also help with the promotion of total health and wellness of other individuals at Medgar Evers College.

**IMPACT MOVEMENT**
E-mail: impact@mec.cuny.edu

Impact Movement was established to provide support and fellowship for Christian students on campus and encourages greater understanding between Christian students and the general student body. It takes the truth of Jesus Christ to the campus, community and world by producing leaders of African descent who are spiritually focused, financially responsible and morally fit.

**MEDGAR EVERS COLLEGE MATH SOCIETY**
E-mail: mathsociety@mec.cuny.edu

Members of the Medgar Evers College Math Society assist students with the comprehension and mastery of mathematical equations through workshops and tutorials offered to the general student population.

**MEDGAR EVERS SCIENCE ASSOCIATION (MESA)**
E-mail: mesa@mec.cuny.edu

Medgar Evers Science Association (MESA) encourages students to envision a much broader spectrum of the academic science agenda by exposing them to the endless possibilities and intangibles in the field of science in college environment and beyond.

**MEDGAR EVERS COLLEGE SOCIETY OF PUBLIC ADMINISTRATION (MECSPA)**
E-mail: mecspa@mec.cuny.edu

MECSPA encourages participation of its students in all levels and areas of government through resources, seminars and internships at Medgar Evers College, the City University of New York, and the surrounding community.

**MUSLIM STUDENT ASSOCIATION (MSA)**
E-mail: msa@mec.cuny.edu

The Muslim Students Association (MSA) provides Medgar Evers College students with the opportunity to come together in a supportive Muslim environment and seeks to educate the Medgar Evers College community about Islam. The entire Medgar Evers College student body and community members are welcome to MSA activities and events. Above all we recognize that students are at varied levels in their own faith and we are welcoming to all, regardless of the extent of one’s religious knowledge or determination.
NATIONAL ASSOCIATION OF BLACK ACCOUNTANTS (NABA)
E-mail: naba@mec.cuny.edu
National Association of Black Accountants promotes and develops the professional skills of our members while best using of educational opportunities at Medgar Evers College. NABA enhances accounting professionals through seminars, lectures, debates, retreats and networking. It unites students who have similar interests and ideals, are committed to professional and academic excellence, possess a sense of professional and civic responsibility, and are concerned with enhancing opportunities for minorities in the accounting.

NATIONAL ASSOCIATION OF BLACK SOCIAL WORKERS (NABSW)
E-mail: blacksocialworkers@mec.cuny.edu
The MEC Chapter of the Black Social Workers is designed to promote the welfare, survival, and liberation of the African-American community through workshops, critical forums, and seminars specific to the needs of the community.

OMEP-STUDENT CHAPTER: A WORLD ORGANIZATION FOR PROMOTING EARLY CHILDHOOD EDUCATION AND ADVOCACY (ECEA)
E-mail: ome@mec.cuny.edu
The purpose of the organization is to be an active advocate for children and their families by encouraging Medgar Evers College students to advocate for children on a global level. The organization’s goals are to educate ourselves and others regarding:
- Local issues
- National issues
- International issues

RADIO NATION
E-mail: radionation@mec.cuny.edu
Radio Nation members are provided with the opportunity to learn all aspects of Mass Communication, and to have a hands-on experience in the operational aspects of broadcasting while serving the Medgar Evers College community.

RISING STARS
E-mail: risingstars@mec.cuny.edu
Rising Stars main focus is to develop the various talents of its members in music, dance, rap, poetry, and the performing arts while promoting and encouraging academic success.

SHADES CLUB
E-mail: shades@mec.cuny.edu
The SHADES Club, creates an environment that educate, support, and empower women and students of the Medgar Evers College community enabling them on their path as successful and productive students and citizens on a local and global level.

SMILES FOR EVERS DENTAL CLUB
E-mail: smilesdental@mec.cuny.edu
The Smiles for Evers Dental Club, fosters an environment that educates and supports students interested in the field of dentistry. The club will invite local dentists, oral surgeons, dental scientists, dental hygienists, dental assistants, and other allied health professional to share their experiences with MEC students.

VOICES FOR SELF-RELIANCE THROUGH BUSINESS DEVELOPMENT CLUB
E-mail: vsbdc@mec.cuny.edu
The Purpose of Voices for Self-Reliance through Business Development Club is to build a network and support system to enhance the experience for students attending Medgar Evers in areas of finance, Economics or accounting. The club welcomes all entrepreneurs in all areas of study.

Don’t see a club that suits your needs? Interested in starting a new organization? Let the office help you! Set up an appointment to speak with someone about the process.
ATHLETICS AND INTRAMURALS

Medgar Evers College the home of the Roaring Cougars is a Division III NCAA institution that holds membership in the following conferences: the City University of New York Athletic Conference (CUNYAC), and the Eastern Collegiate Athletic Conference (ECAC). Presently we sponsor 14 varsity sports, and three clubs. This Fall 2016 we will be offering women’s swimming as a varsity exhibition sport.

We offer the following sports:

MEN’S & WOMEN’S VARSITY SPORTS

- Basketball
- Soccer
- Cross Country
- Volleyball
- Indoor Track & Field
- Swimming (Women’s only)
- Outdoor Track & Field
- Cheerleading (Co-Ed)

CLUB SPORTS

- Swimming (Men’s)
- Netball (Women’s)
- Bowling (Co-Ed)

In order to be eligible to compete in inter-collegiate athletics you must meet the following:

- Enrolled in a full-time program of undergraduate studies (12 credits), in good academic standing and maintain satisfactory progress toward a baccalaureate or an equivalent four-year degree.
- Cumulative grade point average of 2.0/4.0.
- Pass all required CUNY assessment test; i.e. has completed all remediation coursework/ test with passing marks.
- Completed more than ten full-time semesters (this includes semesters from other institutions as well as semesters where full-time enrollment was intended).
- Competed in more than four years in the given sport.
- If a student-athlete is enrolled in a two-year degree program or its equivalent at Medgar Evers College, that student-athlete was admitted to Medgar Evers College under the same standards as four-year degree seeking students are admitted and the two year degree program is not considered a terminal program.

MEC athletic facilities consist of the following:

Gymnasium (The Cougar’s Cave) aquatics facility (the pool) and the Weight Room all located in the Carroll Street Building, where our men’s and women’s volleyball and basketball teams play. The men’s and women’s soccer, cross country, indoor and outdoor track and field, and women’s tennis compete off campus.
HEALTH SERVICES

The Office of Health Services (OHS) educates students to become preventive health consumers in order to meet today’s health challenges. We are diligent in our quest for quality health care by seeking the best services our community based organizations offer. Since “prevention is the key to good health or wellness,” the OHS with other collaborations has instituted various preventive health programs that will benefit students on campus such as college-wide health fairs, referrals (medical/dental), and enrollment in NYC Health Insurance Plans.

The OHS ensures that students are in compliance with immunization regulations as stipulated by New York State Public Health Law (PHL2165 (MMR), and NYS PHL2167 (Meningococcal Meningitis information) and provides advocacy, education, materials, workshops as well as related culturally competent preventive practices to manage, enhance and improve their health to achieve optimal academic and personal success.

New York State Public Health Law 2165 requires students born after January 1, 1957 to submit documentation proving immunity to Measles, Mumps and Rubella. The following constitutes proof of immunity: two doses of Measles vaccine and one each of Mumps and Rubella or blood test results showing immunity to each disease. Students must comply in order to attend classes. Students also must submit a Meningococcal Meningitis Immunization Form signed by the student, or if under the age of eighteen, the student’s parent or guardian, to the Office of Health Services within thirty days from the beginning of the semester. This form acknowledges the mandatory receipt of information regarding Meningococcal disease and vaccination. Vaccination is not required. Students who fail to return this form may not be allowed to attend classes. The Office is responsible for processing immunizations and also actively involved in health initiatives such as Medgar Evers College and CUNY sponsored health expos, as well as seminars, and mammogram drives. Staff is engaged in timely health issues including Hypertension, Obesity, Smoking Cessation, Substance Abuse, Domestic Violence, HIV/AIDS, Nutrition, LGBT Cultural Competency, and all dimensions of health and wellness in a holistic manner.

The OHS contributes to the health care needs of our students and is dedicated to treating them with respect, integrity and compassion. First-aid treatment is provided as necessary. Care and counseling are confidential. Medical records are kept in a secured location and students’ files will only be released with written authorization.

ELIGIBILITY AND COST

The Student OHS is a facility available to all Medgar Evers College students with a validated I.D. and the services are free.
COUNSELING & PSYCHOLOGICAL SERVICES
“Counseling is Always in Season”

Counseling and Psychological Services are provided to help students cope with academic, career, and personal problems that interfere with their ability to achieve academic success and actualize their human potential. The counseling philosophy at Medgar Evers College is “to motivate and assist students in their pursuit of education, career, and personal/social empowerment for life-long self-development.” Counseling and Psychological Services facilitates workshops for students about issues of sexual assault, psychological distress, campus violence, PTSD, and other mental health challenges. In addition, Counselors utilize their clinical skills to assist students in achieving their personal and/or educational objectives through exploration of the problem and ramifications, examination of attitudes and feelings, consideration of alternative solutions and decision-making.

MISSION STATEMENT
The counseling mission at Medgar Evers College, CUNY is to motivate and assist students in their pursuit of higher education objectives and personal development for self-actualization. Counseling is a collaborative process, which involves the development of an unique, confidential helping relationship. The counselor acts as a facilitator in helping the client to understand more accurately about him/herself and the world around them.

Mental Health Professionals provide individual and group counseling in the psychosocial areas, such as self-esteem, domestic violence, bereavement/grief, strengthening family relationships, anxiety and depression. Burke and Steffire (1995) stated that “counseling is designed to help students to understand and clarify their views of their life space and to learn to reach their self-determined goals through meaningful, well informed choices and through resolution of problems of an emotional or interpersonal nature.”

SERVICES
- Domestic Violence
- Grief Counseling
- Personal Counseling
- Bullying
- Stress Management
- Veterans Outreach
- Crisis Intervention
- Eating Disorder
- Managing Addictions
- Counseling Workshops
- Coping Skills
- Psychological Distress
- Smoking Cessation
- Referrals
- Time Management

OFFICE HOURS
Monday - Friday: 9 a.m. to 5 p.m.
Late hours are scheduled by appointment and availability.

OTHER AVAILABLE RESOURCES
SERVICES FOR THE DIFFERENTLY-ABLE

The Office of Services for the Differently-Abled is located in room 1024 in the 1650 Bedford Avenue building. The Office is responsible for authorizing and providing accommodations to students, faculty, and staff members with disabilities. The accommodations provided are in accordance with and under the regulations and guidelines of the Americans with Disabilities Act. The Office serves all individuals based on appropriate documentation received from medical, psychological, or educational professionals. All information presented to the Office is securely filed and kept completely confidential. Accommodations and services provided due to the nature of an individual’s disability may include but not be limited to the following:

1. Extra time on exams
2. Use of a note taker in class
3. Use of a tape recorder in class
4. Individualized tutoring
5. Use of Assistive Technology
6. Classroom Relocation (due to nonworking elevator or mobility difficulty)
7. Textbooks in alternate format
8. Large print
9. Handicapped parking authorization
10. Referrals to learning disability testing
11. Voter Registration Assistance
12. Referral to outside resources

Mr. Anthony Phifer is the Coordinator of Services for the Differently-Abled and the 504 Coordinator for the College. Mr. Phifer’s office is located in Room B-1024 and he can be reached at 718-270-5027 or by e-mail at aphifer@mec.cuny.edu.

CUNY LEADS

The CUNY LEADS program, or Linking Employment Academics and Disability Services, is designed to bring about successful academic and career outcomes for students with disabilities. The CUNY LEADS Advisor, Paula Whitney Best, MA, JD, provides a host of services which include academic advisement, career counseling, resume and cover letter preparation, interviewing skills preparation, internship and job placement assistance and advocacy skills. Ms. Best operates out of the Office of Services for the Differently-Abled in Suite 1024B in 1650 Bedford Avenue. She can be reached at (718) 270-4804, pwbest@mec.cuny.edu and Fax: (718) 270-5003.

OFFICE HOURS

Monday, Tuesday, Friday: 9 a.m. - 5 p.m.
Wednesday & Thursday: 9 a.m. - 8 p.m.
The Career Management Services Center (CMSC) is a significant resource for Medgar Evers College students. Providing career-oriented activities such as workshops, events, coaching, recruitment and other resources.

**MISSION & ACTIVITIES**
Our mission is to provide a standard of excellence that supports Medgar Evers College’s Mission, and offer a career management service center for innovative problem resolution and strategic planning for areas related to Business, Liberal Arts & Education, Science, Health, and Technology. In preparation for the internships and job opportunities, we provide resume writing, soft skills training, dress for success tips, industry exposure and targeted career coaching. We encourage you to explore the many resources we offer empowering you to succeed.

Career Management Services Center activities assist, empower, and encourage students with:
- developing the professional skills necessary to compete in the world of work
- being proactive with managing their career planning and development
- making smooth transitions: from student to professional or when making a career change
- the practice of life-long learning

**PROGRAMMING**
The Career Management Services Center utilizes in-person, as well as, online technology to engage and assist students. From mock interviews and executive guest speakers, to internship recruitment, and assistance with obtaining professional attire, the CMSC provides a multitude of resources that address students’ career needs.

The Career Preparatory Plan
The Career Preparatory Plan is the CMSC’s signature workshop intended to assist students with managing their professional progression while completing their college education. The Plan is a check list of co-curricular and career activities that students should engage in, in order to be ready for the world of work once they reach graduation.

**MANAGEMENT**
The CMSC uses Symplicity as our department management and communication system. Students are encouraged to activate an account on Symplicity to get a resume review, search for career related opportunities, remain in communication with the CMSC and take advantage of other resources. To activate your Symplicity account, go to https://mec-cuny-csm.symplicity.com.

**OFFICE HOURS**
Monday - Friday: 9 a.m. - 5 p.m.
Appointments available upon request
CENTER FOR WOMEN’S DEVELOPMENT

Founded in 1982, the Center for Women’s Development (CWD) supports the self-actualization of students by providing specialized resources needed to assist Medgar Evers College female students in their academic and personal pursuits. The CWD services and programs promote the self-empowerment, self-awareness, and respect of women while encouraging them to achieve academic excellence as well as hone their leadership and life skills in a collegial environment conducive to teaching and learning.

Emerging from the CWD are four programs: Upsilon Theta Pi Honor’s Society, Sisters Having a Definite Excellent Strategy (S.H.A.D.E.S), a student driven group as well as the Women of Distinction and Role Model programs recognize students for their community give back and service. Through collaborations with community based organizations, community leaders, and other Medgar Evers College departments conduct programs and workshops to foster the growth and development of students.

Each program uniquely promotes the CWDs mission of providing direct services, support, and programming to female students by offering specialized services that support personal development and self-actualization. Programs assist students in addressing issues affecting selfactualization and quality of life, actively addressing issues faced by female students, providing support that includes counseling, advocacy, referrals, and the development and implementation of educational forums. The CWD provides printed and audio visual materials on women, families, and gender issues, compiles resource information, and maintains a mini-library as well as an extensive Resource Directory. The CWD also sponsors individual and group counseling around issues of self-esteem stress, family violence, parenting, empowerment, and other quality-of-life issues for all students and open to the community.

PROGRAMS

• Role Model Program: co-sponsored by the NY Coalition of One Hundred Black Women – offers scholarships and matches selected high-achieving students with professional women for an intensive mentoring experience
• Gender-Specific/All Women’s Freshman Seminar Class
• S.H.A.D.E.S. (Sisters Having a Definite Excellence Strategy): student club devoted to women’s empowerment through service and leadership
• Sista Salons: a literary salon that allows students to listen to literary work read by professional women writers; exchange ideas through an intimate, community conversation; and develop their own original writing during workshops facilitated by professional women writers
• Upsilon Theta Pi Academic Honor Society: an all women’s society for students who have a minimum G.P.A. of 3.5, and have demonstrated a commitment to academic excellence and community service.

http://www.mec.cuny.edu/center-womens-development/
MALE DEVELOPMENT AND EMPOWERMENT CENTER (MDEC)

The Male Development and Empowerment Center (MDEC) at Medgar Evers College is designed to counsel and mentor male students who have enrolled at the college. The Center intends to address the area of academic success both directly and indirectly. Directly by providing mentoring/coaching, training, and academic support to students and indirectly by providing group settings for social development and information exchange, as well as cultural enrichment.

MISSION STATEMENT

The Male Development & Empowerment Center’s expressed purpose is to support the academic and social needs of male students through interaction, dialogue, and service delivery between male students, faculty, staff, and alumni, with a strong focus on the college life issues of male students ranging from retention to economic empowerment.

5 MDEC PILLARS

Pillar 1: Connection Hub
- MDEC serves the purpose of providing a venue for male students to connect, become involved and develop into leaders and advocates for the needs, issues, and concerns of male students within the campus community and beyond.
- The MDEC mentoring program identifies, trains, and matches mentors and mentees to jointly organize programming.
- MDEC provides comfortable spaces that allow students to validate each other’s experiences, seek and share advice, and talk about topics relevant to men on campus and in larger social contexts.

Pillar 2: Career Awareness and Readiness
- MDEC provides extensive support in the development and implementation of student career plans.
- MDEC facilitates exposure to the world of work for students that may include the following experiences and activities: speakers from targeted employers; field trips to employers in relevant industries and occupations; job shadowing opportunities; service learning in relevant industries and occupations; resume writing workshops; and internships.

Pillar 3: Civic Education and Engagement
- MDEC seeks to build an increased level appreciation for civic engagement. Research indicates that students who are civically engaged and who are confident about their ability to advocate for themselves and address the political issues impacting their daily lives are more likely to succeed in school.
- MDEC facilitates service learning opportunities for students to engage in the community.
- MDEC provides increased opportunities for student involvement in curricula activities through participation in action-oriented research, civic engagement.

Pillar 4: College Preparation and Achievement
- MDEC conducts College Readiness Saturday Camps that will include the following components: SAT/ACT preparation, mathematics assistance, writing assistance, life skills development, and higher education planning.
- MDEC provides culturally relevant experiences to motivate students to be engaged, strive for academic success, and persist through baccalaureate degree attainment.

Pillar 5: Communication and Research Platform
- MDEC host conferences and other gatherings to develop and share effective strategies that promote the development and empowerment of urban males.
- MDEC utilizes various digital media platforms and technological mechanisms to disseminate information and foster collaboration.
The campus-based Child Care Program currently provides a pre-school program and an Afterschool program that meets the needs of both the child and the student parent. The program runs on a flexible registration system. Parents register their children based on their college schedule. We also offer a Department of Education Universal Pre-Kindergarten full day program. Our programs are licensed by the New York City Department of Health Bureau of Day Care. The programs offer an integrated curriculum, which focuses on the overall development of each child via learning through play.

**OFFICE HOURS**

Monday - Thursday: 8 a.m. - 9 p.m.
Friday: 8 a.m. - 3 p.m.
Saturday: 8 a.m. - 4 p.m.

**TUITION**
The fee charged is based upon the cost per child rate. Subsidized rates are available.

**STAFF**
The Director and teachers are certified in early childhood education. The assistant teachers have a minimum of a high school diploma and must also have credits toward an Associate degree or training in early childhood.

**REGISTRATION**
The center operates on a flexible registration system. Parents register their children based upon their college schedule. There is a $20 non-refundable registration fee at the time of registration. Parents must be currently enrolled as a MEC student. Original bursar’s receipt must be shown.

A copy of the child’s birth certificate and immunization records are required. Originals must be shown.

*No Child Will Be Allowed To Start The Program Without All Complete Documents*

For more Information: Call (718) 270-6017 or visit our office C-107 Carroll Street Building.

**CHILDREN ON CAMPUS**
The College has an obligation to its students, faculty, staff, and visitors to conduct its operations and maintain its facilities in a manner consistent with its mission as an institution of higher education. For this reason, young children who are not registered in the child care center should not be brought to the campus, and may not attend classes with their parent or guardian. There may be occasions when brief visits by children of students may be necessary. Children may visit college offices and facilities, other than classrooms, for limited periods of time when their parent or guardian is conducting college business. Regular repeated visits by children are not permitted. In no case are children permitted in labs, shops, construction/repair sites, or other Potential hazard areas. If for any reason the Center on campus is unable to accommodate your request, staff can provide contact information on resources that may fit your needs.
FRESHMAN YEAR EXPERIENCE OVERVIEW

The mission of the Freshman Year Program (FYP) is to provide a comprehensive guide to being successful in college as well as a foundation to a particular area of study or concentration. It is meant to assist students in developing the confidence and necessary drive and skill set to transition from high school to college, and to complete their course of study in a timely manner.

FYP intends to fulfill this mission via the following goals/objectives:

1. demonstration of knowledge of self;
2. exiting developmental/remedial skills courses;
3. accumulating 30 credits prior to the start of their second academic year;
4. demonstrating critical thinking skills;
5. technological proficiency;
6. civic engagement;
7. career orientation;
8. relating to diversity;
9. providing students with a smooth transition into their Sophomore Year of College.

It culminates into a Freshman Year Experience that integrates and incorporates both academic and non-academic programming that facilitates a socially inclusive and supportive environment to address the social, emotional, and academic needs of our students.

Course Description:

Freshman Seminar 101 (FS 101): is designed to provide first-time college students and first and second semester Re-Admit students with the necessary skills required for a successful college experience. Five interdisciplinary modules will be presented: Bonding, Orientation, Study/Library Skills, Wellness, and Education/Careers.

Freshman Seminar 102 (FS 102): will be a focal point for the development of critical thinking and research skills via established learning communities between LIB 100 and an introductory course of the student’s major. Students will have the benefit of taking three courses in a cohort with their peers that will highlight and reinforce their FS 101 learning experiences. They will have the opportunity to become more research-oriented in the context of their majors and minors, complete a service-learning component, become exposed to internships, and expand their career opportunities in their discipline.

1637 Bedford Avenue, Room S-219
Brooklyn, New York 11225
718-270-4960 | fyp@mec.cuny.edu

OFFICE HOURS
Monday, Tuesday and Thursday 9 a.m. - 4:45 p.m.
Wednesday and Thursday 9 a.m. - 6:45 p.m.
ACADEMIC ADVISING

The mission of the Academic Advising Center (AAC) is to provide students above 30 credits with accurate advisement, information and resources related to curriculum requirements, academic standards, college policies, procedures and regulations, and personal concerns that may impact students’ academic performance.

Our advising philosophy takes a developmental approach, stressing the advisor-student relationship and the active role of students in developing an academic plan that is consistent with their academic and professional goals. The AAC’s operation is based on a dual-model, which entails providing academic advisement and faculty mentoring services to students via an assigned academic advisor and department faculty. This model enables academic advisors, and faculty mentors to work collaboratively in meeting students’ needs and simultaneously address factors which impact student retention.

GOALS

The primary goal of the Academic Advising Center is to provide effective academic advising services to our students. The Center’s motto “Preparation, Professionalism, Dedication” reinforces our intrusive advisement methodology that provides for initial review, follow-up, continued outreach and appropriate interventions to cultivate students’ academic progress and success. Each Academic Advisor assists students with the following:

- Creating an Education Action Plan if student is on academic probation
- Mapping four-year degree plan via DegreeWorks to ensure timely graduation
- Utilizing DegreeWorks advising/graduation audit system and GradesFirst appointment and communication systems
- Developing educational and professional goals during their undergraduate college experience and beyond
- Understanding the purpose of general education and its relation to curricula
- Identifying and assisting with resolving pedagogical issues related to grades, academic progress, and degree completion
- Addressing personal, social, and financial problems which serve as barriers to academic success
- Reviewing and resolving TAP course issues
- Filing for a change of major
- Liaising with Department Chairpersons to resolve students’ issues
- Filing for graduation
- Other academic matters that may impede students’ progress

PROFESSIONAL ADVISORS’ RESPONSIBILITIES

In addition to their inherent responsibilities for advising students in a range of major disciplines, academic advisors will also serve as departmental liaisons. As liaisons, advisors will work directly with the department chairs to facilitate communication between the academic department and the advising center to stay informed of curricular changes. The cadre of advisors will be specialists in specific school-based majors as well as generalists in other areas.

Students can schedule a thirty-minute appointment to speak with their assigned academic advisor or “walk-in” to utilize our fifteen-minute fast-track available advisor service.
ACCELERATED STUDY IN ASSOCIATE PROGRAMS (ASAP)

Accelerated Study in Associate Programs (ASAP) is a comprehensive program for students pursuing their Associate degree. ASAP is designed to help students earn their degrees as quickly as possible by providing a range of financial, academic and personal supports.

Key ASAP program features include a dedicated ASAP Advisor to guide your progress from entry to graduation, access to a Metro-Card, textbook voucher, career development, and tuition waiver for financial aid eligible students.

ASAP ELIGIBILITY CRITERIA

• Complete all CUNY admissions requirements, including the CUNY Assessment Test.
• Be a New York City resident and/or eligible for in-state tuition.
• Agree to study full-time (minimum 12 credits per semester) in an ASAP-approved Associate degree program.
• Complete the FAFSA at [http://www.fafsa.gov](http://www.fafsa.gov) and the New York State TAP application at [https://www.hesc.ny.gov/](https://www.hesc.ny.gov/) (Students not in receipt of financial aid but otherwise eligible may join ASAP but are responsible for paying all tuition and fees.)
• Current CUNY or transfer students may have 15 or fewer college credits at the completion of the semester prior to entering the program and must be in good academic standing (GPA of 2.0 or above).
• Be fully skills proficient or have no more than two outstanding developmental course needs at the time of entry. Students with developmental course needs are required to enroll and participate actively in CUNY Start or the Immersion program.

Benefits received by ASAP students include:

• Access to an unlimited MetroCard while you are in classes
• A voucher to reduce the cost of textbooks
• A tuition waiver for any gap between tuition and your financial aid award (for students in receipt of financial aid)
• A dedicated ASAP advisor to guide your progress from entry to graduation
• Special registration options that help you get the classes you need that also fit your schedule
• Opportunities to take classes with fellow ASAP students to foster community and build your network
• Enhanced career development and academic support services
• Financial and Academic resources to help students in selecting majors earn bachelor’s degrees in four years; eligibility criteria apply.

1637 Bedford Avenue, Room S-206
Brooklyn, New York 11225
718-804-8209 | asap@mec.cuny.edu
PERCY ELLIS SUTTON SEARCH FOR EDUCATION, ELEVATION AND KNOWLEDGE (SEEK) PROGRAM

The Percy Ellis Sutton Search for Education, Elevation and Knowledge (SEEK) Program, one of the major initiatives of The City University of New York (CUNY), was created by the Board of Higher Education of The City University in 1964. In 2009, the SEEK Program was renamed in honor of Percy E. Sutton, who was instrumental in the creation of the program. SEEK is designed for students who require financial and academic support to complete a college education. Students in the program receive up to ten semesters of economic and academic support while meeting the requirements for a baccalaureate degree and up to six semesters to complete an associate degree.

Basic Skills instruction, individual and group counseling, and academic support services are provided to each Special Programs/SEEK student by faculty and staff who have a wealth of experience in these areas. Students also receive a financial aid stipend for educational expenses. The stipend for academic year 2014-2015 is $500 per semester for books, and $50 per week for participation in the pre-freshman summer program.

Funding of these supportive services is provided by The New York State Higher Education Opportunity Program Act. At Medgar Evers College, the primary goal of the SEEK Program is to provide students with the financial, academic and psychosocial resources needed to succeed while in college, and upon graduation.

THE MAJOR OBJECTIVES OF THE SEEK PROGRAM

1. To provide a permanent and structured program of special assistance to students who require and can utilize supportive services to overcome educational and economic disadvantages to obtain a quality college education and to expand career and social options available to them.

2. To provide, by means of special funding, a range of intensive supportive services (as provided for under the Higher Education Opportunity Act) to aid each Special Programs student to bridge, as successfully and expeditiously as possible, the gap between basic skills instruction and the regular college curriculum.

3. To explore, develop, and demonstrate innovative techniques to enable students to achieve their academic goals.

1637 Bedford Avenue, Room S-205C
Brooklyn, New York 11225
718-270-4973 | smason@mec.cuny.edu

OFFICE HOURS
Monday, Tuesday and Thursday 9 a.m. - 4:45 p.m.
Wednesday and Thursday 9 a.m. - 6:45 p.m

ACADEMIC ELIGIBILITY
An applicant is academically eligible for SEEK if he or she:
1. Has received a general equivalency diploma, or
2. Has an academic average of less than 80%, or ranks at the 65th or lower percentile of his or her graduating class if he/she is currently enrolled in high school at the time of application.

ECONOMIC ELIGIBILITY

<table>
<thead>
<tr>
<th>Number in Household</th>
<th>Total Annual Income (add $4,800 for more than 1 worker)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$21,590</td>
</tr>
<tr>
<td>2</td>
<td>$29,101</td>
</tr>
<tr>
<td>3</td>
<td>$36,612</td>
</tr>
<tr>
<td>4</td>
<td>$44,123</td>
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<td>$51,634</td>
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<td>6</td>
<td>$59,145</td>
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<tr>
<td>7</td>
<td>$66,656</td>
</tr>
<tr>
<td>8</td>
<td>$74,167</td>
</tr>
<tr>
<td>For 9 plus persons</td>
<td>Add $7,511 for each additional person</td>
</tr>
</tbody>
</table>

EXCEPTIONS
Reference to the household income scale will not be made if the student falls into one of the following categories and documentation is available:
1. The student’s family is the recipient of (1) Family Assistance Program Aid; or (2) Safety Net Assistance through the New York State Office of Temporary and Disability Assistance, or a county department of social services; or (3) family daycare payments through the New York State Office of Children and Family Services or a county department of social services; or
2. The student is living with foster parents who do not provide support for college, and no monies are provided from the natural parents; or The student is a ward of the state or a county.

PROGRAM STANDARDS
Maintenance of SEEK status requires that Students:
1. Register as a full-time student each semester;
2. Maintain a grade point average (GPA) of C (2.0) or better;
3. Regularly attend classes;
4. Enroll in group counseling and sign up for tutoring each semester; and
5. File a financial aid form, annually.
The Medgar Evers College library faculty and staff develop and deliver user-focused services to connect a diverse college community and all academic disciplines to a wide array of print and e-resources held by the library, through partnerships with other libraries and online via the Internet. Connected within the College, the University, and the profession, the library faculty work to enhance information services and the profession through their commitment to students, innovation, scholarly publication, and leadership in faculty and professional organizations.

Library faculty collaborate with other teaching faculty on course offerings and endeavor to assist students achieve academic and lifelong learning success through credit-based library courses, in-class workshops and classes held in the library that focus on information literacy and research. The library connects students with research and with course support, provides faculty with materials for their own scholarship, and maintains connections with other libraries, both within and beyond the City University. The library fosters information discovery through innovative programs offered in collaboration with MEC departments and programs across campus.

COLLECTIONS
The Library offers a broad range of information resources to support the varied curricula of the college and its educational mission. Library holdings include books, print and e-books, databases, periodicals, multimedia materials, and archives.

Materials can be located via the library’s website: http://www.mec.cuny.edu/library/.

The Reserve Collection is composed of books and e-resources placed on reserve by instructors as required reading or to supplement class instruction.

For more information, contact the reserves/circulation desk at: (718) 270-4873.

The Instructional Media Services unit in the library additionally holds AV materials: films, videocassettes, audiocassettes, LPs and other media. Contact: (718)270-4878.

The Special Collections/Archives currently contain works by MEC faculty, publications from the National Black Writers Conference, rare books, as well as documents and memorabilia related to the history of the College.

INSTRUCTIONAL OFFERINGS
Library Department faculty offer individual research consultations (in person and online). Drop-in research help is also available at the reference desk.

For further information, contact the reference desk: (718) 270-4802.

For more information about instruction, contact: (718) 270-4834 or visit our website: http://www.mec.cuny.edu/library/.
LEARNING CENTER

The Learning Center provides academic support for our students. Among the services provided are small group tutoring, academic workshops, study skills coaching and academic accommodations for Differently Abled students. Our tutors range from peer tutors with outstanding grades in the subject areas they are selected to tutor, to tutors with baccalaureate, graduate and post graduate degrees. The Learning Center collaborates with counselors and faculty to empower students to become confident, skilled in their disciplines and ultimately independent learners, who can use their academic abilities to navigate parallel and advances studies, along with comparable information encountered in their daily lives.

THE WRITING CENTER

The mission of the Medgar Evers College Writing Center is to provide a broad range of tutoring services and computer assisted instruction to students. Services provided include one-on-one and group tutoring sessions for students at all stages of the writing process. The center is staffed by Writing Fellows and Tutors who serve as writing coaches and are trained to help students improve their writing skills across all disciplines. In addition, the Writing Fellows, all of whom are PhD candidates at the CUNY Graduate Center, develop and conduct essay writing and research paper workshops for students throughout the academic school year. The goal of the Writing Center is to assist students into becoming writers who are able to articulate original ideas both inside and outside of the classroom.

SUPPLEMENTAL INSTRUCTION (SI)

Supplemental Instruction (SI) is an internationally recognized academic support initiative offering free and voluntary group study sessions for traditionally difficult courses (high rate of DFW grades). Structured and planned sessions are facilitated by academically stellar and trained students known as SI leaders who have previously taken the assigned course at MEC and demonstrated high academic competency in the course, and are nominated by the course instructor. SI leaders are trained to integrate course content (what to learn) with learning strategies (how to learn) in planned weekly SI sessions. SI support has been offered in the following subjects: English, Math, Biology, Chemistry, Accounting and Nursing. SI has been successful in increasing GPA and reducing DFW grades for students who attend regular SI sessions.

DEANS’ HONOR LIST

A Deans’ List is prepared at the end of each fall and spring semesters. To be eligible for this honor, the student must meet the following requirements: be a full-time (12 or more College credits) matriculated student with a 3.25 minimum semester GPA with no “INC” grades for that particular semester. Grade changes for that semester void Dean’s List eligibility.
The College awards a variety of scholarships to students who demonstrate academic excellence and achievement. Information about internal scholarships is distributed as they become available. In addition, students can apply for several different local and national scholarships for which they are eligible.

**ELIGIBILITY REQUIREMENTS**

Scholarships have various eligibility requirements, however all require students to have a minimum GPA of 2.5 and be registered as a matriculating student in a degree seeking program.

**SERVICES PROVIDED**

The Scholarship Office works closely in conjunction with the Financial Aid and Bursar’s Offices in order to provide services to support students’ ability to afford college.

We provide:
- Constant communication announcing available scholarships (via email only)
- Deadline reminders
- Workshops to assist with completing applications and essay writing
- Financial counseling, literacy, and management

**ADDITIONAL NOTES**

Receiving a scholarship is a competitive process, and is not a guaranteed form of financial aid. If you are having challenges managing your financial commitment, please make an appointment with a Financial Aid Officer to assist you with tuition payment options.

All citizens and permanent residents are required to complete a FASFA in order to be eligible for a scholarship. International and undocumented students are not eligible to complete a FASFA, but may qualify for a scholarship. Make sure to read all criteria before applying.

All matriculating students receive emails regarding available scholarships. Contact the Scholarship Office if you are not receiving the information or need to update your email.

Contact the Scholarship Office
718.270.6024 | mecscholarship@mec.cuny.edu
HONORS FOR GENERAL EXCELLENCE FOR GRADUATING STUDENTS

To be considered for Honors for General Excellence, a student must complete at least sixty (60) credits at Medgar Evers College. The honor summa cum laude shall be granted upon attainment of a cumulative GPA at Medgar Evers College of at least 3.7 for the entire academic record. The honor magna cum laude shall be granted upon attainment of a cumulative GPA of 3.5 or higher, but less than 3.7, for the complete academic record. The honor cum laude shall be granted upon the attainment of a cumulative GPA of 3.25 or higher but less than 3.5 for the complete academic record.

VALEDICTORIAN AND ASSOCIATE SCHOLAR

The students who respectively receive the highest GPA in the baccalaureate and associate graduating classes will be considered for valedictorian (Baccalaureate Degree) and associate scholar (Associate Degree). Only students who begin and complete their entire studies at Medgar Evers College will be considered for these honors.

ELIGIBILITY REQUIREMENTS

- Registered for at least 12 credits (no remedial classes)
- Earned at least 24 credits
- Legal citizen or permanent resident
- Matriculated into a degree seeking program

SERVICES PROVIDED

- Financial planning as it relates to paying for college
- Identifying scholarship opportunities
- Workshops offered to guide students through the application process, including, essay writing and resume building.
- Identifying eligible student for student specific scholarships
CODE OF STUDENT CONDUCT

RULES AND REGULATIONS FOR THE MAINTENANCE OF PUBLIC ORDER PURSUANT TO ARTICLE 129-A OF THE EDUCATION LAW

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

Academic freedom and the sanctuary of the University campus extend to all who share these aims and responsibilities. They cannot be invoked by those who would subordinate intellectual freedom to political ends, or who violate the norms of conduct established to protect that freedom. Against such offenders the University has the right, and indeed the obligation, to defend itself. We accordingly announce the following rules and regulations to be in effect at each of our colleges which are to be administered in accordance with the requirements of due process as provided in the Bylaws of The Board of Higher Education.

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

• Have the affirmative responsibility of conserving and enhancing the educational standards of the college and schools under his jurisdiction;
• Be the advisor and executive agent of the Board and of his respective College Committee and as such shall have the immediate supervision with full discretionary power in carrying into effect the Bylaws, resolutions and policies of the Board, the lawful resolutions of the several faculties;
• Exercise general superintendence over the concerns, officers, employees, and students of his or her educational unit.”

1. A member of the academic community shall not intentionally obstruct and/or forcibly prevent others from the exercise of their rights. Nor shall he interfere with the institution’s educational processes or facilities, or the rights of those who wish to avail themselves of any of the institution’s instructional, personal, administrative, recreational, and community services.

2. Individuals are liable for failure to comply with lawful directions issued by representatives of the University/College when they are acting in their official capacities. Members of the academic community are required to show their identification cards when requested to do so by an official of the College.

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

4. Theft from, or damage to University/College premises or property, or theft of or damage to property of any person on University/College premises is prohibited.

5. Each member of the academic community or an invited guest has the right to advocate his position without having to fear abuse, physical, verbal, or otherwise, from others supporting conflicting points of view. Members of the academic community and other persons on the College grounds shall not use language or take actions reasonably likely to provoke or encourage physical violence by demonstrators, those demonstrated against, or spectators.

6. Action may be taken against any and all persons who have no legitimate reason for their presence on campus within the University/College, or whose presence on any such campus obstructs and/or forcibly prevents others from the exercise of their rights or interferes with the institution’s educational processes or facilities, or the rights of those who wish to avail themselves of any of the institution’s instructional, personal, administrative, recreational, and community services.

7. Disorderly or indecent conduct on University/College-owned or controlled property is prohibited.

8. No individual shall have in his or her possession a rifle, shotgun, or firearm or knowingly have in his or her possession any other dangerous instruments or material that can be used to inflict bodily harm on an individual or damage upon a building or the grounds of the University/College without the written authorization of such educational institution. Nor shall any individual have in his or her possession any other instrument or material which can be used or is intended to inflict bodily harm on an individual or damage upon a building or the grounds of the University/College.

9. Any action or situation which recklessly or intentionally endangers mental or physical health or involves the forced consumption of liquor or drugs for the purpose of initiation into or affiliation with any organization is prohibited.

10. The unlawful manufacture, distribution, dispensation, possession, or use of illegal drugs
11. The unlawful possession, use, or distribution of alcohol by students or employees on University/college premises or as part of any University/college activities is prohibited.

**PENALTIES**

1. Any student engaging in any manner in conduct prohibited under substantive Rules 1-11 shall be subject to the following range of sanctions as hereafter defined in the attached Appendix: admonition, warning, censure, disciplinary probation, restitution, suspension, expulsion, ejection, and/or arrest by the civil authorities.

2. Any tenured or non-tenured faculty member, or other member of the instructional staff, or member of the classified staff engaging in any manner in conduct prohibited under substantive Rules 1-11 shall be subject to the following range of penalties: warning, censure, restitution, fine not exceeding those permitted by law or by the Bylaws of The City University of New York or suspension with/without pay pending a hearing before an appropriate College authority, dismissal after a hearing, ejection, and/or arrest by the civil authorities.

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

4. Any organization which authorized the conduct prohibited under Substantive Rules 1-11 shall have its permission to operate on campus rescinded.

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

**SANCTIONS DEFINED**

**ADMONITION**

An oral statement to the offender that she or he has violated University rules.

**WARNING**

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

**CENSURE**

Written reprimand for violation of specified regulation, including the possibility of more severe disciplinary sanction in the event of conviction for the violation of any University/College regulation within a period stated in the letter of reprimand.

**DISCIPLINARY PROBATION**

Exclusion from participation in privileges or extracurricular University/College activities as set forth in the notice of disciplinary probation for a specified period of time.

**RESTITUTION**

Reimbursement for damage to or misappropriation of property. Reimbursement may take the form of appropriate service to repair or otherwise compensate for damages.

**SUSPENSION**

Exclusion from classes and other privileges or activities as set forth in the notice of suspension for a definite period of time.

**EXPULSION**

Termination of student status for an indefinite period. The conditions for readmission, if any is permitted, shall be stated in the order of expulsion.

**COMPLAINT TO CIVIL AUTHORITIES**

**EJECTION**


**STUDENT DISCIPLINARY PROCEDURES**

**COMPLAINT PROCEDURES**

1. Any charge, accusation, or allegation which is to be presented against a student, and, which if proved, may subject a student to disciplinary action, must be submitted in writing in complete detail to the office of the dean of students promptly by the individual, organization, or department making the charge.
2. The chief student affairs officer of the College or his or her designee will conduct a preliminary investigation in order to determine whether disciplinary charges should be preferred. The chief student affairs officer or his or her designee will advise the student of the charge(s) against him or her, consult with other parties who may be involved or who have information regarding the incident, and review other relevant evidence.

3. Following this preliminary investigation, which shall be concluded within thirty (30) calendar days of the filing of the complaint, the chief student affairs officer or designee shall take one of the following actions:
   (i) Dismiss the matter if there is no basis for the allegation(s) or the allegation(s) does not warrant disciplinary actions. The individuals involved shall be notified that the complaint has been dismissed;
   (ii) Refer the matter to mediation; or
   (iii) Prefer formal disciplinary charges.

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

MEDICATION CONFERENCE
The mediation conference shall be conducted by the counselor in the Office of the Dean of Students or a qualified staff or faculty member designated by the Chief Student Affairs Officer.

The following procedures shall be in effect at this conference:
1. An effort will be made to resolve the matter by mutual agreement.
2. If an agreement is reached, the faculty or staff member conducting the conference shall report his or her recommendation to the Chief Student Affairs Officer for approval and, if approved, the complainant shall be notified and a written memorandum shall be created memorializing the resolution and any consequences for non-compliance.
3. If no agreement is reached, or if the student fails to appear, the faculty or staff member conducting the conference shall refer the matter back to the Chief Student Affairs Officer who will prefer disciplinary charges.
4. The faculty or staff member conducting the mediation conference is precluded from testifying in a College hearing regarding information received during the mediation conference.

NOTICE OF HEARING AND CHARGES
Notice of the charge(s) and of the time and place of the hearing shall be personally delivered or sent by the Chief Student Affairs Officer of the College to the student at the address appearing on the records of the College, by registered or certified mail and by regular mail. The hearing shall be scheduled within a reasonable time following the filing of the charges or the Conciliation Conference. Notice of at least five business days shall be given to the student in advance of the hearing unless the student consents to an earlier hearing.

FACULTY-STUDENT DISCIPLINARY COMMITTEE PROCEDURES
The following procedures shall apply at the hearing before the Faculty-Studnet Disciplinary Committee:
1. The Chairperson shall preside at the hearing. The Chairperson shall inform the student of the charges, the hearing procedures and his or her rights.
2. After informing the student of the charges, the hearing procedures, and his or her rights, the Chairperson shall ask the student charged to plead guilty or not guilty. If the student pleads guilty, the student shall be given an opportunity to explain his/her actions before the Committee. If the student pleads not guilty, the College shall present its case. At the conclusion of the College's case, the student may move to dismiss the charges. If the motion is denied by the Committee the student shall be given an opportunity to present his or her defense.
3. Prior to accepting testimony at the hearing, the Chairperson shall rule on any motions questioning the impartiality of any Committee member or the adequacy of the notice of the charge(s), subsequent thereto, the Chairperson may only rule on the sufficiency of the evidence which may include irrelevant, immaterial or unduly repetitive evidence. However, if either party wishes to question the impartiality of a Committee member on the basis of evidence which was not previously available at the inception of the hearing, the Chairperson may rule on such a motion. The Chairperson shall exclude all persons who are to appear as witnesses, except the accused student.
4. The College shall make a record of each fact-finding hearing by some means such as a stenographic transcript, a tape recording or the equivalent. A disciplined student is entitled, upon request, to a copy of such a transcript, tape or equivalent without cost.
5. The student is entitled to a closed hearing but has the right to request an open public hearing. However, the Chairperson has the right to hold a closed hearing when an open public hearing would adversely affect and be disruptive of the Committee's normal operations.
6. The College bears the burden of proving the charge(s) by a preponderance of the evidence.
7. The role of the Faculty-Student Disciplinary Committee is to listen to the testimony, ask questions of the witnesses, review the testimony and evidence presented at the hearing and the papers filed by the parties and render a determination as to guilt or innocence. In the event the student is found guilty, the committee shall then determine the penalty to be imposed.
7. At the end of the fact-finding phase of the hearing, the student may introduce additional records, such as character references. The College may introduce a copy of the student’s previous disciplinary record, where applicable, provided the student was shown a copy of the record prior to the commencement of the hearing.

8. The Committee shall deliberate in closed session. The Committee’s decision shall be based solely on the testimony and evidence presented at the hearing and the papers filed by the parties.

9. The student shall be sent a copy of the Faculty-student Disciplinary Committee’s decision within five days of the conclusion of the hearing. The decision shall be final subject to the student’s right of appeal.

10. Where a student is represented by legal counsel the President of the College may request that a lawyer from the General Counsel’s Office appear at the hearing to present the College’s case.

APPENDIX I

POLICY ON ACADEMIC INTEGRITY

Medgar Evers College, as a campus of The City University of New York, is subject to CUNY policy; therefore, the following CUNY Policy on Academic Integrity applies to the College and its faculty, students and administration.

SUMMARY OF THE CUNY POLICY ON ACADEMIC INTEGRITY

Academic Dishonesty is prohibited in The City University of New York and is punishable by penalties, including failing grades, suspension, and expulsion, as provided herein. The following text is excerpted from The CUNY Policy on Academic Integrity.

DEFINITIONS AND EXAMPLES OF ACADEMIC DISHONESTY

Cheating is the unauthorized use or attempted use of material, information, notes, study aids, devices or communication during an academic exercise. The following are some examples of cheating, but by no means is it an exhaustive list:

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

PLAGIARISM

Plagiarism is the act of presenting another person’s ideas, research or writings as your own. The following are some examples of plagiarism, but by no means is it an exhaustive list:

- Copying another person’s actual words without the use of quotation marks and footnotes attributing the words to their source.
- Presenting another person’s ideas or theories in your own words without acknowledging the source.
- Using information that is not common knowledge without acknowledging the source.
- Failing to acknowledge collaborators on homework and laboratory assignments. Internet plagiarism includes submitting downloaded term papers or parts of term papers, paraphrasing or copying information from the Internet without citing the source, and “cutting & pasting” from various sources without proper attribution.
Obtaining Unfair Advantage in any activity that intentionally or unintentionally gives a student an unfair advantage in his/her academic work over another student. The following are some examples of obtaining an unfair advantage, but by no means is it an exhaustive list:

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

FALSIFICATION OF RECORDS AND OFFICIAL DOCUMENTS

The following are some examples of “falsification,” but by no means is it an exhaustive list:

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

*The CUNY Policy is available on the College and CUNY websites, including commentary about sources.

APPENDIX II

MEDGAR EVERS COLLEGE DRUG AND ALCOHOL POLICY

The CUNY Policy on Drugs and Alcohol applies to all CUNY facility used by student groups and college related entities. Some colleges may have supplemental policies and/or prohibit alcohol service at club meetings, club social events and/or sponsored events. Student Activity Fee funds may not be used to purchase alcohol.

1. If a college allows alcohol to be served at these types of events, the college and the sponsoring related entity (if any) shall ensure that the proper permit or license from the New York State Liquor Authority has been obtained prior to serving alcohol. In many instances, the college food service provider will have the necessary license and should be responsible for obtaining and serving the alcohol. The contract with the food service provider requires the provider to have liquor liability insurance and to limit service to individuals age 21 or older. In other instances, it may be necessary for the college or the sponsoring related entity to obtain a permit for the particular event.

2. In either case, the Office of Public Safety and other appropriate college offices should take steps to ensure that IDs are checked at the door of the event.

3. Sponsoring clubs and/or related entities wanting to serve alcohol at their event should mark the appropriate box on the Special Event Request Form.

The CUNY Tobacco Free Policy applies to all CUNY facilities. The Policy provides that effective no later than September 4, 2012, the following shall be prohibited at CUNY:

(i) The use of tobacco on all grounds and facilities under CUNY jurisdiction including indoor locations and outdoor locations such as playing fields; entrances and exits to buildings; and parking lots;
(ii) Tobacco industry promotions, advertising, marketing, and distribution of marketing materials on campus properties; and
(iii) Tobacco industry sponsorship of athletic events and athletes.

APPENDIX III

SEXUAL 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.

PROHIBITED CONDUCT

It is a violation of University policy for any member of the University community to engage in sexual harassment or to retaliate against any member of the University community for raising an allegation of sexual harassment, for filing a complaint alleging sexual harassment, or for participating in any proceeding to determine if sexual harassment has occurred.

DEFINITION OF SEXUAL HARASSMENT

For purposes of this policy, sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other oral or written communications or physical conduct of a sexual nature when:

• Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment or academic standing;
• Submission to or rejection of such conduct by an individual is used as a basis for employment or academic decisions affecting such individual; or
• Such conduct has the purpose or effect of unreasonably interfering with an individual’s work or academic performance or creating an intimidating, hostile or abusive work or academic environment.

Sexual harassment can occur between individuals of different sexes or of the same sex. Although sexual harassment most often exploits a relationship between individuals of unequal power (such as between faculty member and student, supervisor and employee, or tenured and untenured faculty members), it may also occur between individuals of equal power (such as between fellow students or co-workers), or in some circumstances even where it appears that the harasser has less power than the individual harassed (for example, a student sexually harassing a faculty member).

A lack of intent to harass may be relevant to, but will not be determinative of, whether sexual harassment has occurred.

EXAMPLES OF SEXUAL HARASSMENT

Sexual harassment may take different forms. Using a person’s response to a request for sexual favors as a basis for an academic or employment decision is one form of sexual harassment. Examples of this type of sexual harassment include, but are not limited to, the following:

• Requesting or demanding sexual favors in exchange for employment or academic opportunities (such as hiring, promotions, grades, or recommendations);
• Submitting unfair or inaccurate job or academic evaluations or grades, or denying training, promotion, or access to any other employment or academic opportunity, because sexual advances have been rejected.

Other types of unwelcome conduct of a sexual nature can also constitute sexual harassment, if sufficiently severe or pervasive that the target does find, and a reasonable person would find, that an intimidating, hostile or abusive work or academic environment has been created. Examples of this kind of sexual harassment include, but are not limited to, the following:

• Sexual comments, teasing, or jokes;
• Sexual slurs, demeaning epithets, derogatory statements, or other verbal abuse;
• Graphic or sexually suggestive comments about an individual’s attire or body;
• Inquiries or discussions about sexual activities;
• Pressure to accept social invitations, to meet privately, to date, or to have sexual relations;
• Sexually suggestive letters or other written materials;
• Sexual touching, brushing up against another in a sexual manner, graphic or sexually suggestive gestures, cornering, pinching, grabbing, kissing, or fondling;
• Coerced sexual intercourse or sexual assault.
CONSENSUAL RELATIONSHIPS

Amorous, dating, or sexual relationships that might be appropriate in other circumstances have inherent dangers when they occur between a faculty member, supervisor, or other member of the University community and any person for whom he or she has a professional responsibility. These dangers can include: that a student or employee may feel coerced into an unwanted relationship because he or she feels that refusal to enter into the relationship will adversely affect his/her education or employment; that conflicts of interest may arise when a faculty member, supervisor, or other member of the University community is required to evaluate the work or make personnel or academic decisions with respect to an individual with whom he or she is having a romantic relationship; that students or employees may perceive that a fellow student or coworker who is involved in a romantic relationship will receive an unfair advantage; and that if the relationship ends in a way that is not amicable, either or both of the parties may wish to take action to injure the other party.

Faculty members, supervisors, and other members of the University community who have professional responsibility for other individuals, accordingly, should be aware that any romantic or sexual involvement with a student or employee for whom they have such a responsibility may raise questions as to the mutuality of the relationship and may lead to charges of sexual harassment. For the reasons stated above, such relationships are strongly discouraged. For purposes of this section, an individual has “professional responsibility” for another individual at the University if he or she performs functions including, but not limited to, teaching, counseling, grading, advising, evaluating, hiring, supervising, or making decisions or recommendations that confer benefits such as promotions, financial aid or awards or other remuneration, or that may impact upon other academic or employment opportunities.

ACADEMIC FREEDOM

This policy shall not be interpreted so as to constitute interference with academic freedom.

FALSE AND MALICIOUS ACCUSATIONS

Members of the University community who make false and malicious complaints of sexual harassment, as opposed to complaints which, even if erroneous, are made in good faith, will be subject to disciplinary action.

(CUNY-Effective October 1, 1995 (Revised January 1, 2005)

NON-DISCRIMINATION OF STUDENTS ON THE BASIS OF PREGNANCY, CHILDBIRTH AND RELATED CONDITIONS

Medgar Evers College does not discriminate against any student on the basis of pregnancy or related conditions. Absences due to medical conditions relating to pregnancy will be excused for as long as deemed medically necessary by a student’s doctor and students will be given the opportunity to make up missed work. Students needing assistance can seek accommodations from the Office of Accessibility.

APPENDIX IV

AMERICA’S DISABILITIES ACT (ADA) AND SECTION 504 OF THE REHABILITATION ACT OF 1973 POLICY STATEMENT

Section 504 states that “no qualified individual with a disability in the United States shall be excluded from, denied the benefits of, or be subjected to discrimination under” any program or activity that either receives Federal financial assistance or is conducted by any Executive agency or the United States Postal Service.

Each Federal agency has its own set of section 504 regulations that apply to its own programs. Agencies that provide Federal financial assistance also have section 504 regulations covering entities that receive Federal aid. Requirements common to these regulations include reasonable accommodation for employees with disabilities; program accessibility; effective communication with people who have hearing or vision disabilities; and accessible new construction and alterations. Each agency is responsible for enforcing its own regulations. Section 504 may also be enforced through private lawsuits. It is not necessary to file a complaint with a Federal agency or to receive a “right-to-sue” letter before going to court. https://www.hhs.gov/sites/default/files/ocr/civilrights/resources/factsheets/504.pdf

APPENDIX V

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

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records.

See Section ‘6’ below on your right to prevent the disclosure of directory information.

THE RIGHT TO INSPECT AND REVIEW YOUR EDUCATION RECORDS

The FERPA rights of students are:

- Students should submit to the registrar, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. If the records are not maintained by the college official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
- All requests shall be granted or denied in writing within 45 days of receipt. If the request is granted, you will be notified of the time and place where the records may be inspected. If the request is denied or not responded to within 45 days, you may appeal to the college’s FERPA appeals office. Additional information regarding the appeal procedures will be provided to you if a request is denied.
- The right to request the amendment of the student’s education records that the student believes are inaccurate or misleading.
- You may ask the college to amend a record that you believe is inaccurate or misleading. You should write to the college official responsible for the record, clearly identify the part of the record you want changed, and specify why it is inaccurate or misleading.
If the college decides not to amend the record as requested by you, the college will notify you of the decision and advise you of your right to a hearing before the college's FERPA appeals officer regarding the request for amendment. Additional information regarding the hearing procedures will be provided to you when notified of your right to a hearing.

The right to consent to disclosure of personally identifiable information contained in your education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to college officials with legitimate educational interests. A college official is a person employed by the university in an administrative, supervisory, academic or research, or support staff position; a person or company with whom the University has contracted; a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another college official in performing his or her tasks.

A college official has a legitimate educational interest if access is reasonably necessary in order to perform his/her instructional, research, administrative or other duties and responsibilities. Upon request, the college discloses education records without consent to officials of another college or school in which a student seeks or intends to enroll.

• You may appeal the alleged denial of FERPA rights to the:
  
  General Counsel and Vice Chancellor for Legal Affairs, The City University of New York, 535 East 80th Street, New York, New York 10021.

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


The college will make the following ‘directory information’ concerning current and former students available to those parties having a legitimate interest in the information: name, attendance dates (periods of enrollment), address, telephone number, date and place of birth, photograph, email address, full or part-time status, enrollment status (undergraduate, graduate, etc.), level of education (credits) completed, major field of study, degree pursuing, participation in officially recognized activities and sports, height and weight of athletic team members, previous school attended, and degrees, honors and awards received.

• By filing a form with the Registrar's Office, you may request that any or all of this directory information not be released without your prior written consent.
• This form is available in the Registrar's Office (S-301) and may be filed, with drawn, or modified at any time.

STUDENT CONCERN POLICIES AND PROCEDURES

POLICY

Medgar Evers College of The City University of New York is committed to ensuring that ALL students have a rich and meaningful college experience. During any academic year, the College recognizes that students may encounter issues that hinder them from being successful in their pursuit of educational excellence.

The College allows for Any student, who feels they may have a legitimate concern (complaint) THAT IS NOT ACADEMIC and generally associated with college service areas such as Registrar, Bursar, Financial Aid, Admissions, etc. has the right to file a formal Student Concern with the Office of Student Affairs using the following procedures:

PROCEDURES
1. The student(s) will visit the Office of Student Affairs with a concern (complaint).
2. The student(s) will meet with an Office of Student Affairs representative, who will assess whether the student needs to file a formal Student Concern. If it is deemed necessary for a formal Student Concern to be filed, the student is given the form, which is completed by the student and is submitted once completed. The Student Affairs representative will inform the student, if support documentation is needed and what types.
3. The Student Concern is then researched and reviewed.
4. The student is notified of the final decision via email (student’s official Medgar Evers College email) as well as a hard copy sent to the address provided by the student on the Student Concern Form.
5. The Student Concern, once a final decision is made, will not be reviewed for a second time except in cases where there are exigent circumstances; for example administrative error.

TYPES OF STUDENT CONCERN

REGISTRATION

Example: Student registers for course(s) and does not drop due to some catastrophic circumstance such as being hospitalized, fire, car accident, incarceration, domestic violence, etc. but has official documentation supporting the student’s concern.

*Note that any negligence or failure on the part of the student to drop their course(s) in a timely manner will result in an automatic liability that the student is fully responsible to pay.

BILLING AND/OR BALANCE DISPUTE

Example: Student has balance from the current, dropped before the deadline, etc. or a prior semester and indicates that they never attended.

*Note that balances are generated by registration NOT attendance. Registered course(s) that are not dropped before the first day of any semester results in financial liability to the student.
EARLY WITHDRAWAL

EXAMPLE: Student is faced with an emergency circumstance that requires their immediate withdrawal from a course(s) or full semester. Circumstances include but are not limited to sudden death of a spouse or immediate family member (Mother, Father, Sister, Brother, Child).

*Note that, before withdrawing from any course(s), students should always consult with their Professors, Academic Advisor, and Financial Aid, who can provide them with options, as well as make them aware of any consequences associated with withdrawing. Dropping a course with an official "W" grade(s) does not remove the financial liability to the student.

ADVISEMENT

Example: Student registers for a course that does not go toward their degree and the student loses all or partial financial aid. The student then says they were not advised properly.

*Note that it is the responsibility of the student to make sure that they register for the courses recommended by the academic advisor. If the student decides to register for courses not recommended by or not in consultation with the academic advisor then, the student is responsible for any liability as a result of their registration error.

FINANCIAL AID

Example: Student registers for course(s) after the late add/drop period and their financial aid is reduced or not the same amount as what was communicated to them from FAFSA and the student is left with a balance.

*Note that it is the responsibility of the student to make sure that they have completed their financial packaging prior to the start of each semester.

All students filing a Student Concern Form should have first gone to the area where the issue originated and meet with the head of that area to get clarity or a resolution to their situation.

Disputing a grade, Complaint against a Faculty member, and issues relating to grading and/or professors are NOT issues that can be resolved in the Office of Student Affairs. These issues are academic and should be handled in the appropriate academic area:

- Appeals to the Senior Vice President/Provost, please contact the Office of the Provost, 718-270-5010.
- Procedures for handling Student Complaints About Faculty Conduct In Academic Settings, visit (website).
- Academic Standards & Regulations Committee (ASRC), please visit: http://www.mec.cuny.edu and go to the Academic Advising link.

OFFICE OF ACADEMIC AFFAIRS APPEALS

The Senior Vice President/Provost, considers student appeals and/or complaints once all other attempts at resolution have failed. Be certain that you have contacted all departments and deans involved before seeking the Vice President’s intervention. If you have not already done so, please review the Campus Catalogue and Student Handbook to familiarize yourself with the College’s policies and procedures as they relate to your problem.

The guidelines below are required to submit your claim:

Your letter must be typewritten with the details of your problem stated as clearly as possible.

Your letter must outline your efforts to resolve the matter. Your letter must be signed and should include your current mailing address, all telephone numbers, email addresses, and student identification number.

When applicable, please provide supporting evidence in original form to corroborate your claim; originals will be returned to you. Please address your letter to:

Dr. Augustine Okereke
1650 Bedford Ave. Suite 3010
Brooklyn, New York 11225

Your letter may be mailed or sent by fax to (718) 270-5177. You may also submit your scanned letter and documents via email to: GSchrynemakers@mec.cuny.edu.

If your appeal concerns withdrawal from class, please make certain that you have already visited and have been advised by a representative from the Office of the Registrar.

Once your letter of appeal is received by the Office of the Vice President, an investigation of your claim is initiated. That process includes requesting reports from the Offices of the Financial Aid, Registrar, and in some cases, from the dean of your school or college.

Once all reports have been received, the Vice President will review the findings and make a final decision. The decision will be sent to you in writing. Please call (718) 270-5010 if you have questions.
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<td>Academic Advisement</td>
<td>Academic Advising Center (S-220, x5170)</td>
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<td>Accelerated Study in Associate Program (S-206, x804-8209)</td>
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<td>Freshman Year Program (S-220, x4960)</td>
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<tr>
<td>Books for Class</td>
<td>Akademos [<a href="http://www.mecbooks.com/help">www.mecbooks.com/help</a>][1-888-286-3249]</td>
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<tr>
<td>Childcare</td>
<td>Eila Baker/Charles Romain Child Development (C-107, x6017)</td>
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<tr>
<td>Computers/E-mail</td>
<td>Academic Computing Lab (B-2014, x5151)</td>
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<td>IT Help Desk (B-2022, x6262)</td>
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<tr>
<td>Disability Services</td>
<td>Differently-Abled Services (B-1024, x5027)</td>
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<tr>
<td>Emergency Contact Request</td>
<td>Public Safety and Campus Security (AB1-CL17, x6069)</td>
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<tr>
<td>Financial Aid</td>
<td>Financial Aid (S-108, x6141)</td>
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<tr>
<td>Immigration &amp; Health Insurance</td>
<td>Immigration Center (C-226, x6292)</td>
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<td>Immunization &amp; Health Insurance</td>
<td>Health Services (S-217, x6075, x6077)</td>
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<tr>
<td>International Students</td>
<td>International Students (S-123C, x5143)</td>
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<td>Internships/Jobs</td>
<td>Career Management Services (S-302, x6055)</td>
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<td>Joining/Starting a Club Bulletin Boards • Lockers</td>
<td>Student Life &amp; Development (S-212, x6550)</td>
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<td>Library</td>
<td>The Charles Evans Innis Memorial Library (B-1035, x4883)</td>
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<tr>
<td>Men’s Center (MDEC)</td>
<td>Male Development &amp; Empowerment (C-M8, x611, x6405)</td>
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<td>Personal Counseling</td>
<td>Counseling and Psychological Services (B-1005 A, x4994)</td>
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<td>Safety/Security Lost and Found</td>
<td>Public Safety and Campus Security (AB1-CL17, x6069)</td>
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<td>Scholarship Information</td>
<td>Scholarship (S-110, x6132, x6107)</td>
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<td>Sports • Recreation • Fitness Center • Gameroom • Pool</td>
<td>Athletics and Intramurals (CP-21, x6071)</td>
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<td>Student Newspaper</td>
<td>Adafi (S-304, x6436)</td>
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<td>Student Government</td>
<td>Student Government Association (S-210, x6240)</td>
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<td>Student ID Cards</td>
<td>Public Safety and Campus Security (AB1-CL17, x6069)</td>
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<tr>
<td>Study Abroad</td>
<td>International Education (C-412, x5136)</td>
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<td>Tuition/Bill Payment</td>
<td>Bursar (S-308, x6094)</td>
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<tr>
<td>Tutoring/Writing Assistance</td>
<td>Learning Center (B-1045, x5153), Writing Center (B-1045X, 8287)</td>
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<td>Veterans Affairs</td>
<td>Veterans Office (S-1238, x6024)</td>
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<tr>
<td>Women’s Center</td>
<td>Women’s Center (C-M6, x5022)</td>
</tr>
</tbody>
</table>

*To call an office from off-campus use (718) 270 + extension listed, unless otherwise noted

**ACADEMIC DEPARTMENT** | **CHAIRPERSON**
--- | ---
Accounting | Rosemary Williams
Biology | Carolle Bolnet
Business Administration | Sambhavi Laksminarayanan
Chemistry and Environmental Science | Alicia Reid
Computer Information System | Randy Robotham
Developmental and Special Education | Donna Wright
Economics and Finance | Emmanuel Egbe
English | Brenda Greene
Foreign Language | Maria-Luisa Ruiz
Library | Alexei Oulanov
Mass Communications, Creative, Performing Arts and Speech | Clinton Crawford
Mathematics | Jean Michele Jean-Michel
Multicultural Early Childhood and Elementary Education | Rupam Saran
Nursing | Hazel Sanderson
Percy E. Sutton SEEK Program | Sherrell-Ann Mason
Philosophy and Religion | Vivaldi Jean-Marie
Physical and Computer Science | Leon Johnson
Psychology | Hollis Jones
Public Administration | Wallace Ford
Social and Behavioral Sciences | Owen Brown
Social Work | Edward Hernandez

**AB1** Academic Building I 1638 Bedford Avenue B Bedford Building 1650 Bedford Avenue
C Carroll Building 1150 Carroll Street CP Portables Entry Through 1150 Carroll Street
E Eastern Parkway 1534 Bedford Avenue East NY 800 Siclen Avenue (b/t Linden Blvd. & Stanley Ave.)
S Student Services Building 1637 Bedford Avenue

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THE MEDGAR EVERS COLLEGE SEAL SYMBOLIZES THE THEME

"Knowledge is the foundation of freedom and justice, knowledge, freedom and justice are the elements of peace." The circular form of the seal represents the universality of the theme.

The central aspect of the seal is formed by the peace symbol to represent the universal cry for peace.

The unmanacled hands represent FREEDOM.

The scales represent JUSTICE.

The lamp and book represent KNOWLEDGE.

The inspiration for the design of the College Seal came from the fact that Medgar Wiley Evers dedicated his life’s work to attaining a new birth of freedom in our time, where all mankind could obtain knowledge to function as useful citizens, enjoy the protection of justice, and live in peace.