

The City University of New York

**CUNY GRADUATE SCHOOL  
OF JOURNALISM**

**Student Handbook  
2010-2011**

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## **IMPORTANT NOTICE:**

*The Graduate School of Journalism reserves the right, because of changing conditions, to make modifications of any nature to the academic programs and requirements of the program without advance notice. Tuition and fees set forth in this publication are similarly subject to change by the Board of Trustees of the City University of New York.*

## message from the dean

Dear Students:

As we start our fifth year, I want to welcome everyone—those of you in the Class of 2010 returning for your third and final semester and those of you just starting as members of the Class of 2011. We're thrilled to have you all here, a combined population of more than 165.

The Class of 2011 is bigger than in years past but similar in other respects: your median age is 26; about 61% of you are women and about 40% of you are members of minority groups. You went to a wide variety of colleges—from Brooklyn to Barnard, from UCLA to Yale, from Hunter to Howard, from Macalester to Rutgers, from Princeton to Pomona, from Stony Brook to Syracuse, from Notre Dame to NYU, from the University of Texas to the University of Illinois. Altogether, we have 10 international students—from India, Vietnam, Britain, Canada, Spain, Indonesia, and Poland.

The Class of 2011 is diverse in other ways, too. Yes, many of you have worked or interned at newspapers, magazines, broadcast stations, or websites. But listen to what some of you in the incoming class have done in recent years: served as a marine in Iraq; graduated from law school; worked on a Ph.D in Ethnomusicology; coached a soccer team in Massachusetts; won a full NCAA scholarship in women's equestrian competition; served as a legislative assistant to the U.S. Senate Committee on Banking, Housing and Urban Affairs; and worked as a communications consultant to Nike. You are a fascinating group, and we are delighted.

Some of you made CUNY Journalism your only choice, thus proving the need for a school like ours: a high-quality, low-cost alternative to the very best private universities. But many of you were accepted to the top schools in the country and chose us instead. Either way, thanks for your vote of confidence in a relatively new school.

Partly as a result of these diverse backgrounds, you come here with different journalistic experience and skill. Our job is to challenge all of you at your own level and raise you from there. If you can take on more advanced assignments, push us to do that. Submit story ideas to our NYCity News Service. Add audio and video to a print story. Or sign up for a workshop in new media technologies. In short, go for it.

As I said on opening day four years ago, we are here not to create just another journalism school. We are here to build a great school, one of the best in the world. We are here to turn students into outstanding pros. And we are here to uphold and enhance the very best traditions of this noble profession.

As you know, this is a very critical time for journalism. We are in the midst of a dramatic shift in technology that will profoundly affect all of you. We have witnessed a number of ethical transgressions, both in mainstream media and the world of new media. And we are in a period of great financial stress throughout our profession.

I'm hoping our School will make a difference. We have a fresh curriculum, a strong faculty, an advanced new facility, and, I hope, some new thinking. We wouldn't be here if we thought journalism was dead. Change is necessary, but I hope the values and standards many of us grew up with will endure. We are out to forge a synthesis between the best of the old media world and the best of the new.

I hope we'll have a lot of fun during our time together. And I hope, years from now, that you'll look back at your experience here as one of the great turning points of your professional life – the launching pad for a very successful career.

Good luck to you all.

Stephen B. Shepard, Founding Dean  
August 2010

## the city university of new york

The CUNY Graduate School of Journalism is one of 20 colleges and professional schools that make up The City University of New York, the nation's leading urban university. Nearly 220,000 degree-credit students and more than 200,000 adult, continuing and professional education students are enrolled at these 20 campuses throughout the city's five boroughs. In Fall 2004, CUNY accounted for 46 percent of all college students in the city. An additional 40,500 students are enrolled in College Now, the University's enrichment program for high school students located on CUNY campuses and at more than 200 city high schools. Another 8,000 students are enrolled in CUNY-affiliated high schools. CUNY traces its founding to the establishment in 1847 of the Free Academy, which later became The City College, the first CUNY college. CUNY now provides post-secondary learning opportunities at every level, from certificate courses to a Ph.D., in a single integrated system. CUNY offers approximately 1,400 academic programs, with more than 200 majors leading to associate and baccalaureate degrees, and more than 100 graduate degree majors.

## the graduate center

The Graduate School of Journalism operates under the umbrella of The Graduate Center and its degrees are granted through The Graduate Center. Founded in 1961, The Graduate Center is the doctorate-granting institution of CUNY, with more than 4,000 students. It has a core faculty of 125 Graduate Center appointments, supplemented by another 1,500 faculty members drawn from throughout CUNY's 11 senior colleges and New York City's leading cultural and scientific institutions. These professors pursue a shared enterprise of expanding the boundaries of knowledge in more than 30 doctoral programs and six master's programs in the humanities, social sciences, and sciences. Augmenting this enterprise are 28 research centers and institutes focused on areas of compelling social, civic, cultural, and scientific concerns.

Also affiliated with The Graduate Center are the CUNY Baccalaureate Program, through which undergraduates can earn bachelor's degrees by taking courses at any of the CUNY colleges, the School of Professional Studies, and the associated Joseph S. Murphy Institute for Worker Education and Labor Studies.

Since 1999, The Graduate Center's campus has been housed in a nine-story landmark building at 365 Fifth Avenue in midtown Manhattan. Formerly home to the B. Altman Department Store, the building has been redesigned as a new, state-of-the-art facility to meet the specific needs of a 21st-century institution of advanced learning.

School of Journalism students have access to many of the services at The Graduate Center, including the Mina Rees Library, the Wellness Center, the Financial Aid office, and the Office of International Students.

# academic program

## **THE M.A. IN JOURNALISM**

### **DEGREE REQUIREMENTS AND REQUIRED COURSES**

The course of study for the M.A. degree in journalism at CUNY is challenging. Students will participate in a comprehensive summer internship and produce a substantial final project, in addition to completing 45 units of course work.

The curriculum offers students the opportunity to construct a program of study that best reflects their interest in print, broadcast or interactive media, and their interest in a subject concentration, such as urban, business/economic, arts/culture, health/medical or international reporting. However, all students will be required to take a set of courses designed to provide the solid foundation that all journalists should have, regardless of the media or subject choices they make. Those courses, offered in the first and second semesters of the program, are as follows:

- Craft of Journalism I
- Broadcast Writing and Production
- Legal and Ethical Issues
- Fundamentals of Interactive Media
- Craft of Journalism II or Craft of Journalism II-Broadcast

### **MEDIA COURSES**

Students at the CUNY Graduate School of Journalism are not required to select a media track. Instead, they are free to choose courses across media formats, depending on their interests and career goals. In general, all students follow the same curriculum in the first semester. In the second and third semesters, schedules will vary depending on subject concentration, media interests, and electives. Students should consult their academic advisor to determine the best mix of media courses to help them meet their goals.

Note that some third-semester courses have second-semester prerequisites: Interactive III requires that you have taken Interactive II; Television News Magazine Production requires that you have taken Craft of Journalism II – Broadcast; Narrative Journalism requires that you have taken Feature Writing. Students who have not taken these prerequisites may petition the faculty member for entry by submitting work that shows they have the necessary skills to succeed in that course.

### **SUBJECT MATTER SPECIALIZATIONS**

Towards the end of their first semester, students will choose a field for subject matter specialization, selecting from among Urban Affairs, Business/Economics, Health/Medicine, Arts/Culture and International Reporting. Students will take three classes within their field of specialization over the course of their study. By focusing on a specific subject, students will be prepared for either general assignment, specialized or beat reporting – all assignments they are likely to have in the course of their careers.

## **COURSE OF STUDY OVER THREE SEMESTERS**

A student's course of study will be determined in large measure by the choice of media courses and subject concentration. However, here is a generic course of study that will allow students to figure out what they are likely to take over the three semesters, once they've decided which media courses and subject specialization will help meet their goals.

### **Semester 1 – all required courses**

Craft of Journalism I  
Legal and Ethical Issues  
Interactive Fundamentals  
Broadcast Writing and Production

### **Semester 2**

Craft of Journalism II or Craft II - Broadcast  
One course in student's subject concentration  
Two electives

### **Summer**

Summer Internship

### **Semester 3**

Two electives  
Two courses in student's subject concentration

Students who have chosen to stay beyond a third semester to allow them to take additional courses at the School or at another CUNY college should discuss appropriate sequencing of their courses over a four-semester time frame with their academic advisor. Students who are not sure whether a course is in their media or subject sequence should consult with their advisor.

## **FOURTH SEMESTER OPTION**

All students have the option to stretch their studies into a fourth semester. They may choose to pursue this option for any of the following reasons:

- To take additional media courses or electives at the J-School that don't fit into a three-semester program.
- To take related courses at other CUNY colleges. For instance, a student in the international concentration may want to study Arabic or Chinese at City College; someone in the J-School's business & economics program may want to take MBA-level classes in the Zicklin School of Business at Baruch College.
- To allow more time to complete their M.A. in Journalism degree requirements.
- To take advantage of the new Entrepreneurial Journalism Program that awards a certificate in entrepreneurial journalism in addition to an M.A. in Journalism degree.
- To participate in an exchange program at a foreign journalism school.
- To more easily accommodate a professional internship during the school year.

Please note that students who pursue this option must pay full tuition for the extra semester. Any student in good academic standing may apply. For maximum flexibility, those who are interested in a fourth semester should consult their academic adviser as early as possible, but no later than the end of the second semester.

## **JANUARY ACADEMY**

The academic calendar leaves four weeks free in January, between the fall and spring semesters. Students can select from among a number of non-credit enrichment courses, ranging from a six-session seminar on sports reporting to a two-day workshop on freelancing, to a two-day workshop on using Excel in reporting. Attendance is not required, but we hope all students will take advantage of this option. Alumni of the School are also able to take advantage of these extracurricular workshops for a small fee.

## **NYCITY NEWS SERVICE**

In the second and third semesters, students who have demonstrated strong skills may participate in a news service class as an elective. It carries three (3) credits.

Students will serve as a corps of reporters, editors, photographers and video producers working closely with professional editors and faculty members to create a web-based, multi-media news service covering many of New York City's neighborhoods and communities. Students will explore how print, broadcast, and interactive techniques are converging in the multi-media news desk of the future. Longer pieces are eligible for publication in the School's online magazine, 219 Magazine, which is connected to the News Service site.

The News Service will also provide an outlet for all student journalists at the School. Neighborhood stories produced by students will be fed via the web to news organizations, leading to their placement in local media outlets, such as community newspapers, local broadcast stations, wire services, and Internet service providers.

## **CUNY TV**

The Graduate School of Journalism has partnered with CUNY TV, a 24-hour cable station located at The Graduate Center, to offer students an invaluable hands-on learning opportunity. The station, located on most cable systems in New York City on Channel 75, offers a broad range of programs that are produced in its own studios, as well as distributed by national and international broadcast companies. More than 2 million households throughout the City's five boroughs have access to CUNY TV. Much of the station's original programming is developed in partnership with CUNY campuses and with New York City's cultural, civic and business communities. The station will serve as an outlet for the best news stories produced by students in the broadcast track.

## **CAPSTONE PROJECT**

All third semester students are required to complete a capstone project before they graduate. These will be major, professional-quality projects - print stories of at least 3,000 words, multimedia packages, 5-9-minute broadcast pieces, or projects with a combination of formats.

Each project will be completed in an established class under the guidance of a grading professor. The student must obtain the grading professor's approval of the project during the first week of fall classes. The professor will update the administration on the project's progress during the mid-semester review, grade it toward the end of the semester, and submit the grade to the Student Affairs Office. Students must submit the final, graded project to the Research Center in the proper format. No student will be permitted to graduate until the capstone project is submitted.

# facilities and equipment

The Graduate School of Journalism's newly renovated campus spans two floors and includes classrooms with wireless Internet access and computer workstations equipped with a broad range of electronic software. Anywhere on site, students are able to access a variety of news wires, data and research services, such as Lexis-Nexis, and a wide range of audio and video production software.

The J-School boasts a 120-seat, state-of-the-art newsroom, which is available for use by students during hours of operation and which also houses the NYCity News Service. All students have access to a broadcast-quality television studio and radio studio. Additionally, there are a number of professionally equipped video and audio post-production labs. For their fieldwork, students may borrow production-quality cameras, microphones, audio recorders, laptop computers and other equipment.

## **STUDENT CAFÉ, KITCHEN, AND LOUNGES**

Students have access to the refrigerator and microwave in the student café area just off the 3<sup>rd</sup> floor lobby. Snacks and cold beverages are available in vending machines and coffee and other hot drinks are offered as well for a modest charge. Students and faculty who make use of this area are expected to clean up after themselves, as a matter of respect to their colleagues. Please note that the refrigerator will be emptied every Friday evening.

In addition to the café and the lounge area in the lobby, there are several smaller lounge areas scattered about the School. These are the only locations where students may consume food or drink, to help protect expensive electronic equipment located throughout the School.

## **BUILDING HOURS**

During the Fall 2010 semester, our hours of operation will be as follows:

Monday-Friday:	8AM – 11PM
Saturday:	9AM – 7PM
Sunday:	11AM – 7PM

Please note that these hours will be extended as demand warrants.

## **PUBLIC SAFETY AND SECURITY**

Please remember that we are in a busy, urban center and that all students, faculty and staff need to exercise caution when leaving the building after dark, and with personal possessions such as bags and laptop computers. Should you see someone in the building who seems suspicious, please notify the officer at the Public Safety Desk on the 3<sup>rd</sup> floor lobby at (646) 758-7777. If you feel that there is an emergency situation, pick up one of the phones in the student newsroom and dial 8-9-1-1.

In the case of a fire or other emergency situation, an alarm will sound and you will be given directions via the PA system by the Fire Safety Director and/or Public Safety staff directing everyone to the emergency exits. There are building evacuation plans posted by the elevators on the 3<sup>rd</sup> and 4<sup>th</sup> floors.

## **EQUIPMENT CHECKOUT POLICIES AND PROCEDURES**

The CUNY Graduate School of Journalism's Equipment Distribution office loans a variety of video and audio equipment to students, to help them fulfill their academic studies. The loan of such equipment is a privilege, and is offered subject to the following policies:

### ***Eligibility***

Equipment is available for booking to currently registered School of Journalism students in support of their academic course work only. At time of equipment pick-up, students must present a valid School of Journalism ID. Equipment is available to students only after receiving instruction, training and approval from appropriate faculty or staff.

- All equipment must be reserved online at least two (2) hours prior to selected pick-up time, at <http://tech.journalism.cuny.edu>
- Reservations requested by phone will not be accepted or approved.
- Requests will not be accepted more than two (2) weeks in advance.

### ***Availability***

Equipment may be booked for up to five (5) days. Extensions are subject to equipment availability and the approval of faculty, the Manager of Equipment and AV Service and the Director of Broadcast Services. Faculty should e-mail extension request approvals to [equipment@journalism.cuny.edu](mailto:equipment@journalism.cuny.edu) with name of student, equipment needed, amount of extension time needed and a brief explanation.

Equipment must be returned by the close of business on the last approved day.

- Students may not have more than two (2) active checkouts (equipment kits) signed out at any given time.
- Additional equipment reservations will not be accepted until all overdue equipment is returned.

Booked equipment will be held until the end of the first reserved day. Equipment not picked up by the end of that day will void the booking and the equipment will be made available to other students.

### ***Hours Of Operation***

#### **Regular hours**

Monday – Friday: 8am – 7pm  
Saturday: 10am – 5pm  
Sunday: Closed

#### **Summer and Extended Break hours**

Monday – Friday: 8am – 6pm  
Saturday & Sunday: Closed

### ***Contact Information***

Phone: 646-758-7860  
Email: [equipment@journalism.cuny.edu](mailto:equipment@journalism.cuny.edu)

### ***Fines***

Students are responsible for the good care and intact return of all equipment borrowed, and will be responsible for the cost of the repair and/or replacement of any missing or damaged equipment. \*

- In the event equipment is stolen a police report must be filed by the student and a copy must be provided to the equipment manager.
- All equipment is due back by 12pm (Noon) on the day it is due. A late fine of \$5 per day will be assessed on students for every day the equipment is overdue; checkout privileges are immediately suspended after equipment is overdue one week. Privileges will be reinstated only after review by faculty, the Manager of Equipment and AV services and the Director of Broadcast Services.
- A fine of \$10 will be assessed for equipment not picked up on the date requested without prior cancellation notification.
- In order to maintain borrowing privileges, students may not have more than ONE (1) outstanding fine. Students with TWO (2) OR MORE outstanding fines will not be eligible for equipment booking until resolved.
- If equipment is overdue by 24 hours or more, the School of Journalism reserves the right to contact associates and errant students at their place of employment or internship in order to locate missing equipment.
- Chronic disregard for the policies and procedures as noted here may affect future borrowing privileges.

\*See University policy as outlined in CUNY's Other-Than-Tuition-Charges document, section B, part 2, at [http://portal.cuny.edu/cms/id/cuny/documents/informationpage/other\\_than\\_tuition\\_charges.pdf](http://portal.cuny.edu/cms/id/cuny/documents/informationpage/other_than_tuition_charges.pdf)

### ***Public Holidays***

Equipment Distribution is closed on all holidays recognized by the University. Holidays for the 2010-2011 academic year are as follows:

Labor Day	Monday September 6, 2010
Columbus Day	Monday October 11, 2010
Thanksgiving Day	Thursday Nov. 25 and Friday Nov. 26 2010
Christmas Eve Day	Friday December 24, 2010
Christmas Day	Saturday December 25, 2010, observed Monday December 27, 2010
New Years Eve Day	Friday December 31, 2010
New Years Day	Saturday January 1, 2011
Martin Luther King Jr.	Monday January 17, 2011
Lincoln's Birthday	Friday February 11, 2011 (observed)
President's Day	Monday February 21, 2011
Memorial Day	Monday May 30, 2011
Independence Day	Monday July 4, 2011

### ***Use Of Equipment During Extended Break Periods***

- Equipment may only be reserved for use during these periods if required for completion of academic classes/coursework related projects; equipment is not allowed to be booked for personal, private or commercial projects.
- Students working in the metropolitan area are subject to the usual procedures and policies stated above.
- Students working outside the metropolitan area must get written approval from the Associate Dean and the Director of Broadcast Services. Below is a list of equipment available for non-local use (equipment requests must be accompanied by a brief description of the project):
  - Panasonic GS300/500 or Sony HC-9 DV Cameras
  - Non dSLR Camera
  - Marantz 660 and 620 Audio Recorders
  - FlipVideo DV Camera
  - All accessories (mics, tripods, etc) are available for checkout

### ***Blackout Dates: 2010-2011***

No loans will be made during these periods and all equipment must be returned prior to the start of the blackout period.

Monday, December 27, 2010 - Monday, January 3, 2011  
Monday, May 30, 2011 - Friday, June 3, 2011

### ***Disclaimer***

Policies, guidelines and regulations are subject to revision and/or amendment as necessary without prior notification.

### ***Equipment List-Kits***

#### **Sony PD-170 digital video camera**

Kit includes handheld mic, XLR cable, headphones, wide-angle adapter, power adapter and two (2) extended life batteries.

Option: Bogen/Manfrotto tripod for PD-170.

#### **Canon EOS Rebel dSLR digital still camera**

Kit includes USB cable, Canon lens, 2GB flash card, battery and battery charger.

#### **Fuji e900 digital still camera**

Kit includes 1GB flash card, USB cable and 2AA rechargeable batteries.

#### **Canon Powershot A2000 digital still camera**

Kit includes 1GB flash card, USB cable and 2AA rechargeable batteries.

**Panasonic GS300 or GS500 digital video camera**

Both kits include shotgun mic, FireWire cable and two (2) batteries.  
Option: Sunpak 7001DX tripod.

**Sony HC9 digital video camera**

Both kits include shotgun mic, FireWire cable and two (2) batteries.  
Option: Sunpak 7001DX tripod.

**Marantz PMD660 hard disc audio recorder**

Kit includes handheld mic, XLR cable, USB cable, power adapter and headphones.

**Marantz PMD620 hard disc audio recorder**

Kit includes remote, USB cable and power adapter.

**Nokia N95 smart phone**

Kit includes handheld mic, XLR cable, XLR-RCA adapter, power adapter, microSD card, USB cable, accessory cable and hands-free control cable.

**Flip Video Ultra digital video camera**

\*For a complete list of accessories please contact the Manager of Equipment and AV Services

# student affairs-related offices & services

## **ALUMNI SERVICES**

The Graduate School of Journalism provides many services to its alumni, including access to job listings, seminars, job fairs, and career counseling. Please refer to “Career Services” for more information on these services.

The Alumni Advisory Board is an active, and important element in gauging alumni interest in relevant programs and services. The School works with its alumni to provide continuous opportunities to reconnect with the School, their classmates and upgrade their personal skills through year-round workshops. Interested alumni should contact the CUNY Journalism Alumni Association at [alumniboard@journalism.cuny.edu](mailto:alumniboard@journalism.cuny.edu).

As the School continues to grow, we will be setting up regional alumni groups for informal social gatherings and networking opportunities.

## **CAREER SERVICES**

The Office of Career Services, along with the faculty, provides vital career development resources for students, ranging from career-planning advice to internship assistance, to help with the job search. To make an appointment, please call the Office of Career Services at (646) 758-7732, or send an email to [deborah.stead@journalism.cuny.edu](mailto:deborah.stead@journalism.cuny.edu).

### **Career services offered include:**

#### ***Networking and Recruiting Events***

Throughout the year, students have the opportunity to attend a variety of networking and recruiting events sponsored by the School. These include panel discussions with successful journalists about career planning and job searching, recruitment visits by media organizations, and a job fair in the fall semester where graduating students can meet with multiple prospective employers.

#### ***Career Skills Counseling***

The Office of Career Services offers individual counseling and workshops throughout the year to help students prepare to find internships and jobs. Students can get help with:

- Resume and cover letter writing
- Interview skills
- Salary negotiation
- Career planning
- Freelancing
- Branding and outreach strategies

#### ***Career Services Website***

The Office of Career Services has multiple online resources to assist students and alumni. These resources include: internship postings, full-time job postings, links to other job-posting sites, a section of job-hunting tools such as sample resumes and tips on interviewing, links to professional journalism organizations, salary information, and a list of publications where students can publish freelance work.

### ***Career Reference Publications***

The Office of Career Services has reference books including Editor & Publisher International Year Book, Broadcasting & Cable Yearbook, Editor & Publisher Journalism Awards & Fellowships Directory, and Get a Freelance Life: MediaBistro.com's Insider Guide to Freelance Writing. The School's Research Center also maintains numerous career-related magazines and online subscriptions, including Editor & Publisher and Writer's Market.

### ***Summer Internship Program***

All students will participate in a summer internship program during the summer between the second and third semesters. The program will be run by the director of career services. Participating students will intern for 8 to 10 weeks (at least 280 hours total) at a variety of media outlets around New York City, or elsewhere if they desire. Possibilities will include online media, community newspapers, major dailies, consumer magazines, trade publications, newsletters, cable TV stations (including CUNYTV), radio and TV broadcast stations and broadcast networks. Some of these organizations pay interns; others do not. To keep everyone on an even footing, the journalism school subsidizes summer internships on a sliding scale up to \$3,000, depending on what the employer is able to pay. Either way, students can expect to receive approximately \$3,000 for their summer internship.

The news outlets will supervise the interns under guidelines established by the graduate program. The interns also will meet for regular evening group discussions with the director of career services and journalism guest speakers. Progress will be monitored, and the interns will submit two reports on their experiences — one midway through the summer, the other at the end. We also will ask employers for an evaluation. Students will be graded on a pass/fail basis.

Students are ultimately responsible for securing their own summer internship. However, the Office of Career Services will work closely with each student to help her/him find and apply for appropriate internship opportunities. Students should attend the group internship briefings that are held throughout the year, especially in their first fall semester. They should also make individual appointments with the director of career services for help with the internship search.

### ***Spring/Fall Internships***

The School strongly counsels students to focus solely on their coursework during their first fall semester. But students who wish to intern in the spring and/or in their final fall semester, beyond the required summer internship, may do so. If the media company wants the student to get credit for the internship, the student must first get permission from her/his advisor and the director of career services. The internship must involve serious journalistic work. Students who are in good standing who have a GPA below 3.7 may intern for no more than 10 hours a week, or 150 hours a semester. Students with a GPA of at least 3.7 may work up to 16 hours a week, or 240 hours a semester. Students on academic probation are not eligible for fall/spring internships.

**Deborah Stead, Director**  
**Room 309**  
**Phone: (646) 758-7732**  
**Deborah.Stead@journalism.cuny.edu**

**Lili Grossman, Coordinator**  
**Room 301**  
**Phone: (646) 758-7727**  
**Lili.Grossman@journalism.cuny.edu**

## **RESEARCH FACILITIES AND LIBRARIES**

The Journalism Research Center features a focused interdisciplinary collection of approximately 2,000 print volumes, 40,000+ electronic books, periodical titles, more than 100 electronic journals and databases relevant to the field of journalism. All of the materials in the library have records in the CUNY+ online catalog. Using the CUNY+ system, students, faculty and staff have access to over 4 million items via CUNY's Open Access Policy. The library—as is the school—is a wireless environment and users can access and search the online catalog and other electronic resources by means of their own wireless-ready laptop, or via two Internet access stations.

Reflective of the Graduate School of Journalism's curriculum, the collection covers a wide array of disciplines. Through the generosity of several donors, the Research Center has developed a robust collection of historical works about the field, outstanding journalists, notable media families and corporations. Other subject tracts include literary works by and about journalists, trends and issues in the profession, national organizations in the field, as well as works about New York City.

The magazine and journal collection encompasses significant publications providing local, regional and global coverage of human issues and events in addition to providing students with varying examples of journalistic writing. The newspaper collection is largely New York City focused (i.e., *The New York Times*, *The Daily News*, *New York Post*, etc.) along with several other key U.S. newspapers, such as *The Washington Post*, *The Wall Street Journal* and *USA Today*.

As a full service unit, the Research Center offers faculty, staff and students invaluable services such as interlibrary loan, reserves and research instruction.

### **Research Center**

**3<sup>rd</sup> floor**

**Phone: (646) 758-7728/7730**

Students are also able to use the resources of the Mina Rees Library at the Graduate Center. A current validated Graduate School of Journalism ID card, with a library patron bar code from our campus library serves as the library card.

### **Mina Rees Library**

**Graduate Center, 1<sup>st</sup> floor**

**365 Fifth Avenue**

**<http://library.gc.cuny.edu/>**

**(212) 817-7083**

## **TECHNOLOGY**

All staff, students and faculty must sign the *Computer User Responsibility Form* and the *Notebook Computer License Agreement*, and must attend a user orientation. Computer resources\* must be used in a manner that is consistent with the University's educational purposes and environment. All users of computer resources are expected to act in a spirit of mutual respect and cooperation, and to adhere to the regulations for their use set forth in the User Responsibility form.

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

### **Software license**

Software that is installed on the student computers is provided for academic use only, and made available to students for the duration of their academic study. Software remains the property of the School. Students who withdraw from the School have five days to sign up to have the School's software removed. Failure to register will initiate a hold on their academic record. The software will automatically expire within two months of graduation. It is strongly recommended that students have the software package removed prior to expiration.

### **Access to IT Resources**

#### **After Graduation**

- Keep e-mail account
- Are welcome to continue to use the J-School's IT resources within the J-School (software on desktop computers, etc.)
- Deactivation of VPN Access after 30 days
- Deactivation of Network Account after 30 days
- File-share access removed after 30 days

#### **After Withdrawing from the School**

- Within five days of notification the following will occur
- Software must be removed from the laptop
- Deletion of e-mail account
- Loss of network access
- Deactivation of VPN
- Deletion of files from the file server

### **Office of Information Technology**

**Help Desk:** <http://help.journalism.cuny.edu>

**Staff:** **Dan Reshef, Director of Information Technology**  
**Sharmela Girjanand, Manager of Support Services**  
**Scott Moulder and Nicole Jung, Help Desk**

## student services available through the graduate center

### **SERVICES FOR STUDENTS WITH DISABILITIES**

The Office of Services for Students with Disabilities at the Graduate Center provides auxiliary aids and services and makes appropriate academic accommodations needed by students with disabilities. A few examples of such possible academic accommodations are extended or divided time for taking an examination, as might be required for a student who has a learning disability or for whom physical stamina is reduced (for example, because of AIDS); use of a computer or other auxiliary aid during an examination; and taping of classes. Students who have questions about auxiliary aids and services, or who wish to discuss present or possible future accommodation needs or problems should first consult with the J-School Office of Student Affairs, and additionally with Sharon Lerner, Director of Student Affairs, Elise M. Perram, Associate Director of Student Affairs, or Matthew Schoengood, Vice President for Student Affairs at The Graduate Center. The office can be reached by calling (212) 817-7400.

Discussions and information regarding a student's disability will be kept confidential unless a student requests otherwise. Appropriate documentation to obtain accommodations is required. Students are encouraged to contact the Office of Student Affairs at the J-School to discuss present and future needs to facilitate effective planning. Adaptive equipment and computer software will be made available from the Graduate Center for the use of students with visual and hearing impairments. Computer users have access to screen-character enlargement, text-to-speech, and optical-character-recognition scan-and-read software, as well as a closed-circuit television. For students with hearing impairments, there is a personal FM listening system (for use on an individual basis for classes and meetings). The Graduate Center also provides readers/library assistants, sign-language interpreters, note takers, scribes, and other auxiliary services as needed. Users of TDD (Telecommunications Devices for the Deaf) within New York State should call the Telecommunications Service at 711 or at 1-800-662-1220. Users of TDD outside New York State should call their local Telecommunications Service.

Students with disabilities should also register with the J-School Office of Student Affairs so that provision may be made for their safety should an emergency arise.

### **HEALTH AND WELLNESS**

#### **Wellness Center**

Graduate Center, 365 Fifth Avenue, Room 6422

#### **Student Health Services**

Phone: (212) 817-7020

#### **Psychological Services**

Phone: (212) 817-7020

#### **Student Health Services**

Staffed by a nurse practitioner licensed to provide medical care (diagnosis, treatment, prescription-writing), Student Health Services provides episodic treatment, screenings, referrals, and general health and wellness programs. Students are seen by appointment or on a walk-in basis. Among the specific types of services available are basic physical examinations

as well as gynecological and male health examinations and screenings (PAP smears; HIV and other STDs; cholesterol). Under some student health insurance programs the initial (free) consultation with the Nurse Practitioner satisfies the health insurance deductible.

### **Psychological Services**

In addition to providing direct short-term psychotherapeutic services free of charge, the Psychological Counseling and Adult Development Center maintains a referral listing of private practitioners as well as institutions offering psychological services. Some of these provide services to students for low or moderate fees. The center also offers seminars and workshops on specific psychological issues such as dissertation completion, writing anxiety, women's issues in graduate school, and stress reduction.

### **Substance Abuse Counseling and Referral Services**

The Graduate Center's Psychological Counseling and Adult Development Center maintains a confidential program of substance abuse counseling and referral services.

### **Voluntary Student Health and Accident Insurance Plans**

The Graduate Center offers insurance information for all students, including international ones. Participation in any plan is entirely voluntary but is strongly recommended. General information brochures, application forms, and a health insurance research memorandum are available in the Office of Student Affairs and at The Graduate Center Wellness Center. The health insurance memorandum, which does not endorse specific providers, details contact representatives, phone numbers, and/or mailing is also available online at: [http://www.gc.cuny.edu/current\\_students/StudentHealth/HealthInsuranceGuide.htm](http://www.gc.cuny.edu/current_students/StudentHealth/HealthInsuranceGuide.htm)

The Graduate Center participates in a dental program in conjunction with New York University's College of Dentistry. (Application forms are available with the insurance information in the public areas listed above.) In addition, commercial dental programs are noted in the health insurance memorandum described above.

The Graduate Center can facilitate communication between students and the insurance company representatives. Please call (212) 817-7408 for further information or to make an appointment to discuss questions you may have. The Graduate Center provides only information on voluntary insurance programs and is not responsible for students' choices.

*For a comprehensive listing of possible health insurance options, stop by the J-School's Office of Student Affairs.*

### **Hospital Clinic and Emergency Room Facilities Located in Manhattan**

The accompanying list of hospital clinic and emergency services is provided for your convenience. Students should call the hospitals directly for information about services and fees. This list is not intended to be all-inclusive and does not imply endorsement of any of these facilities.

The closest urgent care clinic is the *Beth Israel Medical Group*, at 55 East 34<sup>th</sup> Street. Phone: (212) 252-6000. They are open from 8 a.m.-8 p.m. Mondays-Thursdays, from 8 a.m.-7 p.m. on Fridays, and from 9 a.m.-2 p.m. on the weekends. The clinic may assess a walk-in fee. You will need to bring your student ID and a referral form from the Graduate Center Wellness Center.

*All area codes are "212" unless otherwise noted.*

***Bellevue Hospital***

462 First Avenue, at 27<sup>th</sup> Street

General Information: 562-4141

***Beth Israel Medical Center***

First Avenue, at 16<sup>th</sup> Street (Petrie Division)

General Information: 420-2000

Emergency Room: 420-2840

***Beth Israel Medical Center (Phillips Ambulatory Care Center)***

10 Union Square East

General Information: 844-8000

***Cabrini Medical Center***

227 East 19<sup>th</sup> Street, between Second and Third Avenues

General Information: 995-6000

Emergency Room: 995-6620

***Lenox Hill Hospital***

100 East 77<sup>th</sup> Street, between Lexington and Park Avenues

General Information: 434-2468

Physician Referral: 888-744-4863

Primary Care: 434-4251

Emergency Room: 434-3030

***The Mount Sinai Medical Center / The Mount Sinai Hospital***

Madison and 5<sup>th</sup> Avenues at 100th Street

General Information: 241-6500

Physician Referral: 800-637-4624

Emergency Room: 241-7504

***New York Presbyterian Hospital at Cornell Weill Medical Center***

525 East 68<sup>th</sup> Street, at York Avenue

General Information: 746-5454

Physician Referral: 800-822-2694

Emergency Room: 746-5025

***New York University College of Dentistry***

345 East 24<sup>th</sup> Street, at First Avenue

General Information: 998-9800

***NYU Langone Medical Center***

560 First Avenue between 32<sup>nd</sup> and 33<sup>rd</sup> Streets

General Information: 263-7300

Physician Referral: 888-769-8633

Emergency Room: 263-5550

***St. Luke's-Roosevelt Hospital Center***

1000 10<sup>th</sup> Avenue between West 58<sup>th</sup> & 59<sup>th</sup> Streets (Roosevelt Division)

Amsterdam Avenue at 114<sup>th</sup> Street (St. Luke's Division)

General Information: 523-4000

Physician Referral or Questions: 888-445-0336

***St. Vincent's Hospital and Medical Center of New York***

170 West 12<sup>th</sup> Street, at Seventh Avenue

General Information: 604-7000

***HIV Resources for Testing, Medical, and Educational Contacts***

***New York State HIV Information Service***

General Information: 800-541-2437

***Centers for Disease Control (CDC), National Aids Hotline***

General Information: 800-232-4636

***Gay Men's Health Crisis***

AIDS Hotline: 807-6655

***NYC Department of Health and Mental Hygiene Call Center***

447-8200

800-825-5448

**Other Health Resources:**

***Alanon Intergroup Services*** 941-0094

***Alcoholics Anonymous*** 647-1680

***Special Victims Liaison Unit/Hot Line*** 267-7273

(Confidential, non-recorded phone service answered by specially trained female NYC police officers & detectives)

***Safe Horizon*** (abuse, rape, etc.) (24-hour number) 577-7777

**HOUSING**

Contact the School's Office of Student Affairs: (646) 758-7726

**INTERNATIONAL STUDENTS**

**The Office of International Students**

Graduate Center, 365 Fifth Avenue, Room 7200

Director: Douglas Ewing

Email: [dewing@gc.cuny.edu](mailto:dewing@gc.cuny.edu)

Phone: (212) 817-7490

The Office of International Students at the Graduate Center provides advice and assistance to students from outside the United States, particularly with regard to immigration issues relating to F-1 student status and J-1 Exchange Visitor student category. Each semester, the office conducts a special orientation session for international students. The office also assists students in understanding American cultural behavior and in interpreting various bureaucratic procedural requirements. Upon their arrival in New York City, new international students should contact the Office of International Students as soon as possible so that the office can record their immigration documents and verify status.

The U.S. government regulates the immigration status of international students through the Student and Exchange Visitor Information System (SEVIS). International students are personally responsible for complying with all government regulations that relate to their F-1 or J-1 immigration status. Therefore, each student is urged to familiarize himself or herself with the regulations and procedures that apply to his or her specific status. Students should keep copies of all documents relating to their immigration status and bring their passport, I-94, and current Form I-20 or DS-2019 whenever contacting this office. SEVIS requires immediate reporting of any changes in an international student's personal or academic information. In particular, this includes the following:

- change in residence address
- change in academic level
- change in academic program

International students with any questions regarding any aspect of the immigration regulations or their stay in the United States should consult an advisor in the Office of International Students. International students must consult this office for information on the following:

- obtaining an initial Form I-20 (F-1 status) or Form DS-2019 (J-1 status);
- change of address in the United States;
- change of legal name;
- on-campus employment regulations and procedures;
- off-campus employment;
- travel outside the United States and re-entry;
- inviting a spouse or dependent children to the United States;
- extension of legal stay in the United States;
- passport and visa information;
- transfer to another school;
- change of status to or from F-1 or J-1

International students must consult the Office of International Students:

- before accepting employment of any kind; and
- before discontinuing their studies (i.e., leave of absence, withdrawals from the program, or termination of studies)

Suggestions or advice concerning immigration, employment, or taxation that are made by other students, or advice and/or permissions given by an administrator or faculty member, do not constitute authorization for, or compliance with, immigration regulations. The only authorized interpretation of immigration regulations pertaining to your student status is from an International Student Counselor in the Office of International Students at The Graduate Center.

For specific regulations and policies, please see the Graduate Center Student Handbook.

# paying for school

## TUITION AND FEES

### ***For In-State Residents:***

The tuition for New York State residents is \$3,680 per semester. Tuition for the entire three-semester program is \$11,040, plus fees of \$1,795, bringing the three-semester total for tuition and fees to **\$12,835**.

### ***For Non-Residents and International Students:***

The tuition for non-New York State residents is \$575 per credit. Assuming 15 credits per semester, the tuition is \$8,625 per semester. Out-of-state residents who are U.S. citizens or permanent residents may qualify for in-state tuition in their third semester if they become legal residents of New York State. If so, tuition for the entire three-semester program is \$20,930 plus fees of \$1,795, bringing the three-semester total for tuition and fees to **\$22,725**.

For international students, tuition for the entire three-semester program is \$25,875, plus fees of \$1,795, bringing the three-semester total for tuition and fees to **\$27,670**.

### ***Breakdown of Student Fees***

The Graduate School of Journalism will charge \$1,230 in fees for the first two semesters and \$565 in fees during the third semester. The breakdown of those fees is as follows:

January Academy Fee	\$100 second semester only
Consolidated Fee	\$15 per semester
Technology Fee	\$100 per semester
Program Materials Fee	\$400 per semester
Student Activity Fee	\$50 per semester

The **January Academy Fee** will cover the costs of workshops offered between the first and second semesters.

The **Consolidated Fee** ensures the continuation, expansion, and establishment of critical university-wide services including but not limited to: the processing of financial aid applications, the immunization program, the job location /development program and other services.

The **Technology Fee** will help defray the cost of electronic databases, computer hardware and software, help desk service, and computer and network maintenance.

The **Program Materials Fee** will cover the cost of providing students with laptops, state-of-the-art audio and video equipment, portable multimedia packs, a variety of news data streams, editing suites, classrooms wired for webcasting, and a fully-equipped newsroom.

The **Student Activity Fee** will cover costs associated with extracurricular education programs such as a speaker series, a journalism film series, special skills workshops and other events requested by students.

The following special charges may also apply:

Late registration	\$25
Special examination/project	\$25
Program change	\$18
Transcript	\$ 7
Readmission	\$10
Returned check	\$15
Late payment	\$15
Late return of equipment	\$5 per day

**NOTE: All tuition and fee schedules are subject to change without notice.**

### **NEW YORK STATE RESIDENCY**

For the purposes of determining tuition charges, a student is considered a resident of the State of New York if the student has had his or her principal place of abode in the State of New York for a period of at least twelve consecutive months immediately preceding the first day of classes for the semester with respect to which the residency determination is made; states an intention to live permanently and maintain a principal place of abode in New York State; and, generally, is not in the United States on any temporary visa. Residence in a dormitory, hotel, or other temporary housing facility does not in itself establish New York State residency.

All students requesting a change of residency status must file a City University Residence Evaluation Application with The Graduate Center's Office of the Registrar, along with sufficient supporting documentation no later than the end of the third week of classes of the semester for which the change is to be effective.

### **SCHOLARSHIPS, FEDERAL AID AND WORK-STUDY**

The Director of Student Affairs is available to meet with you and will work closely with you to figure out a financial aid plan that will suit your particular budget.

#### ***J-School Scholarships***

All students who wish to be considered for J-School scholarships must file a FAFSA renewal for the 2010-2011 academic year, and must fill out a new CUNY Application and the 2010-2011 Federal Direct Loan Request form for Financial Assistance. The deadline for consideration for the Fall 2010 semester is March 15, 2010. These forms should be turned into the Director of Student Affairs. If a student qualifies, offers will be sent in May. Third semester scholarships will be awarded based solely on need as determined by the Graduate Center's Financial Aid Office, using the information you provide on your FAFSA and your Financial Aid Application. **Please note that there is very limited funding for third semester scholarships.**

### ***Outside Scholarships***

We want to encourage all prospective and continuing students to look into applying for outside scholarships and awards. A wide range of scholarships are available to both domestic and international students based on merit, need, proposed area of study, and many other specifications. Students can find a list of journalism-related scholarship websites with their related deadlines on our website. In addition, students should take a look at one of the free scholarship search engines, such as <http://findaid.com>, [www.scholarships.com](http://www.scholarships.com), or [www.fastweb.com](http://www.fastweb.com). Should an outside scholarship be received, this information should be given to the director of Student Affairs.

### ***Federal Loans***

#### ***Application and disbursement processes***

Students are required to complete and file the FAFSA. The priority deadline is March 15, so early filing is encouraged. In order to be considered for Federal Financial Aid and/or Graduate School of Journalism scholarships, students must file the Free Application for Federal Student Aid (FAFSA). Upon receipt of the FAFSA information from the federal processor, the Office of Financial Aid at the Graduate Center will review the FAFSA application. In addition, a Federal Direct Loan Request Form must be submitted to the Office of Financial Aid to complete the loan application process. If supplemental information is required to complete the aid application, the student will be notified by the Office of Financial Aid. Students will not receive an award notice until all required documentation has been received. The award notice will detail the types and amounts of financial aid, including federal loans and work-study for which the student is eligible.

Once loan funds are made available, the Bursar's Office will pay any amount due in a student's account (e.g. tuition and fees). If any funds are left over, a credit for that amount will appear in the account allowing the Bursar's Office to direct deposit or send checks to the student. Please be aware this process is usually completed by mid-September in the fall semester, and mid-February in the spring semester.

#### ***Federal Direct Stafford Loan:***

There are two types of Federal Direct Stafford Loans: the Subsidized Federal Direct Loan and the Unsubsidized Federal Direct Loan. Subsidized Federal Direct Loans are based solely on need as defined by federal law. Subsidized Loan amounts will vary depending on the student's need, to a maximum of \$8,500 for the academic year. No interest accrues while the student is enrolled at least half-time. Repayment begins six months after the student no longer registers at least half-time, withdraws, or graduates.

Unsubsidized Federal Direct Loans are not based on need. Loan amounts vary depending on the cost of the student's attendance less other financial aid and Subsidized Federal Direct Loan eligibility. The combined maximum for the Subsidized Federal Direct Loan plus the Unsubsidized Federal Direct Loan is \$20,500 for the academic year. Repayment of interest begins immediately on the Unsubsidized Federal Direct Loan or can be capitalized (i.e., added to the loan principal) at the student's option. Repayment of the loan principal begins six months after the student no longer registers at least half-time,

withdraws, or graduates. An exit interview is required when the student no longer registers at least half-time, withdraws, or graduates.

For questions regarding Federal Direct Stafford Loans, please contact Rafael Villalona at the Office of Financial Aid at the Graduate Center. He can be reached by phone at (212) 817-7459 or by e-mail at [rvillalona@gc.cuny.edu](mailto:rvillalona@gc.cuny.edu).

***Federal Perkins Loan:***

Some students who are able to demonstrate significant need may qualify for a Federal Perkins Loan. The funds in the program are awarded on a first-come, first-served basis. The amount of the award will vary depending on the student's need and the availability of funds, to a maximum of \$6,000 for the academic year. The Perkins Loan offers no fees, with no interest accruing while you are in-school or during your 9-month grace period, and a fixed 5% interest rate for the life of the loan.

For questions regarding Federal Perkins Loans, please contact Rafael Villalona at the Office of Financial Aid at the Graduate Center. He can be reached by phone at (212) 817-7459 or by e-mail at [rvillalona@gc.cuny.edu](mailto:rvillalona@gc.cuny.edu).

***Undergraduate Loan Deferment Information:***

If students borrowed federal student loans as an undergraduate, they will be eligible for an in-school deferment as long as they are enrolled at least half-time. To request this, students should contact the lender to request a deferment form and submit the deferment form to the University Registrar's Office at the Graduate Center. The City University of New York participates in the National Student Loan Database Clearinghouse. Students should check with the lender to determine if they are able to access the Clearinghouse information. If they are, students will not need to submit a deferment form and the lender will be able to confirm enrollment status after the third week of classes.

***Direct Deposit:***

We strongly encourage all students to establish direct deposit as soon as possible. Forms can be completed at the Bursar's Office at the Graduate Center. Direct deposit forms are also available in the Office of Student Affairs.

***Repayment info:***

Students will be granted a six-month grace period on Stafford Loans and a nine-month grace period on Perkins Loans. The grace period will begin after graduation or withdrawal from school. Loan payments will not be required during this period. When this grace period ends, students must make monthly payments for up to ten years, depending on the amount you have borrowed. Once the loan enters repayment, students may choose from several repayment options. These include:

- **Standard**

**Repayment:**

*Non-Consolidation Loans:* Under this plan, you will pay a fixed amount of at least

\$50 each month for up to 10 years. This plan results in the lowest total interest paid of any repayment plan. If you have not selected a repayment plan by the time repayment begins, your loan(s) will be placed on the Standard Repayment Plan.

- **Extended Repayment Plan**

*Fixed Monthly Payment Option:* Under this plan, you will pay a fixed amount of at least \$50 each month for up to 25 years. To be eligible for this plan, your Direct Loan balance must be greater than \$30,000. Repayment under this plan will result in lower total interest paid when compared to graduated plans with similar terms.

- **Graduated Repayment Plan**

*Non-Consolidation Loans:* Under this plan, you will pay a minimum payment amount at least equal to the amount of interest accrued monthly for up to 10 years. Your payments start out low, and then increase every two years. Generally, the amount you will repay over the term of your loan will be higher under the Graduated Repayment Plan than under the Standard Repayment Plan. This plan may be beneficial if your income is low now but is likely to steadily increase.

- **Income Contingent Repayment (ICR) Plan**

A repayment plan that bases your monthly payment on your annual adjusted gross income (AGI), family size, and total Direct Loan amount. As your income increases or decreases, so do your payments. After 25 years, any remaining balance on the loan will be forgiven, but you may have to pay taxes on the amount forgiven.

- **Income-Based Repayment (IBR) Plan**

Income-Based Repayment (IBR) Plan bases your monthly payment on your yearly income and you must have a partial financial hardship to enroll. This plan is an alternative to the Income Contingent Repayment (ICR) Plan and is designed to make repaying education loans easier for students who intend to pursue jobs with lower salaries, such as careers in public service. It does this by capping the monthly payments at a percentage of your discretionary income (the difference between your Adjusted Gross Income and 150% of the poverty guideline for your family size and state of residence). If you are married AND file taxes separately, only your income will be considered when calculating your IBR payment amount. Like ICR, after 25 years of qualifying repayment, any remaining balance on the loan will be forgiven, but you may have to pay taxes on the amount forgiven.

*Please go to [www.studentloans.gov](http://www.studentloans.gov) for a more detailed explanation of each plan*

### ***International Students***

International students do not qualify for federal loans and work-study eligibility, and school scholarships are very limited. Eligibility for off-campus employment is also limited due to immigration regulations. These students can apply for journalism-related scholarships, and we also recommend visiting the International Journalists' Network web- site for a list of web links to scholarships and fellowships. International students may be eligible to borrow an alternative loan from a bank. International students will need to find a credit-worthy co-signer that is a U.S. citizen or Permanent Resident (green card holder).

## organizations and campus activities

### **GOVERNANCE COUNCIL**

The governing body of the Graduate School of Journalism is the Governance Council. This body is composed of the Dean, the Associate Dean, faculty members, program directors and three elected student representatives. The Student Advisory Council oversees elections for student representation on the Governance Council. The four committees that require at least one student each are: the Curriculum & Degree Requirements Committee, the Campus Life & Facilities Committee, the Technology & Library Committee, and the Outcomes Committee. The Council and each of its standing committees will convene at least once each semester and as many times per semester as members deem it necessary. All meetings of the Council and its committees will be open to all members of the journalism school's community.

### **STUDENT ADVISORY COUNCIL**

The Student Advisory Council represents the student body. This organization will meet with a staff liaison to discuss student needs and concerns as often as members deem it necessary. The council oversees the election of four new members from the entering class at the beginning of the Fall semester. It will oversee a second election at the end of that same semester to elect five new council members. The members will serve for one calendar year (Spring and final Fall semesters), except for the members voted in at the beginning of the first semester. Those members will serve three semesters.

The student advisory council also oversees the elections of student representation to the Governance Council. Please refer to "Governance Council" for more information.

### **PROFESSIONAL ASSOCIATION STUDENT CHAPTERS**

There are currently two active student chapters of professional journalism associations. They are the Society of Professional Journalists (SPJ), and the National Association of Black Journalists (NABJ). Based on student interest, we will facilitate the development of other student chapters such as the Asian American Journalists Association (AAJA), the South Asian Journalists Association (SAJA), the Native American Journalists Association (NAJA), the National Association of Hispanic Journalists (NAHJ) and the National Lesbian and Gay Journalists Association (NLGJA). If you are interested in helping to start a student chapter of a professional journalistic organization, please see Yahaira Castro in the Office of Student Affairs.

## other student resources

### **IDENTIFICATION CARD AND PRESS CARD**

All employees (staff and faculty) and students of the J-School are required to carry a J-School photo identification (ID) card with a current validation sticker in order to gain access to the building and the library. Students may be asked to show the card when entering the J-School or other City University buildings or when using any J-School facilities. You will also be given a library bar code sticker, to use both in the J-School Research Center and at the Mina Rees Library at the Graduate Center. In subsequent semesters, the Public Safety Officer at the 3<sup>rd</sup> Floor desk will issue students updated validation stickers for their identification cards once the Bursar's Office has certified that the student has paid tuition and fees for the new semester. Students who lose their ID card will be issued a duplicate upon payment of a \$10 fee.

Students will also receive a press card identifying them as reporters for the NYCity News Service and students at the CUNY Graduate School of Journalism. This card should assist them in gaining access to many news events. Students who lose their press pass will also be issued a duplicate, upon payment of a \$5 fee.

### **E-MAIL ACCOUNTS**

Each student at the CUNY Graduate School of Journalism is issued an e-mail account, and messages sent to that account can automatically be forwarded to other email addresses used by the student. Once your email account has been issued, all electronic communication will be sent **ONLY** to your school email account. Students are responsible for all information, notices and assignments sent to that account. This means that if you do not normally use email, you must get into the habit of checking your J-School email on a regular basis. Most faculty members communicate with their students through group mailing lists (listserves) that use the school email accounts; students can only post (send) to a class listserv using their school email account. Saying that you never read email is no excuse for missing an assignment or failing to participate in an online class discussion.

It's easy to figure out how to contact your colleagues or professors via J-School email. All school e-mail addresses are in this format: [firstname.lastname@journalism.cuny.edu](mailto:firstname.lastname@journalism.cuny.edu). You will retain your email account after you graduate. And after you graduate, you will have access to an alumni listserv. To resolve any problems related to your email account, please speak to Sharmela Girjanand on the Help Desk.

### **LISTSERVES**

The Graduate Center of Journalism will set up a variety of listserves to be used for electronic communication purposes. These will include faculty and staff-specific addresses for administrative business as well as listserves for members of various J-School classes.

### **FACEBOOK AND ONLINE DIRECTORY**

All students, faculty and staff will be included in the photo facebook, which will be distributed at the beginning of each academic year. An online directory (for internal use only) for all staff, students and faculty will be available with home and office numbers. Should you wish to have your phone number unlisted, please see the Office of Student Affairs.

## **STUDENT SITES/RESUMES**

Each student will receive a website to publish his/her work and also to build a resume page (e.g. <http://blogs.journalism.cuny.edu/yourname>). There is no need to sign up as a URL and login information will be provided in the first semester Fundamentals of Interactive Journalism classes.

Your profile on the NYCity News Service (<http://www.nycitynewsservice.com/>) will also include a short biography and resume page with the option to link to your professional site.

## **LOCKERS**

Each student will be assigned a locker and will be able to program his or her own combination code. These lockers, installed for the convenience of students, are the property of the Graduate School of Journalism and the School has the right to access them at any given time. The School accepts no responsibility for the loss of anything kept in a locker. Lockers must be emptied at the end of each academic year, as they will be reassigned. Students will be given a date by which lockers must be emptied; any material remaining in the lockers will be sent to the CUNY Public Safety office. Anything of value that remains unclaimed after a specified period must be submitted to the New York City Police Department. Should you need assistance resetting your locker combination, please visit the Public Safety desk at the 3<sup>rd</sup> floor lobby.

## **LOST AND FOUND**

Should you lose or find an item, please visit the Public Safety desk on the 3<sup>rd</sup> floor. We will secure the items there should they be found. If items are not claimed by the end of a one-year period, they will be disposed of. You may also want to send a lost or found announcement to the student listserv.

## **PHOTOCOPYING AND PRINTING**

All students, staff and faculty will have access to photocopy machines and printers. Please print and copy only what is essential. The Office of Information Technology will be tracking usage, and individuals who use these services in excess will have their access restricted. Please note: The J-School follows the copyright law of the United States (Title 17, US Code), which governs the making of photocopies or other reproductions of copyrighted materials.

## **OFFICIAL TRANSCRIPT REQUESTS**

Academic enrollment records for the School of Journalism are maintained by the CUNY Graduate Center. At the end of each semester, students may view their grades online at the Graduate Center 'Students on the Web' website at: [https://banner.gc.cuny.edu/prod/plsql/twbkwbis.P\\_WWWLogin](https://banner.gc.cuny.edu/prod/plsql/twbkwbis.P_WWWLogin)

To request an official transcript, please fill out the Transcript Request Form (available online at [http://www.gc.cuny.edu/admin\\_offices/registrar\\_pdfs/Transcript.pdf](http://www.gc.cuny.edu/admin_offices/registrar_pdfs/Transcript.pdf)) and deliver it to the registrar's office at the Graduate Center.

# academic policies and resources

## **ADVISING**

In the first semester, each incoming student will be assigned an advisor. In the second and third semesters, students will be able to choose their own advisors. All students must meet with their faculty advisors before registering each semester, and at a minimum, one other time during the semester. During this meeting, students can discuss academic and professional goals, and seek guidance in selecting courses.

Advisor PINs are required for registration every semester. Students must follow the following procedure to obtain their PIN:

- Obtain a course approval worksheet from the Student Affairs Office
- Meet with advisor to discuss courses
- Advisor must sign course worksheet
- Submit worksheet to the Student Affairs Office

To avoid late registration fees, students should always be sure to schedule their meetings with advisors before the registration period commences each semester.

## **MID-SEMESTER EVALUATIONS AND REVIEWS**

All first-semester students will receive a mid-semester evaluation from their Craft I instructor. These reviews, which also will be sent to students' advisors, will serve as a baseline for progress in the program. This review will supplement, not replace, regular feedback from the instructor. All first-semester students must meet with their advisors to review this mid-semester evaluation and discuss a development plan for the remainder of the semester.

In addition, in all three semesters, students at risk of receiving below a B in any other course will receive a notification of that fact by the instructor and will be told explicitly what they must do to raise their grade.

## **FACULTY OFFICE HOURS**

All faculty members will post their office hours or include in their syllabi how students can schedule an appointment to meet with them. Students should take advantage of these times to meet with faculty and to raise any questions/concerns not addressed during class meeting times.

## **COURSE AND FACULTY EVALUATIONS**

At the end of each semester, students will be asked to evaluate the teaching and content of the courses that they have taken. These evaluations are very useful to the faculty and administration in improving the quality and utility of course offerings and teaching techniques.

## **REGISTRATION**

All students are required to be *in status* each semester. This means that students must *either* be registered for a full-time course of study *or* be on an approved leave of absence. Individuals who are not in status will be considered withdrawn from the Journalism School.

Registration information is given out at orientation to new students. Information for subsequent semesters will be available during informational meetings, or through the Office of Student Affairs. It is expected that all registrations will be completed by the end of the registration period.

Students delinquent in their financial accounts or obligations to the library or with respect to any equipment loans from the Office of Information Technology will not be permitted to register, take a leave of absence, or officially withdraw; nor will they be issued transcripts or degree diplomas. In addition, students who fail to meet satisfactory progress requirements or to comply with New York State immunization laws (see following), or who have outstanding obligations to the Offices of Financial Aid, Admissions, or Residence Life may not be permitted to register, take a leave of absence, or officially withdraw.

## **STUDENT IMMUNIZATION REQUIREMENTS**

Public Health Law 2165 requires that all full- and part-time students who were born on or after January 1, 1957, must present proof of immunization against measles, mumps, and rubella in order to register, attend classes, or use University facilities. The Journalism School is required to bar registration or administratively withdraw students who do not comply. Students administratively withdrawn incur full tuition liability. A copy of Public Health Law 2165 may be found in all Student Services offices. Specific questions should be directed to the Office of the Vice President for Student Affairs at the Graduate Center.

In addition, Public Health Law 2167 requires that all college and university students enrolled for at least six semester hours return a Meningococcal Meningitis Vaccination Response Form before they may register. All matriculated students (both new and continuing) should have received a form by mail. Additional forms are available in the Wellness Center, Room 6422 of The Graduate Center.

## **ADDING AND DROPPING COURSES**

During the first three weeks of each semester, students have the option of adding and dropping elective courses. (Adds during the second and third weeks of the semester require the permission of the Director of Student Affairs and/or instructor). Required courses may not be dropped and students must amass at least 45 credits to graduate. After the first three weeks of the term, if a student elects to withdraw from a non-required course, a "Course Withdrawal" form should be submitted to the Office of Student Affairs. A grade of "W" will be assigned, and the student remains liable for tuition. A fee of \$10 may be assessed for any program changes made after a student's original schedule has been processed.

## **AUDITING COURSES**

With permission of the instructor, matriculated students may audit courses in which they have an interest so that they can increase their knowledge and proficiency. If allowed, students must formally register to audit courses in the same manner as for any other course. The registration card should indicate “AUD.” Students must select the audit option in the action field on the web registration screen. Auditor status cannot be changed to credit status after the change-of-program period has ended. Likewise, credit status cannot be changed to auditor status after the same period. The grade notation “AUD,” which carries no credit, cannot be changed to any other grade. Audited courses will be included in the calculation of total credits to determine full- or part-time status.

## **CREDIT LIMIT**

Students may not register for more than 15 credits a semester without the permission of their academic advisors. Non-resident and international students who register for more than 15 credits will be charged additional tuition.

## **ATTENDANCE POLICIES AND DEADLINES**

As a professional school, the CUNY J-School has the same expectations for professional behavior as a news organization. Reporters are expected to show up every day ready to work and J-School students are expected to attend every one of their classes. This is not college, where classes sometimes are skipped on a whim. Reporters who don't show up don't have a story – and pretty quickly, they don't have a job.

If you cannot attend one of your classes, you are expected to notify the professor with the reason and get an excused absence. A medical or family emergency is generally sufficient reason for an excused absence from the CUNY J-School, just as it is from a job. An unexplained or unexcused absence is never okay and will lead to a lowering of your grade. It is within the professor's discretion to determine what qualifies as an excused absence. Similarly, arriving late for class on a regular basis also will lead to a grade reduction for unprofessional behavior.

In the news world, deadlines are sacrosanct. For every day that an assignment is handed in late, the grade on that piece will be lowered by at least a letter grade step, e.g. from an A to an A-. An assignment handed in even 15 minutes after it is due will count as the first day of a missed deadline; the day after it is due counts as the second day, and so forth. Individual faculty members have the authority to impose even more stringent penalties for late work in their courses. Students should be sure to check the syllabi of all their courses to be clear about attendance and deadline expectations of their faculty members.

## **GRADING SYSTEM**

Graduate School of Journalism degree candidates will be graded in all courses creditable toward the degree as follows:

<b>Letter Grade</b>	<b>Quality Point Value</b>
A+	4.00
A	4.00
A-	3.70
B+	3.30

B	3.00
B-	2.70
C+	2.30
C	2.00
C-	1.70
F	0.00
W	Withdrew

*A “W” is a student-initiated grade, which may be requested from the fourth through the tenth week of the semester. Under no circumstances can a student withdraw and receive a “W” grade after the tenth week of the semester without the written permission of the course instructor and the Director of Student Affairs, and the approval of the Dean. This grade carries tuition liability.*

**WA**           Administrative withdrawal.  
*This grade, which does not affect the grade point average, is administratively assigned.*

**WU**           Unofficial withdrawal  
*If the student attended at least one class or if there is documented evidence of the student’s participation in a course, the unofficial withdrawal grade reported would be a ‘WU.’*

**WN**           Unofficial withdrawal  
*If the student has never attended a class and there is no documented evidence of the student’s participation in a course, the unofficial withdrawal grade reported would be a ‘WN.’*

**F**            Failure  
**P**            Pass  
**INC**        Incomplete

### **INCOMPLETE GRADES**

Only at the discretion of the instructor and in cases of medical or family emergency will students be permitted to receive an incomplete grade in a course. To resolve incomplete grades, students must fulfill their obligations within a time period that is determined by the faculty member. After one semester, an incomplete (“INC”) will automatically be transformed into an “INP” (permanent incomplete); extensions will be granted only in exceptional circumstances upon written application and with the permission of the faculty member, the Director of Student Affairs, and the Dean. Permanent incompletes will accrue no credit. Students with more than one incomplete course at the end of a semester will be brought to the attention of their academic advisor and the Director of Student Affairs to determine whether or not they are making satisfactory progress. Students will not normally be regarded as making satisfactory progress toward their degrees if they have more than two “INC”s on their records. Students should be aware that continued registration and most financial aid awards are conditional upon satisfactory progress.

## **SATISFACTORY ACADEMIC PROGRESS AND STANDARDS FOR RETENTION**

### **STANDARDS FOR RETENTION AND GRADUATION**

Students must be making satisfactory progress toward the degree in order to maintain status at the Graduate School of Journalism and to be eligible for any student financial assistance. A student is deemed not to be making satisfactory progress if he or she has a grade point average below 3.00, and/or has accumulated more than two open grades (“INC,” “INP.”)

Please refer to the sections on “Incomplete Grades,” “Standards for Retention,” “Grading System,” which appear in this handbook.

The Office of Student Affairs at the Graduate School of Journalism reviews each student’s record every semester and matriculation may be terminated for unsatisfactory academic performance—generally considered less than a “B” average and/or failure to meet other program requirements.

If formal standards have not been met, a student may register (and receive financial aid, if otherwise eligible) only upon petition to the Director of Admissions and Student Affairs and the Dean. Students whose petitions are approved are considered to be making satisfactory progress toward the degree and are eligible to receive financial aid.

Students who are employed by the University must show satisfactory performance in these activities. If this performance is found to be unsatisfactory, such employment may be terminated. This type of termination is independent of satisfactory academic progress.

Graduation is dependent upon completing the required course of study with a GPA of at least 3.0 and submitting a Capstone project. Students who complete the course of study and have not attained a 3.0 may have one additional semester in which to take one or more courses to bring their GPA up to the 3.0 standard. Any further extension must be approved by the Dean.

### **LEAVE OF ABSENCE**

Because of the nature of the J-School program, leaves of absence will be granted to students only in the event of family or medical necessity. An exit interview will be required. No more than four semesters of total leave time will be granted to any student.

Each leave request should be made in writing to the Director of Admissions and Student Affairs prior to the semester or academic year during which the leave will be taken. If approved, requests for leave will be forwarded to the Office of the Registrar. The leave must then be cleared by the Offices of Financial Aid, International Students (if applicable), as well as the Libraries, the Bursar, and the Business Office. Leaves of

absence are not counted toward the time limit for completion of degree requirements. Any student subject to induction or recall into military service should consult the veterans' certifying officer before applying for an official leave. Any international student with F-1 (student) or J-1 (exchange visitor) status should consult the Office of International Students before applying for a leave. A \$10 readmission fee will be assessed upon the student's return.

### **WITHDRAWAL**

All students seeking to withdraw from the program will be required to give an exit interview. Written notice of voluntary withdrawal from the J-School program must be approved by the Associate Dean, forwarded to the Office of the Registrar, and cleared by the Offices of Financial Aid, International Students (if applicable), as well as the Libraries, the Bursar, and the Business Office. Such notice must be submitted prior to the end of the third week of classes of a given semester to avoid full tuition liability for that semester. To resume study, a former student must apply to the program for readmission. Students who have not been granted a leave of absence or who have not registered by the first week of a given semester will be withdrawn automatically from the J-School.

### **READMISSION**

Readmission following a withdrawal is at the discretion of the Journalism School. A special Application for Readmission must be filed in the Office of Student Affairs. Academic work completed before the student withdrew from the School will be reevaluated upon readmission and will be credited toward completion of a degree at the program's discretion. A \$10 readmission fee will be assessed.

### **CHANGE OF ADDRESS**

Address changes must be submitted, in writing, on the required forms to the Office of Admissions and Student Affairs. If you have student loans through the Graduate Center, you must also fill out the required forms for this office.

### **STUDENTS' RIGHTS CONCERNING EDUCATION RECORDS (FERPA)**

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

The FERPA rights of students are as follows:

(1) The right to inspect and review the student's education records within 45 days of the day the college receives a request for access. Students should submit to the Office of Student Affairs written requests that identify the record(s) they wish to inspect. If the records are not maintained by the Graduate School of Journalism official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed. Pursuant to the guidelines issued by the Board of Trustees of The City University of New York, all requests shall be granted or denied in writing within 15 days of receipt. If the request is granted, the student will be notified of the time and place where the records may be inspected. If the request is denied or not responded to within 15 days, the student may appeal. Additional information regarding the appeal procedures will be provided to the student if a request is denied.

(2) The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask the college to amend a record that they believe is inaccurate or misleading. They should write to the college official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the college decides not to amend the record as requested by the student, the college will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

(3) The right to consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials with legitimate education interests. A school 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 school official in performing his or her tasks. A school official has a legitimate education interest if access is reasonably necessary in order to perform his or her instructional, research, administrative, or other duties and responsibilities. Upon request, the college discloses education records to officials of another school in which a student seeks or intends to enroll.

(4) The right to appeal the alleged denial of FERPA rights. The appeal should be directed to the General Counsel and Vice Chancellor for Legal Affairs, The City University of New York, 535 East 80 Street, New York, NY 10021.

(5) 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 office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 600 Independence Avenue, SW, Washington, DC 20202-4605.

(6) The following directory information may be made available concerning current and former students by the college to those parties having a legitimate interest in the information: name, attendance dates (periods of enrollment), addresses, telephone number, electronic mail address, date and place of birth, photograph, full- or part-time status, enrollment status (undergraduate, graduate, etc.), level of education (credits) completed, major and minor fields of study, previous schools attended, and degrees and awards received. By filing a form with the Registrar's office and the Office of Student Affairs, any student or former student may request all of the information stated above not be released without his or her prior written consent. This form is available in the Registrar's office and may be filed, withdrawn, or modified at any time.

### **DENIAL OF STUDENT SERVICES**

The Board of Trustees of The City University of New York has a formal policy requiring the withholding of college services to any student who is delinquent in any financial account with the University (including books owed to the library, equipment owed to the Information Technology department or fees owed for late return of books or equipment) or any student who is in default for any loan administered through the University. Denial of services means that students are not permitted to register or receive a leave of absence or official withdrawal and are not issued their degree, certificate, or official transcripts; nor are they eligible to receive additional student aid until the default/delinquency has been satisfied.

## **CODE OF ETHICS**

All students, staff and faculty are required to review and sign the School's Code of Ethics. Our society grants the news media enormous freedom and privilege. With that freedom comes great responsibility. The Graduate School of Journalism expects all members of its community to act according to the highest ethical standards of academia and the journalism profession.

Many news organizations require employees to sign a code of ethics. Because the Journalism School is preparing students to enter the media world and because integrity is so important to our profession, we too shall require all students to read, sign and heed this Code of Ethics. Students who violate this Code will face appropriate sanctions, up to and including expulsion, in accordance with CUNY Bylaws and the CUNY Policy on Academic Integrity, which can be found online at [http://www1.cuny.edu/portal\\_ur/content/2004/policies/policies.html](http://www1.cuny.edu/portal_ur/content/2004/policies/policies.html).

### ***Basic Principles***

The duty of journalists is to inform the public in ways that promote understanding of past or current events and the workings of a democratic society. To be credible and trustworthy, we seek truth in an unbiased way, always striving for a fair and comprehensive account of events and issues.

It is not possible to codify all good behavior. But we should subject everything we do to the twin tests of honesty and fairness — and remain accountable for the results. Some of this is obviously easy to state. For example, we should take great care to avoid errors of any kind. We should admit mistakes and promptly correct them in a manner likely to reach those who read, saw or heard the erroneous piece. We should tap multiple sources for information, identifying them and their motivations whenever feasible. We should be reasonable, judicious, and unbiased in setting forth and interpreting facts. We should distinguish between news reporting and analytic forms of journalism, including opinion pieces and commentary.

Other “best practices” often depend on the circumstances and require prudent judgment and the wise counsel of experienced colleagues. When in doubt, please seek guidance. This is, after all, an educational institution.

### ***What Not to Do***

There are certain kinds of behavior that are easily identifiable as unacceptable in an academic community and in the journalistic world. Inevitably, we do need some “thou-shalt-not” rules. The following conduct violates the Journalism School's Code of Ethics:

1. Fabrication: No student shall knowingly present false information or invent information, data, quotations, or sources in a journalistic presentation or academic exercise. No student shall show reckless disregard for factual accuracy.

2. Plagiarism: No student shall knowingly represent the words or ideas of another person as his or her own. Such information must be fully credited to the original source by attribution, quotation marks, footnotes, and/or other established journalistic practices. Be advised that all student work may be analyzed electronically for violations of this code and may be checked against a database for plagiarized content. Please ask your instructor if you have any questions about how to distinguish between acceptable research and plagiarism.

3. Cheating: No student may engage in any form of academic cheating, for example on tests, journalistic exercises or otherwise, or help another student to cheat.

4. Conflicts of Interest: All students must avoid any conflicts of interest between their appropriate role as student journalists and any other outside role. Such conflicts include preparing journalistic assignments on subjects or institutions in which the student has a financial, family or personal involvement. When in doubt, consult with your instructor. You must disclose all potential conflicts to the appropriate faculty member or to the Dean before you begin the journalistic assignment.

5. Misrepresentation: Students may never represent themselves as anything other than journalism students at CUNY. You must obtain approval in advance in writing from the appropriate faculty member and Dean for any such “undercover” activity.

6. Inappropriate Conduct: No student may engage in conduct during class or on assignment that brings discredit to the School or to the University. Such misconduct includes disruptive behavior, or discrimination by word or deed on the basis of race, gender, religion, place of origin, age, disability, or sexual orientation.

No set of rules can possibly address all situations that may arise, and the School reserves the right to find that other conduct not specified in this Code, the CUNY Policy on Academic Integrity, or the Bylaws constitute unethical conduct or a violation of academic or journalistic integrity. If situations arise that seem ambiguous, please talk to the appropriate faculty member and/or the Dean’s office. Your full disclosure is very important in all matters of integrity.

Should a student be found having acted in violation of the Code of Ethics, the student may find himself facing a failing grade, suspension and/or termination of matriculation.

***Another note on Plagiarism***

Any student caught plagiarizing the work of someone else will face appropriate sanctions, up to and including expulsion.

All students should be fully versed in what it means to plagiarize. Merriam-Webster’s Dictionary defines it as “to steal and pass off the ideas or words of another as one’s own ... to use another’s production without crediting the source ... to commit literary theft, e.g., present as new and original an idea or product derived from an existing source.”

The most common instance of plagiarism in news is when a reporter uses facts gathered by another reporter or news organization without attribution. This applies to quotes, descriptions, data and words. Thinly rewriting a news story written or broadcast by someone else is plagiarism; lifting phrases or passages is plagiarism.

In many news situations, reporters covering the same story will develop similar facts – e.g., citing the official account of how an accident happened, or quoting a public official from a news release or news conference or copying material written by another person without appropriate attributions. This is to be expected. But appropriating any portion of another reporter’s work and passing it off as one’s own is one of the greatest sins that can be committed in the news business. Reporters who plagiarize lose their jobs. If in doubt about whether something constitutes plagiarism, be sure to consult with a faculty member.

### ***Electronic Plagiarism***

Representing as your own original work any material written or created by another person is a serious ethical violation and may result in disciplinary action, including possible dismissal from the CUNY J-School program. Plagiarism may involve copying text from a book or magazine without attributing the source, or lifting words, photographs, videos, or other materials from the Internet and attempting to pass them off as your own. Anything that is not yours must be fully attributed or it constitutes plagiarism.

### ***Purchasing of Academic Papers***

The purchasing of term papers, student essays, reports, and other written assignments, however described, from commercial term paper vendors or other sources is illegal. Students purchasing such materials may be subject to disciplinary proceedings.

### ***Falsification of Records***

Any student found to have submitted false documentation as part of his or her application for admission will be subject to disciplinary action.

### ***Procedures to be followed in instances of allegations of academic dishonesty or violations of the Graduate School of Journalism Code of Ethics***

An accusation of academic dishonesty or violation of the Code of Ethics may be brought against a student by a professor, a program, a group of faculty, an administrator, or another student and must be reported to the Office of Admissions/Student Affairs.

Faculty are encouraged to discuss the matter with the student, including possible resolution, but no student may be assigned a grade as a sanction without the student’s agreement or a due process determination. Any such resolution must be reported to the associate director of admissions/student affairs and the associate dean.

The associate director of admissions/student affairs, upon receiving an allegation of

academic dishonesty, works with the associate dean to determine whether sufficient evidence exists to warrant levying formal charges against a student or whether an effort should be made to resolve the issue through conciliation.

If formal charges are filed, a five-person disciplinary committee (two students, two faculty members and a chair) hears the evidence, presented by the associate dean; the student charged with the offense is given the opportunity to respond and present his/her case in writing and also in person or by phone, and represented by counsel if so desired.

The disciplinary committee first decides guilt or innocence on the charges and then the appropriate penalty in the instance of a guilty finding. The committee chair notifies the student and the associate director of admissions/student affairs of the committee's decision.

The student may appeal the decision to the dean, whose opinion will be final, except if the penalty is greater than a one semester suspension or dismissal. In that case, the student may appeal further, to the appropriate committee of the Board of Trustees.

#### **PROCEDURES FOR HANDLING STUDENT COMPLAINTS ABOUT FACULTY CONDUCT IN ACADEMIC SETTINGS**

The University and its Colleges have a variety of procedures for dealing with student-related issues, including grade appeals, academic integrity violations, student discipline, disclosure of student records, student elections, sexual harassment complaints, disability accommodations, and discrimination. One area not generally covered by other procedures concerns student complaints about faculty conduct in the classroom or other formal academic settings. The University respects the academic freedom of the faculty and will not interfere with it as it relates to the content or style of teaching activities. Indeed, academic freedom is and should be of paramount importance. At the same time the University recognizes its responsibility to provide students with a procedure for addressing complaints about faculty treatment of students that are not protected by academic freedom and are not covered by other procedures. Examples might include incompetent or inefficient service, neglect of duty, physical or mental incapacity and conduct unbecoming a member of the staff.

*Determination of Appropriate Procedure.* If students have any question about the applicable procedure to follow for a particular complaint, they should consult with the chief student affairs officer. In particular, the chief student affairs officer should advise a student if some other procedure is applicable to the type of complaint the student has.

*Informal Resolution.* Students are encouraged to attempt to resolve complaints informally with the faculty member or to seek the assistance of the department chairperson or campus ombudsman to facilitate informal resolution.

*Formal Complaint.* If the student does not pursue informal resolution, or if informal resolution is unsuccessful, the student may file a written complaint with the department

chairperson or, if the chairperson is the subject of the complaint, with the academic dean or a senior faculty member designated by the college president. (This person will be referred to below as the “Fact Finder.”)

The complaint shall be filed within 30 calendar days of the alleged conduct unless there is good cause shown for delay, including but not limited to delay caused by an attempt at informal resolution. The complaint shall be as specific as possible in describing the conduct complained of.

The Fact Finder shall promptly send a copy to the faculty member about whom the complaint is made, along with a letter stating that the filing of the complaint does not imply that any wrongdoing has occurred and that a faculty member must not retaliate in any way against a student for having made a complaint. If either the student or the faculty member has reason to believe that the department chairperson may be biased or otherwise unable to deal with the complaint in a fair and objective manner, he or she may submit to the academic dean or the senior faculty member designated by the college president a written request stating the reasons for that belief; if the request appears to have merit, that person may, in his or her sole discretion, replace the department chairperson as the Fact Finder.

The Fact Finder shall meet with the complaining student and faculty member, either separately or together, to discuss the complaint and to try to resolve it. The Fact Finder may seek the assistance of the campus ombudsman or other appropriate person to facilitate informal resolution.

If resolution is not possible, and the Fact Finder concludes that the facts alleged by the student, taken as true and viewed in the light most favorable to the student, establish that the conduct complained of is clearly protected by academic freedom, he or she shall issue a written report dismissing the complaint and setting forth the reasons for dismissal and send a copy to the complaining student, the faculty member, the chief academic officer and the chief student affairs officer. Otherwise, the Fact Finder shall conduct an investigation. The Fact Finder shall separately interview the complaining student, the faculty member and other persons with relevant knowledge and information and shall also consult with the chief student affairs officer and, if appropriate, the college ombudsman. The Fact Finder shall not reveal the identity of the complaining student and the faculty member to others except to the extent necessary to conduct the investigation. If the Fact Finder believes it would be helpful, he or she may meet again with the student and faculty member after completing the investigation in an effort to resolve the matter. The complaining student and the faculty member shall have the right to have a representative (including a union representative, student government representative or attorney) present during the initial meeting, the interview and any post-investigation meeting.

At the end of the investigation, the Fact Finder shall issue a written report setting forth his or her findings and recommendations, with particular focus on whether the conduct in question is protected by academic freedom, and send a copy to the complaining student,

the faculty member, the chief academic officer and the chief student affairs officer. In ordinary cases, it is expected that the investigation and written report should be completed within 30 calendar days of the date the complaint was filed.

*Appeals Procedure.* If either the student or the faculty member is not satisfied with the report of the Fact Finder, the student or faculty member may file a written appeal to the chief academic officer within 10 calendar days of receiving the report. The chief academic officer shall convene and serve as the chairperson of an Appeals Committee, which shall also include the chief student affairs officer, two faculty members elected annually by the faculty council or senate and one student elected annually by the student senate. The Appeals Committee shall review the findings and recommendations of the report, with particular focus on whether the conduct in question is protected by academic freedom. The Appeals Committee shall not conduct a new factual investigation or overturn any factual findings contained in the report unless they are clearly erroneous. If the Appeals Committee decides to reverse the Fact Finder in a case where there has not been an investigation because the Fact Finder erroneously found that the alleged conduct was protected by academic freedom, it may remand to the Fact Finder for further proceedings. The committee shall issue a written decision within 20 calendar days of receiving the appeal. A copy of the decision shall be sent to the student, the faculty member, the department chairperson and the president.

Following the completion of these procedures, the Dean shall decide the appropriate action, if any, to take. For example, he may decide to place a report in the faculty member's personnel file or bring disciplinary charges against the faculty member. Disciplinary charges may also be brought in extremely serious cases even though the college has not completed the entire investigative process described above; in that case, the bringing of disciplinary charges shall automatically suspend that process.

## **STUDENT APPEALS POLICIES AND PROCEDURES**

There may at times be problems affecting students' academic success, progress toward the degree, or relationships within the program. As such situations arise, students are advised to attempt to address the issues with the individual faculty member and/or the Office of Admissions and Student Affairs. If these avenues do not appear to offer satisfactory solutions, the Associate Dean may be consulted.

The appeals policies and procedures described below distinguish between disputes concerning grades and disputes concerning termination of matriculation. Note that prior to going forward with the appeal, students may want to consult with the Office of Admissions and Student Affairs confidentially about resolving the issue informally.

While an appeal is in process, the student appealing may register and, if registered, is classified as making satisfactory progress (for that semester) and, if otherwise entitled, is eligible to receive federal student loans. Consideration will be given to allowing a student to withdraw from the program effective the semester in which his or her appeal is turned

down and providing the student with a refund for that semester's tuition. This consideration, however, is not an option if the student has taken a federal loan for that semester unless the loan is repaid prior to the withdrawal.

## **ACADEMIC DISPUTES CONCERNING GRADES**

### ***Policy***

The J-School faculty is responsible for determining the requirements and standards of performance for courses. A course instructor retains considerable discretion in these matters. The instructor is under obligation, however, to ensure that the course syllabus is consonant with the goals of the curriculum of the degree program. The expected level of performance in a given course shall reflect levels of difficulty relevant to the educational objective of the program. In addition, the instructor has an obligation to students to make clear the basis of evaluation (e.g., reading assignments, paper, contributions to seminar discussions, experimental work) at the start of each course so that students are not surprised by unexpected or untimely demands. Grades on examinations or for work in a course are the responsibility of the instructor.

### ***Procedures***

In the case of disputes with respect to grades for work in a course and final course grades, the student should discuss the matter with the instructor. The student may be accompanied by a student or other member of the J-School community in discussion with the instructor or advisor. Under the federal Family Educational Rights and Privacy Act (FERPA), students have the right to review their examinations. If the matter is not resolved, the student may register a formal complaint with the Office of Admissions and Student Affairs. A representative from that office shall consult with the instructor and/or the student's advisor and attempt to resolve the matter. If the matter is not informally resolved through this means, the student may appeal the grade in writing to the Academic Appeals Committee. The appeal should state the basis for the student's belief that the grade was given without reasonable or adequate basis. That committee will hear the appeal, including reviewing evidence and statements to the committee from the student and the faculty member involved and may make such further investigation as it deems appropriate. The Academic Appeals Committee shall make a recommendation to the Dean, whose decision will be final.

## **DISPUTES CONCERNING ACADEMIC TERMINATION**

A student may be terminated from the program by established formal policy of the program – most often this will be for failure to show satisfactory academic progress. A student may appeal a termination decision to the Academic Appeals Committee within 10 days of receiving a letter of termination. The student may submit written evidence and statements to the committee and may be asked to speak before the panel. The committee may also review evidence from selected faculty members. The Appeals Committee shall make a recommendation to the Dean, whose decision shall be final. The student shall be given the opportunity to withdraw from the program before any official action is taken.

## other institutional policies

*As a school within The City of New York (CUNY) system, all general CUNY policies apply to the Graduate School of Journalism, including such issues as follows. For more detailed information, please see the bulletin of the CUNY Graduate Center, which can be found online at [http://www.gc.cuny.edu/current\\_students/bulletin/index.htm](http://www.gc.cuny.edu/current_students/bulletin/index.htm)*

### **STATEMENT OF NONDISCRIMINATION**

#### **Equal Opportunity and Affirmative Action Regulations**

The Graduate School of Journalism is an equal opportunity and affirmative action institution and, as a constituent unit of The City University of New York, adheres to the policy of the University “to recruit, employ, retain, promote, and provide benefits to employees and to admit and provide services for students without regard to race, color, national or ethnic origin, religion, age, sex, sexual orientation, gender identity, marital status, disability, genetic predisposition or carrier status, alienage, citizenship, military or veteran status, or status as victim of domestic abuse.”

### **DISABILITY NONDISCRIMINATION POLICY**

The Graduate School of Journalism does not discriminate on the basis of disability in the admission and retention of students or the employment of faculty and staff. For information regarding services and facilities for students with disabilities, please refer to the section “Services for Students with Disabilities.” An internal grievance procedure provides for prompt and equitable resolution of complaints alleging any action prohibited by the Office of Civil Rights under section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act of 1990. Grievances should be addressed to Matthew G. Schoengood, Vice President for Student Affairs at the CUNY Graduate Center and 504 / ADA Coordinator, Room 7301; Telephone: (212) 817-7400.

### **WORKPLACE VIOLENCE POLICY**

CUNY prohibits workplace violence. Violence, threats of violence, intimidation, harassment, coercion, or other threatening behavior towards people or property will not be tolerated. Complaints involving workplace violence will not be ignored and will be given the serious attention they deserve. Individuals who violate this policy may be removed from University property and are subject to disciplinary and/or personnel action up to and including termination, consistent with University policies, rules, and collective bargaining agreements, and/or referral to law enforcement authorities for criminal prosecution. Complaints of sexual harassment are covered under the University’s Policy Against Sexual Harassment. The University, at the request of an employee or student, or at its own discretion, may prohibit members of the public, including family members, from seeing an employee or student on University property unless necessary to transact University-related business. This policy particularly applies in cases where the employee or student suspects that an act of violence will result from an encounter with said individual(s).

All faculty, staff, students, vendors, contractors, consultants, and others who do business with the University, whether in a University facility or off-campus location where University business is conducted, are covered by this policy. This policy also applies to other persons not affiliated with the University, such as former employees, former students, and visitors. When students have complaints about other students, they should contact the Office of Student Affairs.

## **NOTICE OF ACCESS TO CAMPUS CRIME STATISTICS, THE CAMPUS SECURITY REPORT, AND INFORMATION ON REGISTERED SEX OFFENDERS**

The College Advisory Committee on Campus Safety will provide upon request all campus crime statistics as reported to the U.S. Department of Education, as well as the annual campus security report. For a list of what the security report includes, see the Graduate Center handbook, pages 79-80. The campus crime statistics and the annual campus security report are available at <http://web.gc.cuny.edu/security/2002A%20chart.htm> (crime statistics) and <http://web.gc.cuny.edu/security/2002%20chart%20with%20copied%20brochure%202003-2004.htm> (campus security report).

In accordance with the federal Campus Sex Crimes Prevention Act, registered sex offenders now are required to register the name and address of any college at which he or she is a student or employee. The New York State Division of Criminal Justice maintains a registry of convicted sex offenders and informs the college's chief security (public safety) officer of the presence on campus of a registered sex offender as a student or employee. You may contact the college's chief security officer to obtain information about Level 2 or Level 3 registered sex offenders on campus. To obtain information about Level 3 offenders, you may contact the Division's registry website at [www.criminaljustice.state.ny.us/nsor/sor\\_about.htm](http://www.criminaljustice.state.ny.us/nsor/sor_about.htm) and then click on "Search for Level 3 Sex Offenders" or access the directory at the college's public safety department or police precinct. To obtain information about Level 2 offenders, you need to contact the public safety department, local police precinct in which the offender resides or attends college, or the Division's sex offender registry at 1-800-262-3257.

## **POLICY WITH REGARD TO STUDENTS AND A DRUG-FREE SCHOOL ENVIRONMENT**

The CUNY Graduate School of Journalism is part of an institution committed to promoting the physical, intellectual, and social development of all individuals. As such, the prevention of the abuse of drugs and alcohol, which can adversely impact performance and threaten the health and safety of students, employees, their families, and the general public. The CUNY Graduate School of Journalism complies with all federal, state, and local laws concerning the unlawful possession, use, and distribution of drugs and alcohol.

It is against the law in New York State to sell or give away alcohol to anyone under the age of 21.

Any student found to be in violation of the CUNY Graduate School of Journalism's policy with regard to illegal drugs or alcohol (including under aged drinking) shall be subject to, admonition, warning, censure, disciplinary probation, restitution, suspension, expulsion, ejection, and/or arrest and criminal prosecution by civil authorities.

Persons who are experiencing problems with drug or alcohol use may receive free, confidential health counseling and referral services at two locations at the CUNY Graduate Center: the Wellness Center (Student Health Services), (212) 817-7020, and the Psychological Counseling and Adult Development Center (212) 817-7020.

## **RELIGIOUS OBSERVANCES: STUDENT RIGHTS**

Education Law Section 224-a, stating the rights and privileges of students unable to attend classes on certain days because of religious beliefs, appears below, as mandated by state law:

(1) No person shall be expelled from or be refused admission as a student for the reason that he or she is unable, because of his or her religious beliefs, to register or attend classes or to participate in any examination, study, or work requirements on a particular day or days.

(2) Any student who is unable, because of his or her religious beliefs, to attend classes on a particular day or days shall, because of such absence on the particular day or days, be excused from any examination or any study or work requirements.

(3) It shall be the responsibility of the faculty and of the administrative officials to make available to each student who is absent from school because of religious beliefs an equivalent opportunity to register for classes or to make up any examination, study, or work requirements which he or she has missed because of such absence on any particular day or days. No fees of any kind shall be charged for making available to the said student such equivalent opportunity.

(4) If registration, classes, examinations, study, or work requirements are held on Friday after 4 p.m. or on Saturday, similar or makeup classes, examinations, study, or work requirements, or opportunity to register shall be made available on other days, where it is possible and practicable to do so. No special fees shall be charged to the student for these classes, examinations, study, or work requirements held on other days.

(5) In effectuating the provisions of this section, it shall be the duty of the faculty and of the administrative officials to exercise the fullest measure of good faith. No adverse or prejudicial effects shall result to any student because of that student's use of the provisions of this section.

(6) Any student who is aggrieved by the alleged failure of any faculty or administrative officials to comply in good faith with the provisions of this section shall be entitled to maintain an action or proceeding in the supreme court of the county in which the institution is located for the enforcement of rights under this section.

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

Rules and regulations for the maintenance of public order on college campuses and other college property used for educational purposes were adopted by the Board of Trustees of The City University of New York (formerly the Board of Higher Education) on June 23, 1969, in compliance with Chapter 191 of the Laws of 1969 of the State of New York. These rules and regulations are in effect at all campuses of The City University of New York. The full text may be found in the Graduate Center handbook. The following is an excerpt from these rules and regulations:

The tradition of the university as a sanctuary of academic freedom and center of informed discussion is an honored one, to be guarded vigilantly. The basic significance of that sanctuary lies in the protection of intellectual freedoms: the rights of professors to teach, of scholars to engage in the advancement of knowledge, of students to learn and to express their

views, free from external pressures or interference. These freedoms can flourish only in an atmosphere of mutual respect, civility and trust among teachers and students, only when members of the 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.

### **POLICY AGAINST SEXUAL HARASSMENT**

It is the policy of The City University of New York to promote a cooperative work and academic environment in which there exists mutual respect for all 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.

For more information, visit:

[http://www.gc.cuny.edu/policies\\_and\\_procedures/updates/sh\\_policy.pdf](http://www.gc.cuny.edu/policies_and_procedures/updates/sh_policy.pdf)

### **GRADUATE SCHOOL OF JOURNALISM ACCESS AND USE POLICY**

#### **Posting of Literature**

The posting of signs, leaflets, and flyers is permitted on the bulletin boards in the newsroom. The posting of materials on walls, windows, doors, equipment, kiosks, elevators, and restrooms is prohibited. Posted literature must identify the issuing person or organization. Due to space limitations, outdated literature or duplicate postings on the bulletin boards will be removed.

#### **Security and Public Safety Measures**

The following measures are some of the means that may be used by the Office of Public Safety in striving to provide a safe and secure environment for the J-School community and its visitors while protecting and respecting the rights of the individual, including free-speech rights. These include: enforcing public assembly space occupancy limits; requiring the presentation of identification; assignment of additional security personnel; searching bags, packages, and other containers; requiring that coats, outerwear, bags, packages, and containers be put in checkrooms before entrance to events; using magnetometers (metal detectors); videotaping, audio taping, and/or photographing an event; and requesting the presence of outside law enforcement agencies.

#### **Smoking Policy**

Under The City University of New York Board of Trustees Resolution passed September 24, 1994, all CUNY facilities are smoke-free environments. No smoking is permitted at any time in the Graduate School of Journalism. Violations by students of the no-smoking provisions will be referred to the Associate Director of the Office of Admissions and Student Affairs and may result in disciplinary action. Questions about the no-smoking policy should be addressed to the Office of Admissions and Student Affairs.

# important phone numbers

## **Graduate School of Journalism**

**Main School Number:** (646) 758-7800

### **Office of Admissions, Student Affairs & Career Services**

Hours: 9 a.m. – 5 p.m. Monday-Friday

Main Number: (646) 758-7700 FAX: (646) 758-7709

Steve Dougherty, Assistant Dean & Director of Admissions  
and Student Affairs (Room 307) (646) 758-7731

Yahaira Castro, Associate Director (Room 311): (646) 758-7726

Colleen Marshall, Admission/Outreach Counselor (Room 311): (646) 758-7852

### **Office of Career Services**

Deborah Stead, Director of Career Services, (Room 309): (646) 758-7732

Lili Grossman, Career Services Coordinator (Room 311): (646) 758-7727

### **Office of the Dean**

Steve Shepard, Dean (Room 406): (646) 758-7816

Judy Watson, Associate Dean (Room 410): (646) 758-7821

Marie Desir, Executive Assistant to the Dean: (646) 758-7801

**Research Center:** (646) 758-7728/7730

### **Technology/Help Desk:**

<http://help.journalism.cuny.edu>

### **Emergency Numbers on Campus:**

Campus/Building Security, 3<sup>rd</sup> Floor Security Desk: (646) 758-7777

Police, Fire, Ambulance: dial 8, then 911

### **Office of Finance and Administration:**

Pam Drayton, Assistant Director of Administration: (646) 758-7834

Suzette Foster, Director of Budget and Finance: (646) 758-7855

**Graduate Center:** (212) 817-7000

**365 Fifth Avenue** (877) 428-6942 toll free

**New York, NY 10016-4309**

*Office of Admissions (Room 7201)* (212) 817-7470

*Registrar / Residency Issues:* (212) 817-7500

*Wellness Center/Student Health Services &  
Psychological Counseling (Suite 6422):* (212) 817-7020

*Graduate Center Financial Aid (Room 7201):* (212) 817-7460

*International Students Office (Room 7201):* (212) 817-7490

# academic calendar 2011-2011

## FALL SEMESTER 2010

August 25, 2010, Wednesday	Last day to drop for 100% tuition refund
August 26, Thursday	Classes begin
September 1, Wednesday	Last day to drop for 75% tuition refund
September 5, Sunday	No classes scheduled
September 6, Monday	College is closed; No classes
September 8, Wednesday	Last day to drop for 50% tuition refund; No classes scheduled for classes that end after 4:00PM
September 9-10, Thursday-Friday	No classes scheduled
September 14, Tuesday	Classes follow a Friday schedule
September 15, Wednesday	Last day to drop for 25% tuition refund (Form-A cutoff); Last day to drop without the grade of "W"
September 16, Thursday	Course Withdrawal period begins (A grade of "W" is assigned to students who officially drop a class)
September 17-18, Friday-Saturday	No classes scheduled
October 11, Monday	College is closed; No classes
November 3, Wednesday	No classes scheduled for classes that end at or before 4:00PM
November 17, Thursday	Course Withdrawal period ends; Last day to drop with the grade of "W"
November 25-28, Thursday-Sunday	College is closed - no classes
December 14, Tuesday	Reading Day
December 14-21, Tuesday-Tuesday	Final Examinations
December 21, Tuesday	End of Fall Term
December 24-25, Friday-Saturday	College is closed
December 31, Friday	College is closed
January 1, 2011, Saturday	College is closed
January 17, Monday	College is closed

## SPRING SEMESTER 2010

January 28, Friday	Classes Begin
February 11, Friday	Lincoln's Birthday, No classes scheduled
February 21, Monday	Presidents' Day, No classes scheduled
April 17-26, Sunday-Tuesday	Spring Recess

# registration calendar 2010-2011

## FALL SEMESTER 2010

- August 16, Monday** Deadline for filing readmission application for Fall 2010 and last day for non-matriculated and permit students to file an application for the Fall 2010 semester
- August 18, Wednesday** Registration begins for newly admitted matriculated students
- August 20–25, Fri–Wed** Registration begins for nonmatriculants, and permit students. Late registration for continuing students (those enrolled Spring 2010). Continuing students who register during this period must pay tuition and fees (including \$25 late registration fee) in full at that time
- August 25, Wednesday** Last day to apply for a leave of absence for Fall 2010
- August 26, Thursday** First day of classes for the Fall 2010 semester. All students who register on or after August 26 must pay tuition and fees in full at that time, including \$25 late registration fee.
- September 1, Wednesday** Last day to register for Fall 2010
- September 15, Wednesday** Deadline for filing add/drop, changes of level, or residency changes for the Fall 2010 semester. All changes that may affect student billing must be completed by this date. No petitions for changes will be accepted after this date. Last day to deposit a dissertation or thesis for a September 30, 2010, degree.
- November 17, Wednesday** Last day to file for unevaluated withdrawal (“W”) from courses.
- December 7–January 7, Tuesday–Friday Tentative** Registration for the Spring 2011 semester for those enrolled in the Fall 2010 semester without the imposition of a \$25 late registration fee.

## SPRING SEMESTER 2011

- January 28, Friday** Classes begin
- February 17, Thursday** Last day to drop without the grade of ‘W.’
- February 18, Friday** Course Withdrawal period begins. (A grade of ‘W’ is assigned to students who officially drop a class.)
- April 11, Monday** Course Withdrawal period ends. Last day to drop with the grade of ‘W.’