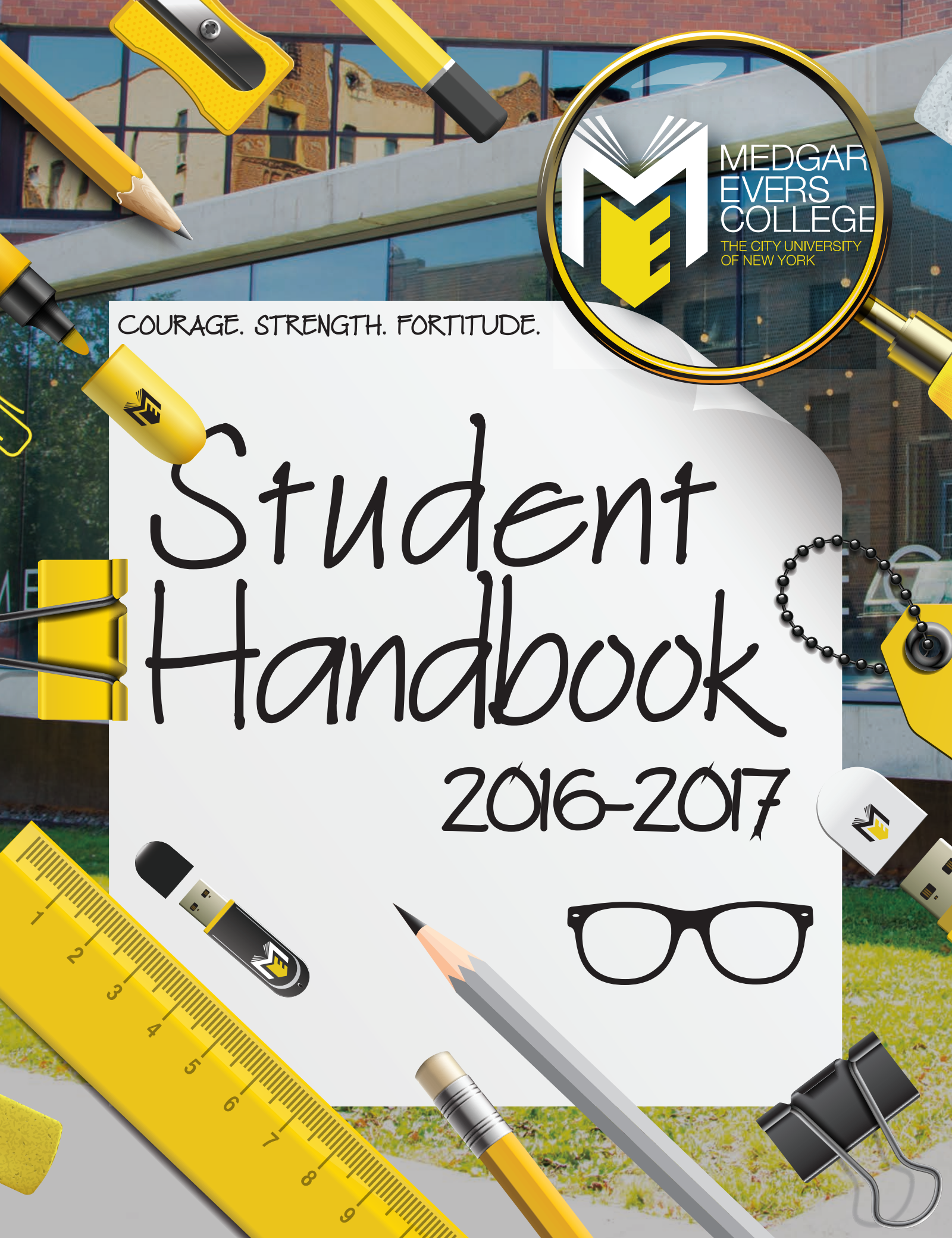


COURAGE. STRENGTH. FORTITUDE.

Student Handbook

2016-2017





Dear Student,

It gives me great pleasure to welcome you to Medgar Evers College (MEC). Congratulations on your decision to enroll at this great institution. This is the beginning of an important milestone in your career.

The founders' vision for the College resonates today as MEC fulfills its mandate to be a world-renowned institution of higher

learning for students in Central Brooklyn and beyond. Our stellar programs, student support services, and dedicated faculty and staff are the foundations on which you will build a successful academic and professional career.

As your President, I am willing and ready to serve you unreservedly. I am committed to creating and fostering a learning environment that involves thoughtfulness, high expectations and a strong connection to the community. Moreover, I will ensure you receive a quality education – one that will enable you to succeed in an ever-changing global economy.

As a MEC student, I urge you to make the most of the many opportunities we offer, both inside and outside of the classroom. Seek advisement, ask questions, attend classes, be on time, and participate in discussions. Get involved in our student clubs, organizations and other extra-curricular activities. From career preparation to cultural enrichment, the programs and facilities available on campus can help you acquire many valuable skills and experiences.

I urge you to explore this handbook thoroughly as it contains essential information about the College's policies, procedures, resources and campus services. Make it your guide throughout your time here at Medgar Evers College.

I am excited and invigorated by the great possibilities that lie ahead for you and for this great institution. Let the words of our motto: "Courage. Strength. Fortitude," lead you through your academic and professional journey. I look forward to seeing you around campus.

Sincerely,

A handwritten signature in black ink that reads "Rudolph F. Crew". The signature is fluid and cursive, with the first name "Rudolph" being more prominent.

Dr. Rudolph F. Crew, Ed. D.
President





- ABI** Academic Building 1
1638 Bedford Avenue
- B** Bedford Building
1650 Bedford Avenue
- S** School of Business and
Student Services
1637 Bedford Avenue
- A** Admissions & Bookstore
1637 Bedford Avenue
- C** Carroll Building
1150 Carroll Street
- CP** Portables
Entry Through 1150 Carroll Street
- E** Eastern Parkway
1534 Bedford Avenue



- Map Key**
- Building Main Entrances are ADA Accessible
 - Subway Stop
 - Bus Stop
 - MEC Preparatory School

MEDGAR EVERS COLLEGE MISSION STATEMENT

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 2016-2017 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 schedule booklet 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.

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	Monday, Tuesday, Friday:	9:00 AM - 4:30 PM
Location 1665 Bedford Avenue	Wednesday-Thursday:	9:00 AM - 5:30 PM
Financial Aid	Monday, Tuesday, Friday:	9:00 AM - 4:45 PM
Location 1637 Bedford Avenue	Wednesday-Thursday:	9:00 AM - 6:45 PM
Room S-108		
Registrar	Monday, Tuesday, Friday:	9:00 AM - 4:45 PM
Location 1637 Bedford Avenue	Wednesday-Thursday:	9:00 AM - 6:45 PM
Room S-301		
Academic Affairs		
1650 Bedford Avenue	Monday-Friday:	9:00 AM - 5:00 PM
Room 3010		
Testing Office		
1150 Carroll Street	Monday, Tuesday:	9:00 AM - 5:00 PM
Room C-311	Thursday, Friday:	
	Wednesday:	9:00 AM - 6:45 PM

BUILDING LOCATIONS

Code	Location
AB1	1638 Bedford Avenue (between Carroll & Crown Streets) Note: AB1 has rooms that start with "C"
B	1650 Bedford Avenue (between Crown & Montgomery Streets)
C	1150 Carroll Street (between Rogers & Nostrand Avenues)
S	1637 Bedford Avenue (between Carroll & Crown Streets)
O	Off campus
ENY	East New York @ Gerswhin 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.)

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:	8:00 AM - 7:00 PM*
Friday:	8:00 AM - 3:00 PM*

*** These hours are subject to change.**



OFFICE OF FINANCIAL AID

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.

Students that have questions about Financial Aid or would like to check on the status of their application should to 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 financial aid office counter, please request to see a counselor:

FINANCIAL AID OFFICE

Monday, Tuesday, and Friday	9:00AM - 4:45PM
Wednesday and Thursday	9:00AM - 6:45PM

FINANCIAL AID FAFSA LAB

Monday, Tuesday, and Friday	9:00AM - 3:00PM
Wednesday and Thursday	9:00AM - 5:00PM

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 2016-17 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 2016 - 2017 school year is \$5,815, but you only receive \$2,907.50 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:

Credits Attempted	Minimum GPA
.001– 12.999	1.50
13- 24.999	1.75
25- upward	2.00

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

AA DEGREE MAXIMUM TIME-FRAME (60 CREDIT DEGREE X (1.5) = 90)						
Credits Attempted	16 - 20.999	21 - 25.999	26 - 30.999	31 - 35.999	36 - 40.999	41 - 45.999
Required Percentage of Credits Earned	9.99	14.99	19.99	24.99	33.99	42.99

AA DEGREE MAXIMUM TIME-FRAME (60 CREDIT DEGREE X (1.5) = 90)						
Credits Attempted	46 - 50.999	51 - 55.999	56 - 60.999	61 - 65.999	66 - 70.999	71 - 75.999
Required Percentage of Credits Earned	45.99	49.99	53.99	55.99	57.99	59.99

ASSOCIATE DEGREE MAXIMUM TIME-FRAME (60 CREDIT DEGREE X (1.5) = 90)						
Credits Attempted	76 - 80.999	81 - 84.999	85 - 90.000	90.001 - 999.999		
Required Percentage of Credits Earned	61.99	64.99	66.69	99.99		

BACHELOR DEGREE MAXIMUM TIME-FRAME (60 CREDIT DEGREE X (1.5) = 180)						
Credits Attempted	25 – 30.999	31 – 36.999	37 – 45.999	46 – 48.999	49 – 60.999	61 -72.999
Required Percentage of Credits Earned	14.99	24.99	34.99	39.99	44.99	49.99

BACHELOR DEGREE MAXIMUM TIME-FRAME (60 CREDIT DEGREE X (1.5) = 180)						
Credits Attempted	73 – 94.999	95 – 120.999	121 - 129.999	130- 138.999	139 – 150.999	151- 151.999
Required Percentage of Credits Earned	54.99	59.99	60.99	61.99	62.99	63.99

BACHELOR DEGREE MAXIMUM TIME-FRAME (60 CREDIT DEGREE X (1.5) = 180)						
Credits Attempted	152 – 156.999	157 – 164.999	165 – 180.999	181 – 999.999		
Required	64.99	63.99	66.69	99.99		

STATE PROGRAMS

Tuition Assistance Program (TAP)

TAP is a State Grant Program for New York State residents attending postsecondary institutions fulltime 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).

Awards vary according to tuition charges, type of institution attended, family net taxable income and the academic year in which the student receives his/her first payment. At Medgar Evers College, the minimum award is \$100 and the maximum is 86% of the cost of tuition.

Applicants must apply annually to be considered for this program. The TAP application can be completed at <http://www.hesc.ny.gov>.

After the application has been completed, Higher Education Services Corporation (HESC) will determine the students' eligibility and will mail a response directly to the student.

For additional information on all Financial Aid Programs, please visit the Office of Financial Aid website at <http://www.mec.cuny.edu/Enrollment/financial-aid.aspx>.

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

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 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.

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); and
- 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)										
Before Being Certified for This Payment	1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th
A Student Must Have Accrued at Least This Many Credits	0	6	15	27	39	51	66	81	96	111
With At Least This Grade Point Average	0	1.5	1.8	1.8	2.0	2.0	2.0	2.0	2.0	2.0

PROGRAMS: ASSOCIATE PROGRAM						
CALENDAR: SEMESTER 2010-11 AND THEREAFTER (NON-REMEDIAL STUDENTS)						
Before Being Certified for This Payment	1st	2nd	3rd	4th	5th	6th
A Student Must Have Accrued at Least This Many Credits	0	6	15	27	39	51
With at Least This Grade Point Average	0	1.3	1.5	1.8	2.0	2.0

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

PROGRAM: BACCALAUREATE 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)										
Before Being Certified for This Payment	1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th
A Student Must Have Accrued at Least This Many Credits	0	3	9	21	33	45	60	75	90	105
With At Least This Grade Point Average	0	1.1	1.2	1.3	2.0	2.0	2.0	2.0	2.0	2.0

PROGRAM: ASSOCIATE PROGRAM

Calendar: Semester Calendar 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)

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

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)

Before Being Certified for This Payment	1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th
A Student Must Have Accrued at Least This Many Credits	0	3	9	21	33	45	60	75	90	105
With At Least This Grade Point Average	0	1.1	1.2	1.3	2.0	2.0	2.0	2.0	2.0	2.0

PROGRAM: ASSOCIATE PROGRAM						
Calendar: Semester 2015-16 and thereafter (ADA Part-time students)						
Before Being Certified for This Payment	1st	2nd	3rd	4th	5th	6th
A Student Must Have Accrued at Least This Many Credits	0	3	9	18	30	45
With At Least This Grade Point Average	0	.5	.75	1.3	2.0	2.0

Students with a part-time course load that includes noncredit remedial courses must carry at least three semester hours of credit-bearing work, pursuant to section 145-2.1(a)(1) of the Commissioner's Regulations: "Effective for academic terms beginning on or after July 1, 1984, a student carrying a part-time program that includes noncredit remedial courses shall carry at least three semester hours a semester." That means, for example, that a student taking the minimum three semester hours must enroll only in credit-bearing courses.

ACADEMIC ADVISING

The mission of the Medgar Evers College Center for Academic Advising and Student Success (CAASS) is to provide a centralized location where students can receive academic advisement and advocacy services. CAASS aims to assist, motivate and empower students as they progress toward degree completion from entry to the college through graduation. Academic Advisors serve as advocates addressing student needs and assisting students in the development of an academic plan. CAASS collaborates with academic departments and faculty mentors to maximize learning and the academic success and retention of students. Our advising philosophy takes an intrusive developmental approach and stresses the active role of students in developing an academic plan that reflects their skills and interests consistent with their academic and professional goals.

GOALS

The Center for Academic Advising and Student Success provides support services to students that reflect consistent and accurate information about curriculum requirements, academic standards, procedures and policies. The Center's primary means of achieving this goal is by its focus on academic advisement, curriculum planning, student retention, and graduation.

The primary goals of Center for Academic Advising and Student Success are as follow:

- To reinforce the college's emphasis on the importance of academic advisement;
- To improve the consistency of information students receive, especially when academic policies change;
- To permit students to obtain access to current information about academic programs;
- To provide a central location where advising professionals can receive training about how to properly advise students; and
- To act as a key resource to improve student success and retention.

In addition, the Center for Academic Advising and Student Success assists students with achieving the following goals:

- To develop academic and professional goals within college and beyond;
- To develop academic plans consistent with their skills and interests as well as their academic and career goals;
- To understand and adhere to college policies and procedures; and
- To address personal, social and financial issues that could impede academic success.

The Center for Academic Advising and Student Success offers the following services:

- A Freshman Year Experience
- Readmit/Transfer Student Orientation
- Individual and Group Advising Sessions
- Early Alert
- Student Appeals/Petitions
- Probation Interventions
- Major Fairs
- School/Department Declared Major Sessions
- Graduate School Informational Seminars
- Degree Audit Informational Sessions (Edutrac)
- Peer Advising
- CUNY TIPPS (Transfer Information and Program Planning Systems)

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.

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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, Quick Facts, 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 "Stop" will be placed on the student's record and registration will be postponed until the "Stop" is cleared. Based on the type of "Stop", (i.e., Bursar, Financial Aid, Admissions, Athletic, Probation, Library, or Immunization) the student will be directed to the office responsible for clearing the "Stop." Once the "Stop" is cleared, the student can continue with the registration process.

1. **Courses** at Medgar Evers College are held Monday through Sunday.
2. **Day Courses** are held from 7:00AM to 3:55PM, Monday through Friday.
3. **Evening Courses** are held Monday through Friday from 4:00PM to 10:55PM
4. **Saturday Courses** are held from 8:30AM to 10:10PM
5. **Classes Held Off-campus** may meet days, evenings, or weekends.
6. **Sunday Courses** are held from 9:00AM to 8:40PM

REGISTRATION CATEGORIES

NEW STUDENTS

Prior to registration, all new students must demonstrate basic skills proficiency 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 "Academic Policies and Procedures" section of this Catalog.

The Registrar notifies 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 “Stop• placed on their records; therefore delays in registration are probable. Students should check [CUNYFirst](#) for the status of their records.

OFFICE OF ACADEMIC TRANSFORMATION AND SUCCESS

Students whose cumulative Grade Point Average (GPA) falls below the university requirement for good academic standing, 2.0 will be placed in a category of early alert, academic warning , or academic probation. Subsequently, students are notified in writing of their academic status as per the college policy and a “Stop” 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 by the Office of Academic Transformation & Success (OATS) , or be advised by their Academic Advisor, ASAP or SEEK Counselor at the time of registration .

Students are academically dismissed from the College after three consecutive semesters with a cumulative GPA below a 2.0. The college’s policy on Academic Dismissal delineates that all students must sit out for two (2) semesters before submitting a petition for reinstatement. The Academic Warning, Probation & Dismissal Committee (APWD) reviews and votes on all student petitions for reinstatement to the College.

CUNYFirst REGISTRATION

[CUNYFirst](#) and the CUNY Portal [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

1. Go to <https://home.cunyfirst.cuny.edu>.
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 Academic Computing, Room B-2014; 1650 Bedford Avenue .

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. CUNY Portal Access (e-PERMIT/Blackboard)

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

REGULAR REGISTRATION

All students who fail to take advantage of Early Registration (continuing students) and those who could not (probation , first-time freshmen, transfers, re-admits), will receive a letter/postcard indicating the date and time they may register. If he/she do not receive a letter/postcard indicating the registration date and time :

1. Continuing Students should contact the Registrar's Office, 1637 Bedford Avenue, Room S-301, 718-270-6040 (Tel).
2. New Transfer and Readmitted Students should contact the Admissions Office, 1637 Bedford Avenue , 718-270-6024 (Tel).

LATE REGISTRATION

Late Registration period is one week prior to the first day of classes. During this time, a student can either register for courses or make changes in courses previously selected. Late Registration is the most critical period due to cancellations, and closed courses. In addition, there is also an additional fee of \$25.00 for registering late.

PROGRAM CHANGE PERIOD

The Registrar's Office has two Program Change periods per semester. The first period is scheduled for students who register early, and the second occurs during late Registration. There is no fee charged to students who wish to make changes in their early registered schedule. However, students who wish to make changes during late Registration 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 classes. 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.

ATTENDANCE AND OTHER COURSE REQUIREMENTS

All students are responsible for participating fully in the work of a 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 ninth 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 in the Course Schedule Booklet or 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 4th through the 8th 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 Student Advocacy and Support Services Center which is reviewed by the College-wide Committee on Academic Standards and Regulations. 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 to the coordinator of the Committee.

TRANSCRIPTS

The regular transcript fee charged by CUNY is \$7.00 per transcript for any transcript outside of CUNY. There is an additional fee of \$2.00 for online service.

However, online the fee is only \$2.00, if the transcript is being forwarded to another CUNY College Admissions or Registrar’s office.

To utilize this service, students will need to have their social security number, telephone number, a valid major credit card (Visa, Master Card, American Express or Discover) and the name and address of the party they are sending the transcript to.

- Get started here.
- Order your transcript online. www.mec.cuny.edu/Registrar
- Check the status of your order.

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/CUNY
Registrar's Office, Room S-301
1637 Bedford Avenue 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 trans action.

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.

GRADING SYSTEM

At the end of each course, the instructor assigns grades to students. The following quality point grading system is used:

QUALITY POINTS PER CREDIT

SYMBOLS			INDEX	DEFINITIONS
A+	97.0	-100	4.0	Exceptional
A	93.0	- 96.9	4.0	Excellent
A-	90.0	- 92.9	3.7	Outstanding
B+	87.1	- 89.9	3.3	Very Good
B	83.0	- 87.0	3.0	Good
B-	80.0	- 82.9	2.7	Good
C+	77.0	- 79.9	2.3	Satisfactory
C	70.0	- 76.9	2.0	Satisfactory
D+	67.1	- 69.9	1.3	Passing
D	63.0	- 67.0	1.0	Passing
D-	60.0	- 62.9	0.7	Passing
F	0.0	- 59.9	0.0	Failure/Unsuccessful completion of course
NC				No credit granted
INC				Semesters' work is Incomplete
FIN				INC converted to F
AUD				Audit
Z			0.0	Grade Pending
P			0.0	Pass/credits counted

SYMBOLS		INDEX	DEFINITIONS
R		0.0	Course must be repeated
W		0.0	Withdrew officially
WA			Administrative withdrawal (Incomplete Immunization)
WF		0.0	Official withdrawal with failure (discontinued eff. FALL 2011)
*WN		0.0	Withdrawal (Never attended)
WU		0.0	Withdrew unofficially (Students who attended at least once)
PEN		0.0	Academic Integrity

CLASSIFICATION/CLASS STATUS

A student who is enrolled at the University seeking to earn either an associate or baccalaureate degree is classified for the purposes of academic rank according to the number of credit hours completed.

Freshman	0 - 29.9 Credit Hours
Sophomore	30 - 59.9 Credit Hours
Junior	60 - 89.9 Credit Hours
Senior	90 - 120 Credit Hours

CALCULATION OF GRADE POINT AVERAGE (GPA)

1. Convert letter grade to its numerical value
2. Multiply the numerical value of the grade by the number of credit hours to determine the quality points.
3. Add up total quality points.
4. Add up total course credits.
5. Divide total quality points by total credits.

Sample Computation: Grade	Numerical Value x	Course Credits	Quality Value = Points
A=	4X	3	=12
B=	3X	2	=6
C=	2X	1	=2
D=	1X	3	=3
TOTAL=		9	23
$23 \div 9 = 2.5$ Grade Point Average			

GRADE APPEAL PROCESS

Students have the right to appeal a grade they feel is not warranted, however, there is a formal process and timeline that must be followed. Listed is the initial part of the process.

For complete information, please view the College Catalog at:

http://www.mec.cuny.edu/college_catalog/pdf/Catalog_Updated.pdf

The student shall seek a conference with the instructor awarding the grade as soon as possible, but no later than the end of the sixth week of the following semester. The instructor shall reevaluate the student's performance and explain the grade awarded. If a change of grade is warranted, the instructor will submit a Change of Grade form to the Academic Department Chairperson and School Dean for their signatures. The form then will be forwarded to the Office of the Registrar by the School Dean.

BURSAR

	NEW YORK STATE RESIDENTS	OUT-OF-STATE RESIDENTS
FULL-TIME STUDENTS	\$3015 PER SEMESTER* (12 TO 18 CREDITS)	\$535 PER CREDIT*
PART-TIME STUDENTS	\$260 PER CREDIT*	\$535 PER CREDIT*
NON-DEGREE STUDENTS	\$380 PER CREDIT*	\$800 PER CREDIT*
SENIOR CITIZEN FEE	\$65.00 PER SEMESTER	\$65.00 PER SEMESTER
STUDENT ACTIVITY FEE	\$35.85 PER SEMESTER	\$35.85 PER SEMESTER
TECHNOLOGY FEE	\$125.00 each semester - full-time students	\$125.00 each semester - full-time students
TECHNOLOGY FEE	\$62.50 each semester - part-time students (effective 2/14)	\$62.50 each semester - part-time students
AMS PAYMENT PLAN FEE	\$18.00	\$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)	Admission fee for freshmen & non-degree students, with the exception of Senior Citizens
Readmission	\$70.00* \$20.00 (non-refundable)	Undergraduate transfer students 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)	
Duplicate ID Card	\$10.00 (non-refundable)	Effective date July 1, 1997
Duplicate Diploma	\$30.00 (non-refundable)	
Duplicate Bill	\$ 5.00 (non-refundable)	
Student Activity	\$35.00 (non-refundable)	All students are required to pay this fee (does not include the \$15.00 CUNY consolidated fee)
Library Fines	General circulation 0.25¢ per day, including (Overdue Books) days on which the Library is closed, to a maximum of the current price of the item.	
Damaged Books	The student must pay any overdue fines up to and including the date the item is reported as being damaged; plus an amount to be determined by the nature and extent of the damage not to exceed the current price of the item; plus a processing charge of \$10.	
Lost items	The student must pay a \$10 processing charge in addition to the current price of the item	



STUDENT LIFE AND DEVELOPMENT

Medgar Evers College is dedicated to providing quality activities and programs in a learning environment which promotes academic and personal excellence in students, as well as an appreciation of intellectual, ethical, and aesthetic values. In striving to foster a campus environment which contributes to the total education of each student, the Office of Student Life & Development seeks to assist individual students as well as student organizations in creation, implementation, and evaluation of those social, educational, cultural, and recreational programs which contribute to the academic growth and personal development of all students at the College.

The Office of Student Life & Development serves as a resource center to all students and provides administrative leadership for the planning and development of student activities and programs. By participating in academic programming, social activities, and leadership development, students are able to have a total college experience through their engagement in student clubs, organizations, community service, service on college- wide committees, and research opportunities.

The Office of Student Life & Development coordinates student activities in collaboration with the Student Government Association, clubs and organizations, associations, the 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 HOUR (EXCEPT FRESHMAN YEAR)

No classes are scheduled on Mondays and Wednesdays from 11:30AM - 12:45PM and Saturdays from 2:00PM - 3:00PM to enable student organizations to hold their weekly meetings. Common Hours can be used by clubs and organizations to attend/hold business meetings, sponsor lectures, and hold open house sessions.

HOW WE ASSIST YOU

Program Planning & Budget Advisement: Staff will explore new program ideas and build upon the success of annual events and assist you with the process of on-campus and off-campus programming. We offer advice on how a club can receive a budget and explain procedure on the proper expenditure of funds.

Policy Advisement: There are several CUNY (City University of New York) and MEC (Medgar Evers College) policies that apply to student organizations such as alcohol policy, anti-hazing regulations, or non-exclusivity rules. The office staff can clarify any questions and concerns that you might have.

Space Reservation: This office is your first stop when applying for space on- campus for meetings, activities, and special events. All student organizations must use the Student Club, Organization, & Association Space Application. Any on-campus activity that is planned and confirmed without the usage of the application, will not be applicable to funding or reimbursement from the student group's budget.

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 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 student activities including club budgets, formation of new clubs, and the sponsoring of co-curricular programs of intellectual, cultural and social value for all students. The SGA also participates in the College decision-making process that affects the general student body.

A copy of the Student Government Association Constitution can be emailed or picked up from the Office of Student Life and Development, Room S-212.

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.

COMMONS, formerly referred to as **Club Hours**, are observed on:

Monday, Wednesday:	11:30AM - 12:45 PM
Saturday:	2:00PM - 3:00PM

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.

AMERICAN ADVERTISING FEDERATION (AAF)

- E-mail: aaf@mec.cuny.edu

The American Advertising Federation protects and promotes the well-being of advertising, accomplished through a unique atmosphere that supports professional development of members. It also provides an opportunity to achieve valuable marketing experiences as well as networking with professional and fellow AAF members.

AMERICAN MARKETING ASSOCIATION (AMA)

- E-mail: ama@mec.cuny.edu

The Medgar Evers College Collegiate Chapter of the American Marketing Association's focus is to empower marketing students through information, education, relationships, and resources that will enrich their professional development and careers.

ARMED FORCES CLUB (A.K.A. VETERANS CLUB)

- E-mail: mecaafc@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.

EDUCATION CLUB

- E-mail: educationclub@mec.cuny.edu

The purpose of the Education Club is increasing the interest in education, creating seminars about the joy of teaching and building relationships with external teaching and education associations.

ENGLISH CLUB

- E-mail: englishclub@mec.cuny.edu

The English Club fosters professionalism in writing and other areas of English. It also creates multiple opportunities for students to express themselves, mainly through writing.

GLOBAL MEDICAL BRIGADE (GMB)

- E-mail: gmb@mec.cuny.edu

Global Medical Brigade provides 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.

IMANI DANCE ENSEMBLE

- E-mail: imanidance_drum@mec.cuny.edu

Members of the Imani Dance Ensemble will become familiar to the art, technique, style, cultural diversity of dance, and drumming through intense instruction, improvisation, and stage performance.

IMPACT MOVEMENT (F.K.A. UNITED CHRISTIAN FELLOWSHIP)

- 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.

JELANI STEP TEAM

- Email: jelanisteppers@mec.cuny.edu

Jelani Steppers serves as a platform to develop and maintain school spirit within the Medgar Evers College Community through step, dance and performing arts while promoting intellectual accomplishments within the student body.

THE LIFE

- E-mail: inthelife@mec.cuny.edu

The LIFE Club is established to provide a social, emotional and supportive environment to address Lesbian, Gay, Bisexual and Transgender, and Questioning/Queer (LGBTQ) human rights concerns for these students and their allies. It discusses issues of sexuality and differently-gendered cultures through social and educational activities to enrich the educational experience of club members, college students, staff and faculty through leadership and service.

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 COLLEGE PRE-LAW SOCIETY

- E-mail: prelawsociety@mec.cuny.edu

The Pre-Law society makes resources available to students that will give them an advantage in obtaining a law degree to promote a better understanding among students of the importance of a law degree.

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.

MINORITY INVESTMENT ASSOCIATION (MIA)

- E-mail: mia@mec.cuny.edu

Regardless of their background in investing, MIA's aim is to educate the Medgar Evers College population in finance and asset management. Members will be able to explore all aspects of finding, investigating, analyzing, buying, holding, and selling stocks and related securities while implementing a strategy to effectively monitor their portfolios.

NATIONAL ASSOCIATION FOR THE ADVANCEMENT OF COLORED PEOPLE (NAACP)

- E-mail: naACP@mec.cuny.edu

NAACP student chapter provides an outlet for students to ensure a society in which all individuals have equal rights, and are free from all racial hatred and discrimination. Members will broaden the minds of MEC students about equality through cultural/ ethnic, social and community service/ volunteerism.

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.

PSYCHOLOGY CLUB

- E-mail: psychclub@mec.cuny.edu

The Psychology Club expands the interest in psychology by developing seminars and establishing links and relationships with external psychology associations.

PUBLIC HEALTH ALLIANCE OF MEDGAR EVERS (PHAME)

- E-mail: phame@mec.cuny.edu

PHAME services the needs of students of Medgar Evers College that wish to pursue careers in the field of Public Health Care Industry, The ideal students are those majoring in Biology, Nursing, Health Administration and Public Policy.

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.

SIGN LANGUAGE CLUB

- E-mail: sign_language@mec.cuny.edu

The goal of the Sign Language Club is to enhance communication between the MEC community and the differently abled on campus. This club's mission is to help to bridge the gap between the hearing and the hearing impaired.

SISTERS HAVING A DEFINITE EXCELLENCE STRATEGY (SHADES)

- E-mail: shades@mec.cuny.edu

Sisters Having A Definite Excellence Strategy (S.H.A.D.E.S.) is an all women's student group committed to fostering sisterhood. Members provide academic and peer counseling support to each other, seek to hone their leadership skills and take advantage of networking opportunities through various on and off campus activities, as well as engage in volunteerism.

STUDENT ASSOCIATION FOR ENVIRONMENT (SAFE)

- E-mail: safe@mec.cuny.edu

SAFE raises the consciousness of the Medgar Evers College family and community relating to environmental issues. Helps identify environmental issues on campus and develops practical solutions regarding environmental issues on a local and national level.

STUDENTS 4 JUSTICE

- E-mail: s4j@mec.cuny.edu

The Student 4 Justice club's purpose is to bridge the gap between the MEC college campus and its surrounding community of Crown Heights. Members want the residents of this area to become informed on the various educational opportunities that the College has to offer through social events, seminars and other activities

ENACTUS

- E-mail: enactus@mec.cuny.edu

The mission of **ENACTUS** is to bridge the gap between education and free enterprise, which will foster current thinking patterns to transcend into analyzing all facets of business. Members learn the principles of free enterprise by developing and enhancing leadership skills through teamwork and communication skills.

If you have questions, contact the Office of Student Life & Development at (718) 270-6050 or by visiting room 212 in the School of Business/Student Services Building. To send electronic correspondence to Clubs and Organizations, E-mail: student-club@mec.cuny.edu.

INTERNATIONAL TOASTMASTERS

- E-mail: esmiley@mec.cuny.edu

Toastmasters International is a world leader in communication and leadership development: membership is 280,000 strong. It is one of the greatest investments you can make in yourself.

HONDA CAMPUS ALL-STAR CHALLENGE (HCASC)

- E-mail: studentlife@mec.cuny.edu

HCASC is the first-ever academic competition between students at America's Historically Black Colleges & Universities. Now in its 25th season, nearly 100,000 HCASC players have demonstrated their incredible intellects and recall, and for their efforts, have earned over \$7 million in grants from Honda for their institutions. Participants answer questions on topics from current events, geography, literature, sports, sciences, pop culture, and more.

NATIONAL SOCIETY OF LEADERSHIP AND SUCCESS

- E-mail: studentlife@mec.cuny.edu

The Society is an organization that helps people discover and achieve their goals. The Society offers life-changing lectures from the nation's leading presenters and a community where like-minded success oriented individuals come together and help one another succeed. The Society also serves as a powerful force of good in the greater community by encouraging and organizing action to better the world.

STUDENT DIPLOMATS

- E-mail: young@mec.cuny.edu

This initiative, spearheaded by the Career Management Services Center, trains and manages students to represent the college at various on and off campus events. Though this initiative students can develop their leadership skills as well as benefit from networking and displaying their school pride.



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	Cheer Leading (Co-Ed)

CLUB SPORTS

Swimming (Men's)	Netball (Women's)	Bowling (Co-Ed)
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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 the 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 wholistic manner.

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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.

The OHS provides CUNY sponsored immunization clinics which assist students to comply with NYS Guidelines. Referrals for immunizations and health care are offered as necessary, on an individualized basis. Information may be faxed between medical providers and the Health Service Office to document compliance with immunization requirement.

Location and Hours of Operation

The OHS is located in the Student Service building at 1637 Bedford Avenue; Room S-217. (718) 270-6075. The Office operates Monday, Tuesday, and Thursday 9:00 a.m. to 5:00 p.m., Wednesdays until 6:45 p.m. and Fridays 9:00 a.m. to 3:00 p.m. and modifies schedule according to the College's calendar with regard to holidays and other College normal days of operation.



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 may 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, staff and faculty about issues of sexual assault, psychological distress, campus violence, tobacco cessation, PTSD, and other mental health challenges. In addition, Counselors utilize their skills to assist students and in achieving objectives through the exploration of a problem and its 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 a 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 Counselors 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
Coping Skills
Psychological Distress
Smoking Cessation
Referrals

Grief Counseling
Personal Counseling
Stress Management
Crisis Intervention
Managing Addictions
Time Management

Academic Probation
Bullying
Veterans Outreach
Eating Disorder
Counseling Workshops

STAFF

JoAnn Joyner, Ph.D., CPC, BCC, NCC, Director (718) 270-4832, jjoyner@mec.cuny.edu
Juollie Carroll, Ed D, LMHC, Counselor (718) 270-4994, jcarroll@mec.cuny.edu
Makeba L. Pinder, LMSW, Counselor (718) 270-5123, mpinder@mec.cuny.edu

OFFICE HOURS

Monday, Tuesday & Friday:	9:00 AM to 5:00 PM
Wednesday & Thursday:	9:00 AM to 7:00 PM

OTHER AVAILABLE RESOURCES: Agency, Hot Lines, Resources, Brochures.

SERVICES FOR THE DIFFERENTLY-ABLED

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 (F) (718) 270-5003.

OFFICE HOURS

Monday, Tuesday, Friday:	9:00 AM - 5:00 PM
Wednesday & Thursday:	9:00 AM - 8:00 PM
Phone:	(718) 270-5027
Fax:	(718) 270-5003

CAREER MANAGEMENT SERVICES CENTER
Room S-302 • (718) 270-6055

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

The mission of the Career Management Services Center is to prepare and develop students, through co-curricular programming, to obtain career and other professional opportunities.

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 and,
- 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>

STAFF

Deborah Young, M.S.Ed, Director
Judy L. Morgan, M.S.T.O.M, Assistant Director

OFFICE HOURS

Monday - Friday: 9:00AM - 5:00PM
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 self-actualization 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.

OFFICE HOURS

Monday through Friday 9:00AM - 4:45PM

LOCATION

1150 Carroll Street
M2

PHONE AND FAX

718-270-5155/718-270-6960

MALE DEVELOPMENT AND EMPOWERMENT CENTER (MDEC)

The Male Development and Empowerment Center (MDEC) at Medgar Evers College assists male students regardless of race, color, creed or sexual orientation to navigate the college environment and resolve challenges in order to stay at the College, and persist to graduation. The Center connects students to educational services, peer education opportunities, mentoring, academic and leadership workshops and extracurricular opportunities that will help a male student become a more successful student and one of tomorrow's leaders.

PROGRAMS

- Pi Eta Kappa Honor Society
- Men of Determination
- Math Masters Afterschool & Summer Camp
- Read Across Brooklyn
- Bi-Annual Visit to Medgar Evers Gravesite
- Black History Lecture Series
- Structured Mentoring
- Workshops, Symposiums and Colloquia

LOCATION

Carroll Street Building - Room M-8

Contact: (718) 270-6111

Director: Larry B. Martin



ELLA BAKER/CHARLES ROMAIN CHILD DEVELOPMENT CENTER

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 programs runs on a flexible registration system. Parents register their children based on their college. 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:	8:00AM - 9:00PM
Friday:	8:00AM - 3:00PM

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 A Completed Medical Form.
For more Information: Call (718) 270-6018 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. Children brought on campus must be directly supervised at all times by their parent or Guardian.



ASSOCIATE PROGRAM FOR THE ASAP

ASAP is designed to help motivated students earn their Associate degree as quickly as possible, with a goal of graduating at least 50% of students within three years or less (it generally takes students an average of five years to graduate). It is a structured program that provides a comprehensive array of supports and services that help students successfully graduate, and transfer into baccalaureate programs or pursue their career.

Key ASAP features include a consolidated block schedule, cohorts by major, small class size, required full-time study and comprehensive advisement and career development services. Financial incentives include tuition waivers for financial aid eligible students and free use of textbooks and monthly MetroCards for all students. Classes are scheduled in morning and afternoon blocks, which allow students to work part-time.

ASAP ELIGIBILITY AND REQUIREMENTS

- Must be a New York City resident
- Agree to study full-time (minimum 12 credits per semester) in an ASAP-approved Associate's degree program
- Current CUNY or transfer students may have 15 or fewer college credits and must have a GPA of 2.0 or above
- Must complete all required CUNY admissions requirements, including the CUNY assessment Test
- Must receive some Pell and/or TAP as determined through completion of the Federal Assistance for Student Aid (FAFSA) form and a New York State Tuition Assistance Program (TAP) application
- Must be fully skills proficient or have no more than two developmental course needs based on their scores on the CUNY Assessment Test in non-ESL writing and math (all ASAP-eligible students at Medgar Evers College must pass reading). Students with two developmental course needs must enroll in the Medgar Evers Summer Immersion program. Students with one developmental need are strongly encouraged to enroll in Summer Immersion as well.

For additional information on ASAP at Medgar Evers College, please contact Eric Neutuch, Director of ASAP at 718-804-8209 or asap@mec.cuny.edu. Visit the CUNY ASAP website for more information on the program. **Click Here for the ASAP Brochure!**

**PERCY ELLIS SUTTON SEARCH FOR EDUCATION, ELEVATION AND
KNOWLEDGE (SEEK) PROGRAM**

Sherill-Ann Mason, Director
S-205C (718) 270-4973
smason@mec.cuny.edu

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 ARE:

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.

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

Number in Household (Including head of household)	Total Annual Income (add \$4,800 for more than 1 worker)
1	\$21,590
2	\$29,101
3	\$36,612
4	\$44,123
5	\$51,634
6	\$59,145
7	\$66,656
8	\$74,167
For 9 plus persons	Add \$7,511 for each additional person

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.

CHARLES EVANS INNISS MEMORIAL LIBRARY

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: 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: www.mec.cuny.edu/library.

LEARNING CENTER

Michael Chance, Director: B1045 Library
718-270-5138

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. To schedule an appointment with one of our specialists call 718-804-8287 or email Aisha Williams, Writing Center Director at aiwilliams@mec.cuny.edu.

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. For more information about the program contact Oriel Straker, Program Director, 718-270-4953 or email: ostraker@mec.cuny.edu.

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. For additional information, please contact Dr. Dereck Skeete, 718-270-6447.

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.

SCHOLARSHIPS

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

- 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

For more information, contact: Evelyne Jacques-Chery, Scholarship Coordinator (718) 270-6132, ejacques@mec.cuny.edu, Student Services Building, room S-110



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:

“THE PRESIDENT” - The president, with respect to his educational unit, shall:

- 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.”

CUNY HENDERSON RULES

1. A member of the academic community shall not intentionally obstruct and/or forcibly prevent others from the exercise of their rights. Nor shall he interfere with the institution's educational processes or facilities, or the rights of those who wish to avail themselves of any of the institution's instructional, personal, administrative, recreational, and community services.
2. Individuals are liable for failure to comply with lawful directions issued by representatives of the University/College when they are acting in their official capacities. Members of the academic community are required to show their identification cards when requested to do so by an official of the College.
3. Unauthorized occupancy of University/College facilities or blocking 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 or other controlled substances by University employees in the workplace is prohibited. Employees of the University must also notify the College Personnel Director of any criminal drug statute conviction occurring in the workplace not later than five (5) days after such conviction.
11. The unlawful possession, use, or distribution of alcohol by students or employees on University/college premises or as part of any University/college activities is prohibited.

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, and for engaging in any manner in conduct prohibited under Substantive Rule 10, may, in the alternative, be required to participate satisfactorily in an appropriately licensed drug treatment or rehabilitation program. In addition, in the case of a tenured faculty member, or tenured member of the administrative, or custodial staff engaging in any manner in conduct prohibited under Substantive Rules 1-11 shall be entitled to be treated in accordance with applicable provisions of the Education Law or Civil Service Law, or the applicable collective bargaining agreement, or the Bylaws or written policies of The City University of New York.
3. Any visitor, licensee, or invitee, engaging in any manner in conduct prohibited under Substantive Rules 1-11 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

- A. ADMONITION:** An oral statement to the offender that she or he has violated University rules.
- B. WARNING:** Notice to the offender, orally or in writing, that continuation or repetition of the wrongful conduct, within a period of time stated in the warning, may be cause for more severe disciplinary action.
- C. CENSURE:** Written reprimand for violation of specified regulation, including the possibility of more severe disciplinary sanction in the event of conviction for the violation of any University/College regulation within a period stated in the letter of reprimand.
- D. 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.
- E. RESTITUTION:** Reimbursement for damage to or misappropriation of property. Reimbursement may take the form of appropriate service to repair or otherwise compensate for damages.
- F. SUSPENSION:** Exclusion from classes and other privileges or activities as set forth in the notice of suspension for a definite period of time.
- G. EXPULSION:** Termination of student status for an indefinite period. The conditions for readmission, if any is permitted, shall be stated in the order of expulsion.
- H. COMPLAINT TO CIVIL AUTHORITIES:**
- I. EJECTION:** Adopted by the Board of Trustees of The City University of New York on June 23, 1969 as amended on October 27, 1980, May 22, 1989 and June 25, 1990.

STUDENT DISCIPLINARY PROCEDURES

COMPLAINT PROCEDURES:

- A.** Any charge, accusation, or allegation which is to be presented against a student, and, which if proved, may subject a student to disciplinary action, must be submitted in writing in complete detail to the office of the dean of students promptly by the individual, organization, or department making the charge.
- B.** The chief student affairs officer of the College or his or her designee will conduct a preliminary investigation in order to determine whether disciplinary charges should be preferred. The chief student affairs officer or his or her designee will advise the student of the 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. Following this preliminary investigation, which shall be concluded within thirty (30) calendar days of the filing of the complaint, the chief student affairs officer or designee shall take one of the following actions:

- (i) Dismiss the matter if there is no basis for the allegation(s) or the allegation(s) does not warrant disciplinary actions. The individuals involved shall be notified that the complaint has been dismissed;
- (ii) Refer the matter to mediation; or
- (iii) Prefer formal disciplinary charges.

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

MEDIATION CONFERENCE:

D. The mediation conference shall be conducted by 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:

E. Notice of the charge(s) and of the time and place of the hearing shall be personally delivered or sent by the Chief Student Affairs Officer of the College to the student at the address appearing on the records of the College, by 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.

F. The notice shall contain the following:

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

FACULTY-STUDENT DISCIPLINARY COMMITTEE PROCEDURES:**G. The following procedures shall apply at the hearing before the Faculty-Student Disciplinary Committee:**

1. The Chairperson shall preside at the hearing. The Chairperson shall inform the student of the charges, the hearing procedures and his or her rights.
2. After informing the student of the charges, the hearing procedures, and his or her rights, the Chairperson shall ask the student charged to 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.
4. Prior to accepting testimony at the hearing, the Chairperson shall rule on any motions questioning the impartiality of any Committee member or the adequacy of the notice of the charge(s), subsequent thereto, the Chairperson may only rule on the sufficiency of the evidence and may exclude irrelevant, immaterial or unduly repetitive evidence. However, if either party wishes to question the impartiality of a Committee member on the basis of evidence which was not previously available at the inception of the hearing, the Chairperson may rule on such a motion. The Chairperson shall exclude all persons who are to appear as witnesses, except the accused student.
5. 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.

6. 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.
7. The College bears the burden of proving the charge(s) by a preponderance of the evidence.
8. 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.
9. 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.
10. 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.
11. 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.
12. 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 is any activity that intentionally or unintentionally gives a student 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***

MEDGAR EVERS COLLEGE DRUG AND ALCOHOL POLICY

The CUNY Policy on Drugs and Alcohol applies to all CUNY facility use 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.

<http://www.cuny.edu/about/administration/offices/ohrm/cohr/drug-alcohol2011.pdf>

* Note that the Alcohol Beverage Control Law limits the number of Temporary

Beer and Wine permits that can be issued for a location to four permits during a 12-month period.

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.

A. PROHIBITED CONDUCT

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

B. DEFINITION OF SEXUAL HARASSMENT

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

- 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.

C. EXAMPLES OF SEXUAL HARASSMENT

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

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

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

- sexual comments, teasing, or jokes;
- sexual slurs, demeaning epithets, derogatory statements, or other verbal abuse;
- graphic or sexually suggestive comments about an individual's attire or body;
- inquiries or discussions about sexual activities;
- pressure to accept social invitations, to meet privately, to date, or to have sexual relations;
- sexually suggestive letters or other written materials;
- sexual touching, brushing up against another in a sexual manner, graphic or sexually suggestive gestures, cornering, pinching, grabbing, kissing, or fondling;
- coerced sexual intercourse or sexual assault.

D. CONSENSUAL RELATIONSHIPS

Amorous, dating, or sexual relationships that might be appropriate in other circumstances have inherent dangers when they occur between a faculty member, supervisor, or other member of the University community and any person for whom he or she has a professional responsibility. These dangers can include: that a student or employee may feel coerced into an unwanted relationship because he or she fears that refusal to enter into the relationship will adversely affect his/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.

E. ACADEMIC FREEDOM

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

F. FALSE AND MALICIOUS ACCUSATIONS

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

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

G. 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.

**(Anthony Phifer at (718) 270-5027) or Title IX Coordinator
(Sylvia Kinard, Esq. at (718) 270-6936)**

**REPORTING PROCEDURES AT MEDGAR EVERS COLLEGE
THE NAMES OF THE CONTACT PERSONS AT MEDGAR EVERS COLLEGE ARE:
Sylvia Kinard, Esq., Sexual Harassment Deputy Coordinator Chief Diversity Office
(718) 270-5000**

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.

www.hhs.gov/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 FERPA rights of students are:

THE RIGHT TO INSPECT AND REVIEW YOUR EDUCATION RECORDS:

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

All requests shall be granted or denied in writing within 45 days of receipt. If the request is granted, you will be notified of the time and place where the records may be inspected. If the request is denied or not responded to within 45 days, you may appeal to the college's FERPA appeals 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: Family Policy Compliance Office, U.S. Department of Education, 600 Independence Avenue, SW, Washington, D.C. 20202-4605.

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, withdrawn, 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 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.

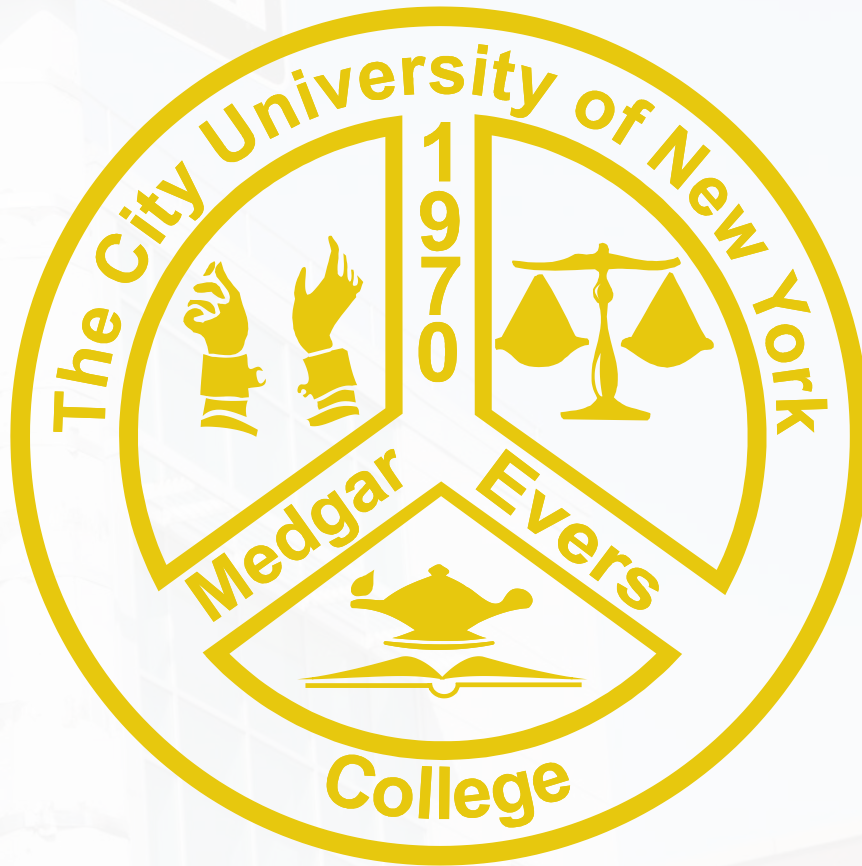
If your appeal concerns withdrawal from class, please make certain that you have already visited and have been advised by a representative from the Office of the Registrar.

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.

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.

COURAGE STRENGTH FORTITUDE



OVER
40
YEARS OF
ACHIEVEMENTS



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