

An aerial night photograph of New York City, showing a dense cluster of skyscrapers with their lights on. The Empire State Building is prominent in the center. The city extends to the water on the right, with some bridges visible. The sky is a deep blue with a hint of purple from the sunset or sunrise.

THE CITY UNIVERSITY OF NEW YORK
**CRAIG NEWMARK GRADUATE
SCHOOL OF JOURNALISM**

Student Handbook

2026 - 2027

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CUNY Academic Calendar

The CUNY Academic Calendar provides an overview of important dates such as semester start and end dates, academic deadlines, and holidays. The information is subject to change at any time by official action of the University.

The most up-to-date CUNY Academic Calendar can be found at the following link:
<https://www.cuny.edu/academics/academic-calendars/>.

Please note:

The Newmark J-School remains open on days indicated with “NO CLASSES SCHEDULED”.
The Newmark J-School is closed to everyone on days indicated with “COLLEGE CLOSED”.

Building Hours

Building & Emergency Contacts

Main Line: (646) 758 - 7800

Emergencies: (646) 758 - 7777 (campus building security, 3rd floor security desk)

Staff Hours: Monday - Friday, 9 a.m. - 5 p.m.

Building Hours: Monday - Thursday, 8 a.m. - 10:30 p.m.; Friday, 8 a.m. - 5:30 p.m.; Saturday, 8 a.m. - 5 p.m.; Sunday, Closed

Campus Closed

- News Year's Eve
- New Year's Day
- Dr. Martin Luther King Jr. Day
- Lincoln's Birthday
- President's Day
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Columbus/Indigenous Peoples Day
- Thanksgiving
- Day After Thanksgiving
- Christmas Eve
- Christmas Day

The City University of New York

The City University of New York (<https://www.cuny.edu/>) provides high-quality, accessible education for more than 275,000 degree-seeking students of all ages and awards 55,000 degrees each year.

CUNY has a legislatively mandated mission to be “of vital importance as a vehicle for the upward mobility of the disadvantaged in the City of New York ... ensuring equal access and opportunity” to students, faculty and staff “from all ethnic and racial groups”.

The University is an integrated system of senior and community colleges, graduate and professional schools, research centers, institutes and consortia. From certificate courses to Ph.D. programs, CUNY offers postsecondary learning to students of all backgrounds. It provides the city with graduates trained for high- demand positions in the sciences, technology, mathematics, teaching, nursing and other fields. As CUNY has grown, the University also has strengthened its mission as a premier research institution, building an array of modern facilities and expanding the ranks of its world-class faculty.

Throughout its history, the University has been an integral part of the city and state through partnerships with public schools, economic development initiatives, immigration aid and financial advice services and other community outreach programs. Today, CUNY faculty and staff members continue to benefit New York City - as well as the entire nation - by serving as policy experts to business and government and advisers to nonprofit institutions, civic organizations and community groups. Students, too, are strongly encouraged to experience the cultural, educational and community-based opportunities of the five boroughs, through a network of internships and fellowships, to embrace the city as their campus.

The Graduate Center

The Craig Newmark Graduate School of Journalism operates under the umbrella of The Graduate School and University Center (also known as The Graduate Center) and its degrees are granted through [The Graduate Center](#). Founded in 1961, The Graduate Center is the principal doctorate-granting institution of CUNY, with more than 4,200 students. Its 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 is the CUNY Baccalaureate Program, through which undergraduates can earn bachelor’s degrees by taking courses at any of the CUNY colleges, the Macaulay Honors College, 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.

The Craig Newmark Graduate School of Journalism

At the Craig Newmark Graduate School of Journalism at the City University of New York, change is in our DNA. That comes from being born in 2006, as the digital revolution was transforming our profession in ways none of us could have imagined. We fashioned a school to teach the latest storytelling, entrepreneurial, and technological skills alongside reporting, writing, and ethics. Beyond that, we've crafted a culture that spurns complacency, that isn't afraid to pivot before the ground under us shifts.

Our mission is to serve the public interest - by training new journalists from varied economic, racial, and cultural backgrounds who will bring much-needed diversity to newsrooms, by helping mid-career journalists retool their skills, and by partnering with other media organizations to find new paths to excellence.

Our low tuition rates, along with the added backing of private donors, allow candidates for our master's degree in journalism and engagement journalism to receive a world-class education at an affordable price. We also offer a unique bilingual master's in journalism for students fluent in English and Spanish.

Our three media centers provide research, training, thought leadership, industry meet-ups, and financial support for quality journalistic work.

We also offer a robust professional education program through regular evening and weekend workshops. And we support in-depth reporting projects of professional journalists through fellowship grants.

Classes are led by accomplished full-time faculty and adjuncts, who tap their networks to help students and graduates find internships, freelance opportunities and - the ultimate prize - jobs.

At a time when our profession is reeling from financial pressures and lack of trust, the Newmark Graduate School of Journalism is committed to producing the next generation of skilled, ethically minded, and diverse journalists.

We invite you to be part of our world.

Academic Programs

Master of Arts in Journalism

Students complete 43 credits of coursework in as few as 16 months, or they can extend their studies over a longer period. All students work at a required, paid summer internship and can take January Academy enrichment workshops between the fall and spring semesters.

The curriculum is built upon seven foundational courses which students are required to complete during their first semester. Then, students can take a wide range of classes in different media formats and subject matter. All students must also complete a capstone project within an advanced course in their final semester.

The core courses stress the essential skills and mindsets that all good journalists must have, including reporting, writing and editing skills, and analytical thinking needed to approach complex subjects. Other core courses cover journalistic safety, ethics and legal issues, and foundational skills including data journalism, audio and video reporting.

Students studying for the M.A. in Journalism are required to declare one subject concentration—Arts and Culture Reporting, Business and Economics Reporting, Health and Science Reporting, International Reporting, Bilingual Journalism or Local Accountability. In addition to declaring a subject concentration, students may also choose to specialize in one media format— Audio, Data, Broadcast TV News, or Documentary Film.

Master of Arts in Journalism - Bilingual Program

With the U.S. growing more diverse and Latinos surging in population growth and political and cultural influence, but still largely ignored or misunderstood by much of the mainstream media coverage, the need for this program is clear and urgent. Our students learn to use their bilingual skills to produce rigorous reporting, on deadline, in both languages, while nurturing a deep understanding of the complexity of the Latinx experience.

Since it started in 2016, the Bilingual Journalism Program has prepared new generations of journalists to thrive in an ever-changing media landscape. The program sees students' ability to navigate both languages as their cultural asset as they delve into bustling New York City to cover its deeply-rooted Latinx community.

The Bilingual Journalism Program is cohort-based, and along with this learning community, students take five courses in Spanish, including the first and second semester core reporting and writing classes on Latino communities, an advanced research course, and two subject courses on investigative journalism and reporting on identity.

Besides their Spanish-language classes, students benefit from all the Newmark J-School offers since they follow the standard M.A. in Journalism curriculum, strengthening their specialty with additional courses in English from other subject concentrations and media specialties. They also do a required paid summer internship at a Latino-focused Spanish or English-language news outlet in the U.S. or a Spanish-language outlet abroad.

It's important to note that there is a separate application process for the Bilingual program. The subject concentration director is [Carmen Graciela Díaz](#), a journalist, author, and teacher, and the program's professors and writing coach are journalists, editors, photographers, researchers, and writers.

Our students contribute nuance, sensibility, and depth to any newsroom, creating stories that reflect the multi-layered experiences of the communities they serve.

That is why the program's students land coveted positions in leading media outlets, including The New York Times, Telemundo, Univision, NY1 Noticias, The City, The Philadelphia Inquirer, NPR, NBCNews, ABC, LatinFinance, The Marshall Project, HBO-Axios, Centro de Periodismo Investigativo de Puerto Rico, Bloomberg, and Nieman Lab, among others.

Master of Arts in Journalism - Engagement Journalism

Our M.A. in Engagement Journalism is not just about learning what's relevant in the field today; it's about developing a mindset focused on innovation and understanding where journalism is headed. We prepare you to respond to new needs and opportunities in the rapidly evolving media landscape.

In our M.A. program, you'll develop fluency in product and design thinking, data analysis, metrics and impact measurement, entrepreneurship, innovation, collaboration, and designing community engagement. We emphasize listening and outreach practices that are journalistically rigorous, preparing you to work at the intersection of news products, audience development, and journalism innovation.

Our program attracts students who recognize the shifting landscape of media consumption and are excited by the challenge of rebuilding trust in news. You want to create journalism that truly responds to community needs, leveraging data and technology to connect with audiences in meaningful ways. You're interested in acquiring skills in product development, design thinking, and entrepreneurship, seeing these as crucial for the future of journalism.

Curriculum, Publishing, and Capstone/Practicum Requirements

Curriculum Requirements

International students enrolled at the Craig Newmark Graduate School of Journalism must complete the required degree credits within three semesters (16 months): **43 credits for the Master of Arts in Journalism (MAJ)** or **40.5 credits for the Master in Engagement Journalism (MEJ)**.

All J-School students, domestic and international, are required to complete foundational coursework that develops the essential skills and professional mindsets needed for journalism. These skills include reporting, writing, editing, and analytical thinking needed to approach complex subjects.

In addition to completing required coursework, students are expected to produce and publish journalistic work throughout the program. Students must meet the School's publishing requirement each semester as outlined below.

SOJ Publishing Requirement

All SOJ students are required to produce and publish at least one piece of journalistic work each semester. The publishing requirement applies across foundational courses, Advanced Reporting courses, subject concentration courses, specialization courses, and capstone-eligible courses.

This requirement reflects the School's commitment to applied, professional practice and ensures that students graduate with demonstrable, public-facing journalism.

During their first academic year, students must publish work produced through **Craft of Journalism** and **Advanced Reporting**.

All students are also required to complete the appropriate **Capstone or Practicum** requirement in order to graduate. MAJ students complete the capstone requirement during their third semester. MEJ students complete the Practicum during their third semester.

Advanced Reporting Courses

The approved Advanced Reporting courses include:

- **JOUR 76009:** Advanced Audio Reporting and News Writing
- **JOUR 76009:** Audio Documentary
- **JOUR 76003:** NYC Climate Reporting Lab
- **JOUR 73351:** Data Journalism
- **JOUR 76008:** Advanced Multimedia Reporting for the South Bronx
- **JOUR 73104:** Feature Writing
- **JOUR 73102:** Introduction to Investigative Reporting
- **JOUR 76007:** TV News 1 (TV News Specialization)
- **JOUR 76007:** Documentary Seminar 1

- **JOUR 76007:** Documentary Lab
- **JOUR 73251:** Video Features
- **JOUR 76008:** Solutions Journalism
- **JOUR 75005:** Advanced Reporting for Engagement Journalism
- **JOUR 76006:** Advanced Reporting on Latino Communities

Capstone Requirement

All Master of Arts in Journalism (MAJ) students are required to complete a capstone in order to graduate. The capstone is completed through one of the designated capstone-eligible courses listed below.

For students enrolled in the Master in Engagement Journalism (MEJ) program, the Practicum fulfills the capstone requirement and is required for all MEJ students as part of the degree requirements.

The following courses are designated as capstone-eligible for MAJ students:

- **JOUR 72203:** Arts and Entertainment Reporting
- **JOUR 72502:** Cross-Cultural Journalism
- **JOUR 72010:** Criticism and the Arts
- **JOUR 76005:** Investigative Reporting
- **JOUR 76001:** Investigative Reporting in Arts and Culture Writing
- **JOUR 76008:** The Stories Hiding in Plain Sight
- **JOUR 76001:** Covering Internet Culture, IRL Culture, & Representation
- **JOUR 76008:** Arguing with the Enemy (formerly Opinion Across Difference)
- **JOUR 73452:** Audio News Magazine: Audio Files
- **JOUR 72604:** Covering Money, Power and People in NYC
- **JOUR 76009:** Narrative Podcast Workshop
- **JOUR 76005:** Criminal Justice Reporting Lab
- **JOUR 72704:** In-Depth Reporting in Latino Communities
- **JOUR 73251:** Video Features
- **JOUR 76012:** Covering Identity
- **JOUR 73272:** Advanced Photojournalism
- **JOUR 76006:** Practical Python for News Investigations
- **JOUR 73264:** Documentary Seminar 2
- **JOUR 73375:** Advanced Coding the News
- **JOUR 76007:** TV News 2
- **JOUR 75009:** Practicum

Definition of Published Work

For purposes of this policy, “Published” work is defined broadly and may take the form of text, audio, video, data-driven reporting, or multimedia packages, or a combination of these formats. Work must appear on a professional platform, either internal or external to the School, and be accessible to an intended audience.

Publishing is not limited to authorship. Editorial and production contributions that are integral to the creation and distribution of journalism also satisfy this requirement. This includes, but is not limited to:

- Editing articles written by other contributors
- Revising language, structure, and style for clarity and audience engagement
- Applying search engine optimization (SEO) principles to improve discoverability
- Writing headlines, subheads, and metadata aligned with audience search behavior
- Incorporating visual elements, multimedia components, and formatting for digital platforms
- Adding hyperlinks, sourcing, and attribution to strengthen credibility and visibility
- Using tools such as Google Trends or analytics platforms to position content for specific audiences
- Optimizing content for platform-specific distribution, including web and AI-driven search environments

In professional journalism, editorial work is a core publishing function. A piece cannot go live without these contributions. Therefore, students who perform this work on content that is published on a professional platform are considered to have met the publishing requirement. Data journalism, research-based reporting, and visual or multimedia packages are also valid forms of published work when they are presented in a public-facing format and demonstrate journalistic intent, audience awareness, and editorial rigor.

All published work must align with the standards of professional journalism, including accuracy, ethical reporting, and audience relevance.

Final determination of whether a student’s work satisfies the publishing requirement rests with the Craig Newmark Graduate School of Journalism.

Academic Advising

Email: academicaffairs@journalism.cuny.edu

Overview

All students are assigned an Academic Affairs advisor and a faculty mentor.

Your academic advisor will assist you during your time in the program with course selection and registration each semester to ensure you are meeting degree requirements for graduation. All students must meet with their advisor before registering each semester. During this meeting, students can discuss their academic plan, and seek guidance in selecting courses in order to reach required credits.

Your faculty mentor is available to support your career and professional development, provide guidance, and assist with setting career goals and selecting a course of study. Mentors also offer constructive feedback and suggestions to help students make the most of their time in the program. This may include connecting students with faculty across different programs and specializations to help explore academic interests that may align with their goals. Students should meet with their faculty mentor throughout their academic career for assistance on how to best navigate the program.

How Academic Advising Works

Each student is required to meet with their Academic Advisor during the academic advising period before registration begins. Students are required to review the course catalog ahead of meeting with their advisor to select classes that they want to take.

First semester MAJ students are required to declare subject concentration and complete the concentration declaration form prior to second semester registration. Upon meeting with your academic advisor, you will be cleared for registration and your academic advisement hold will be lifted in CUNYFirst enabling you to register.

To avoid late registration fees, students should always be sure to schedule meetings with advisors before the registration period begins each semester and review their CUNYFirst accounts to clear all holds.

Adding, Swapping and Dropping Courses

Students have until the date listed in the CUNY Academic Calendar to make schedule changes. For adding or swapping courses, that deadline is typically 6 calendar days from the start of the semester, although it is subject to change based on CUNY guidelines.” (Adding classes after the first day of class each semester will require the permission of the Director of Academic Affairs and the course instructor). Please check the CUNY academic calendar to review the course drop refund schedule. Students must earn at least 43 credits to graduate. If a student wishes to drop a course or needs assistance from Academic Affairs to make schedule changes, they must contact the office immediately in writing to confirm their options and determine whether those changes are still available.

If a student misses the deadline, a “W” grade will be assigned by the registrar, and the student remains liable for tuition. Students who make changes to their academic program, including

adding or dropping a course on or after the first day of the semester, will incur an \$18.00 fee. This fee cannot be waived.

ePermit Process

ePermit is the process of CUNY students obtaining permission to register for courses offered at other CUNY colleges. Students may take **one 3-credit** course at another CUNY institution with approval from the Associate Dean. This course can not be used to substitute required courses in the SOJ Masters Program. Prior to taking courses at another institution a student should inquire at the Host College for registration dates and procedures governing visiting CUNY students on ePermit. To see the class schedule at all colleges please visit the [Global Class Search](#).

Please note that an ePermit application through CUNYFirst does not automatically register a student for a course, nor does issuance of an ePermit guarantee enrollment at the Host College. Once you have enrolled at the Host College, cancellation of an ePermit does not delete your course registration; see details below regarding student responsibilities.

ePermit Courses and Scholarship Eligibility Policy

Students enrolled in ePermit courses within the City University of New York (CUNY) system will have tuition billed through their home institution, the School of Journalism (SOJ), when the course is taken at another CUNY campus. As such, approved ePermit courses may be eligible for scholarship coverage, provided they fall within the student's overall scholarship parameters.

Eligibility and Requirements:

- ePermit courses must be approved in advance.
- The course must count toward the student's degree requirements or approved elective credits.
- Students must remain within their total scholarship allocation and eligibility criteria.

Billing and Disbursement Process:

- Once the ePermit request is approved and the student is registered, tuition charges will be applied to the student's SOJ account as part of the standard semester billing cycle.
- Scholarships will be disbursed according to the regular disbursement schedule and will be applied based on the student's total enrolled credits for the semester, including any approved ePermit courses.

Enrollment Minimum:

- Students must meet the minimum enrollment requirement (typically six (6) credits per semester) for scholarship funds to be applied.
- ePermit courses may count toward this minimum enrollment requirement.

Additional Considerations:

- Any changes to a student's enrollment status, including credit load adjustments or course changes that may affect scholarship eligibility, must be reported promptly.
- If an ePermit course places a student outside the standard scholarship structure, coordination with the Financial Aid Office may be required to determine continued eligibility.

Planning your time

Students should plan to spend 2-3 hours times the class time for outside of class work. (So, for a 2.5 hour class, students should expect to spend about 5 hours on their assignments).

Coaches

Coaches in writing, data, audio and video are available to work one-on-one with students to guide them on projects and help problem-solve. Students should consult a coach at any time for extra support if they have tried something themselves and it hasn't worked to their or their instructors' satisfaction. Coaching hours are updated early each semester on our website.

Academic Progress Report

During all three semesters, students at risk of receiving below a B (or lower) in any course will be notified by the instructor and clearly informed of what they must do to improve their grade. Students are expected to meet with the instructor to discuss and develop a plan of action.

This report serves as an early alert to help students get back on track and underscores the importance of meeting with their instructor or Academic Affairs for additional support. The report serves as an alert intended to help students get back on track and emphasizes the importance of meeting with faculty or Academic Affairs for support. The report includes the mid semester grade so that students know where they stand academically. Students may receive an academic progress report due to the following:

- Late or missing assignments
- Poor attendance and consistent tardiness
- GPA falling below a 3.0

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 their instructors 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 instruction and content of the courses that they have taken. These evaluations are critical to the faculty and administration in improving the quality of our course offerings and teaching techniques.

Registration Requirements

Elective and subject concentration information sessions are offered prior to registration so students can learn more about the courses they can choose from. Check the Campus Calendar for dates for these information sessions.

Before registration opens be sure to check your CUNYfirst account to ensure all holds are cleared and you can navigate the system. More information on registering can be found on Brightspace.

Information for subsequent semesters will be available during academic advising, or through the Office of Academic 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 Equipment Room 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 Bursar's Office may not be permitted to take a leave of absence, or officially withdraw.

Academic Policies

Class attendance, deadlines, coursework and submission policies

As a professional school, the Newmark 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 Newmark J-School students are expected to attend every one of their classes.

If you are unable to attend class, you are expected to notify your instructor in advance, provide the reason for your absence, and request that it be excused. Medical issues and family emergencies are generally considered valid reasons for an excused absence at the Newmark J-School, just as they would be in a professional workplace. Unexplained or unexcused absences are not acceptable and may result in a reduction of your grade. The determination of what qualifies as an excused absence is at the discretion of the instructor. Similarly, repeated lateness may also result in a grade reduction due to unprofessional conduct.

Each instructor has the authority to impose 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 instructors.

Cross Story Use ('double dipping') in Multiple Courses

Reporting from a story for one course may sometimes be used for a story in another course. The most common example: research for a story for one class may also be used in another class **if permission is given ahead of time by professors from all classes. The exact same story is never acceptable for two different classes.**

Grading System

Newmark J-School degree candidates will be graded in all courses creditable toward the degree as follows:

*GPA quality point is calculated to two decimal points.

SP: Satisfactory Progress

W: Withdrew without academic penalty.

This is a student-initiated grade, which may be requested from the fourth through the tenth week of the semester, regardless of course start date. Under no circumstances can a student withdraw and receive a 'W' grade after the tenth week of the semester without permission of the Associate Dean. This grade carries tuition liability.

WA: Administrative withdrawal

This grade, which does not affect the grade point average, is administratively assigned.

<u>Letter Grade</u>	<u>Quality Point Value</u>
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	Withdraw
WN	Unofficial Withdrawal (0.00)
WU	Unofficial Withdrawn (0.00)

INC	Incomplete
INF	Incomplete/Failure (0.00)

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.' This grade is calculated into the GPA in the same way a 'W' is calculated.

WU: Unofficial Withdrawal

A grade of 'WU' is to be assigned to a student who attended a minimum of one class, completely stopped attending at any time before the final exam week, and did not officially withdraw and are factored into a students' GPA.

F: Failure

If the student receives an 'F' in a course, the course must be repeated to receive credit for it (or another equivalent credit course for electives). Grades of 'F' are factored into a students' cumulative GPA.

P: Pass

Pass/Fail designation is used for internship credits. No letter grades are submitted for internships.

INC: Incomplete.

To be assigned only when student work has not been completed by the end of the semester and the instructor agrees to permit the student to complete the work at a later date. The 'INC' must be changed to a letter grade within the following calendar year, after which time the 'INC' is considered permanent.

INF:

Failure to complete and meet pending coursework under the incomplete policy agreement deadline will result in an Incomplete Failure (INF) grade, which means **no credit** will be received for the course.

Incomplete Grades

To qualify for an incomplete ("INC"), a student must have a documented medical or family emergency, or be unable to complete coursework due to unforeseen circumstances. In such cases, the student must have demonstrated satisfactory progress throughout the semester and completed at least **75% of the coursework** by the last day of classes.

- **First-semester students** are **not eligible** to receive an incomplete. All first-semester courses and assignments must be completed in full to progress to second-semester advanced courses.

- First semester students must pass Craft in order to move forward to the second semester.
- **If granted a temporary incomplete, second- and third-semester students have up to 30 days** from the last day of classes to complete all pending assignments.
- All final letter grades must be entered into CUNYFirst before the first day of the following semester, this includes Capstone submissions.
- Failure to meet this deadline will result in an Incomplete Failure (INF) grade, which means **no credit** will be received for the course.

Leave of Absence

Due to the intensive nature of the Newmark J-School program, leaves of absence are granted only in cases of medical or family necessity. An exit interview is required, and no student may exceed four semesters of total leave time.

Students receiving scholarships who are approved for a leave of absence will have their scholarship placed on hold for up to one academic year. Students who withdraw without an official written Leave of Absence approved by Academic Affairs and the Assistant Dean may forfeit their scholarship and may not be eligible for reinstatement.

Leave requests must be submitted in writing to Academic Affairs before the semester or academic year in which the leave will occur. Approved requests will be shared with the appropriate campus offices, which may contact the student for additional information.

Approved leaves do not count toward the degree completion time limit. Military-affiliated students should consult the veterans' certifying officer before applying, and international students on F-1 or J-1 visas should consult the Office of International Students.

Readmission from a Leave of Absence

Readmission following a leave of absence is at the discretion of the Newmark J-School. Former students interested in returning must contact Academic Affairs to review their remaining graduation requirements, confirm they left in good academic standing, and submit a readmission application.

Academic Affairs will review previously completed coursework upon readmission and may be applied toward degree completion at the program's discretion. CUNY will charge a \$20 readmission fee.

A \$20 readmission fee will be charged upon submission of an Application for Readmission.

Maintenance of Matriculation

SOJ students who are not enrolled in graduate courses, or in undergraduate courses that count toward their graduate program, and who wish to maintain matriculated status must pay a

Maintenance of Matriculation fee. This fee must be paid during the semester of absence and before the first day of classes.

The fee is not required during the summer session unless the student plans to graduate that term. Students on Maintenance of Matriculation are not charged student activity or Consolidated Service fees. Students must either be registered for classes or on Maintenance of Matriculation during the semester in which they graduate. The Maintenance of Matriculation fee cannot be waived.

Rate Schedule

- Resident: \$225 per semester
- Non-Resident: \$370 per semester

Non-Matriculated Student Policy

Prospective students interested in taking a course as a non-matriculated student before applying to the program should contact the Office of Academic Affairs at academicaffairs@journalism.cuny.edu to learn which courses may be available.

Students will be required to schedule a meeting with the academic advisor to review the non-degree process, discuss tuition estimates, and review important policies and limitations, including restricted access to certain services such as Career Services.

Academic Affairs will contact the professor teaching the course to share the student's interest. Students may be asked to submit work samples so the professor can evaluate their readiness for graduate-level coursework. If approved, Academic Affairs will provide the non-matriculated student application.

Applications must be submitted at least six weeks before the start of the semester. Please note that enrollment is not guaranteed and depends on course availability.

Petition to Change Academic Requirement

A student may identify a requirement they would like the administration to consider changing. The student(s) should file a petition explaining the desired change and reasons for the change. Petitions can be requested and then emailed to the Director of Academic Affairs. Petitions will be considered in a timely manner, however, some petitions may need wide input from faculty, and so may take longer to decide.

Academic Probation

Students whose GPAs fall below 3.0 will be placed on academic probation. The student will receive a letter informing them of their probationary status. Letters will be sent via email from the Associate Dean. To continue in the program, within 5 business days, students must submit a letter via email to the Associate Dean, copying the Office of Academic Affairs, requesting that

the student be allowed to stay in the program, and elaborate on how they propose to improve their academic standing. Students will also be required to set up a meeting with the Associate Dean and academic advisor to discuss their plans in person, and to review the consequences of continued unsatisfactory progress. Upon approval, students will be allowed to register and receive financial aid, if eligible, and continue their academic progress.

Academic Probation Financial Implications

At the Newmark J-School, [Satisfactory Academic Progress](#) (SAP) requires maintaining at least a 3.00 GPA, limiting open grades to two or fewer, and meeting specific milestone examination deadlines. Failing to meet these standards may trigger a loss of financial aid, which can be appealed with an academic success plan.

To learn more about financial aid appeals please visit [Financial Aid Appeals](#) on the CUNY Graduate Center website.

Students who received a J-School scholarship, as indicated in the scholarship agreement, must remain in good academic standing and make satisfactory progress toward their degree. If the student does not meet the cumulative 3.0 GPA requirement and/or have two Incomplete grades at the end of a semester, they will be placed on academic probation. During that probationary semester, the student will be required to meet the cumulative 3.0 GPA and/or complete any pending coursework to maintain their scholarship. If the student does not meet this requirement, their scholarship will be canceled and they will be responsible for paying their tuition and fees that semester. The scholarship can be reinstated after the cumulative GPA meets the 3.0 GPA and all requirements are met.

Disputes Concerning Academic Grades

The Newmark J-School faculty are 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.

In the case of disputes over a graded assignment 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 Newmark J-School community in discussion with the instructor and/or Academic

Affairs team. 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 file a formal complaint with the Office of Academic Affairs. A representative from that office shall consult with the instructor 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 via the Associate Dean. This appeal must be made within **three weeks** of final grade filing and be to resolve a dispute regarding grades posted to a student's formal transcript. The appeal should explain 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. The process will be completed no more than three weeks after the appeal has been submitted. 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 informally with the individual faculty member and/or the Director of Academic Affairs. If these avenues do not appear to offer satisfactory solutions, the Associate Dean may be consulted.

The appeals policies and procedures described within this handbook distinguish between disputes concerning grades and disputes concerning termination of matriculation. 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 their 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.

Disputes Concerning Academic Termination/Dismissal

Students who fall below a cumulative 2.7 GPA in their first semester, or in their second semester, fall below a 2.8 cumulative GPA can be dismissed from the program. If a student believes that additional information should be considered, a student will be able to appeal their dismissal by writing a letter to the Associate Dean. Students can also submit any relevant documentation they feel should be considered. A committee will then review the appeal, along with written explanations from relevant faculty members. Within 10 days of an appeal being filed, the committee will issue its recommendation to the Dean and the Dean's determination will be final. Students who have more questions about this process should speak with the Director of Academic Affairs.

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.

Degree Program Withdrawal Policy

Students who decide that they are unable to continue their studies at the Craig Newmark Graduate School of Journalism must formally notify the school of their intention to withdraw from their graduate program. This policy applies to withdrawal from a student's degree program. It does not apply to withdrawing from an individual course while remaining enrolled in the program. Separate CUNY academic policies, procedures, and deadlines govern course withdrawals.

Before Withdrawing

Students are strongly encouraged to consult the appropriate offices before submitting a withdrawal request to understand how withdrawal may affect their academic progress, degree completion, tuition and fees, financial aid, scholarships, immigration status, and other applicable obligations or benefits.

Academic Affairs can assist students in understanding the academic and administrative aspects of withdrawal but cannot provide financial aid, tax, or immigration advice. Students should consult the appropriate University office for guidance in those areas.

Students who are delinquent in their financial accounts or obligations to the library or with respect to any equipment loans from the Equipment Room will not be permitted to officially withdraw

Withdrawing from the Program

A student who no longer intends to continue in their degree program must submit a formal request to withdraw from the program to the Office of Academic Affairs (academicaffairs@journalism.cuny.edu).

The withdrawal request should include:

- The student's full name and EMPLID.
- The student's academic program.
- The semester in which the withdrawal will become effective.
- A brief statement confirming the student's intention to withdraw from the program.
- Any additional documentation requested by Academic Affairs, when applicable.

Academic Affairs will review the request and provide the student with information regarding additional steps that may be required.

Confirmation of Withdrawal

Submitting a withdrawal request does not, by itself, mean the withdrawal process is complete. Academic Affairs will review the request, determine whether any additional steps are required, and provide the student with written confirmation once the program withdrawal has been processed. The confirmation will include the effective date of the student's withdrawal from the program.

Students should not consider themselves formally withdrawn from the program until they have received written confirmation from Academic Affairs.

Failure to Register or Discontinuation of Attendance

A student who stops attending classes, does not register for the next semester, or otherwise discontinues participation in the program should not assume that they have been formally withdrawn from the degree program.

Students who do not intend to continue in the program must notify Academic Affairs and complete the formal withdrawal process described above. Failure to formally withdraw may result in the student remaining subject to applicable academic, administrative, or financial requirements.

Students who have stopped attending or have not registered and are unsure of their status should contact Academic Affairs for guidance.

Withdrawal During a Semester

Students who withdraw from the program after the semester has begun may also be required to withdraw from their registered courses in accordance with the University's academic calendar and withdrawal deadlines.

The student's transcript will reflect course withdrawals according to CUNY policies and the date on which the withdrawal is processed.

Students are responsible for reviewing the academic calendar and understanding the academic and financial consequences associated with withdrawing after the start of the semester.

Tuition and Financial Aid

Withdrawal from the program may result in tuition liability. The amount of tuition owed or refunded is determined by the University's tuition refund schedule and the effective date of the student's course withdrawal.

Students receiving federal or other forms of financial aid should consult the Office of Financial Aid (finaid@gc.cuny.edu) and the SOJ Finance (finance@journalism.cuny.edu) Department before withdrawing.

Withdrawal may result in the adjustment or return of financial aid funds and may create an outstanding balance with the University. It is the student's responsibility to discuss the financial implications with these offices prior to withdrawing from the program.

Withdrawing from the MA programs immediately ends your on-campus employment status both for federal work-study employment and college assistant contracts.

Scholarships

Students receiving a Newmark J-School scholarship should contact the Finance office before withdrawing.

Withdrawal from the program may result in the cancellation of future scholarship awards. Scholarship funds already applied to the student's account may also be subject to adjustment based on the timing of the withdrawal and applicable scholarship, tuition, and financial aid policies.

Students who later return to the program should not assume that a previously awarded scholarship will automatically be reinstated.

Student Services and Benefits

Withdrawal from the program may affect a student's eligibility for or access to certain University or school services, benefits, and other resources that are available based on active enrollment status. Students who have questions about how withdrawal may affect a particular service, benefit, employment arrangement, or resource should consult the office responsible for that area before withdrawing.

IT Access After Withdrawal

After students withdraw, they will immediately lose their SOJ email/network/Office 365, Adobe Creative Cloud, VPN, Pro Tools, file share access (with deleted files), and removal from Newmark Facebook groups. Nothing like this appears in the policy.

Veterans and Military Education Benefits

Students receiving veterans, military, or other related education benefits should consult the appropriate University office before withdrawing from the program. Withdrawal or changes in enrollment may affect eligibility for education benefits, payments, or other benefits and may result in financial obligations. Students are responsible for seeking guidance on how withdrawal affects their specific benefits before making enrollment changes, whenever possible. Please visit the [Graduate Center's website for resources related to veterans and military benefits](#).

International Students

Students in F-1 or other immigration statuses must consult the appropriate International Student Services office before withdrawing from the program or dropping below a full course of study. Program withdrawal may have an immediate impact on a student's immigration status, SEVIS record, employment authorization, CPT eligibility, and ability to remain in the United States. International students should receive immigration guidance before making changes to their enrollment whenever possible. The International Student Office at the Graduate Center can be reached at intstu@gc.cuny.edu.

Leave of Absence vs. Program Withdrawal

Students who anticipate that their interruption in studies will be temporary should consult Academic Affairs before deciding whether to take a leave of absence or withdraw from the program.

A leave of absence indicates that the student intends to return to the program within one year (two consecutive semesters). A withdrawal indicates that the student is ending their enrollment in the degree program and does not intend to return in a future semester.

Reentry After Withdrawal

Students who have previously withdrawn from the program and later wish to return must be considered on a case-by-case basis. Requests for reentry must be submitted no later than two weeks before the first day of the upcoming semester. The first day of each semester can be found on the [CUNY Academic Calendar](#).

Students seeking to return will be required to submit a request for readmission or reentry and may be required to satisfy the academic and administrative requirements in effect at the time of their return.

Readmission is not automatic or guaranteed.

Academic Affairs will review reentry requests in consultation with appropriate academic leadership and other offices, as necessary. In considering a request for readmission, the school may consider factors including the student's academic standing at the time of withdrawal, the length of time since the student was last enrolled, the circumstances of the withdrawal, program capacity, course availability, and any academic or administrative matters that were pending at the time of withdrawal.

Students who are readmitted must maintain a GPA of 3.0 for the semester they're enrolling for. Once readmitted, students are subject to all the school's academic success policies.

Students returning after an extended absence may be subject to changes in curriculum, degree requirements, course availability, academic policies, and other program requirements that have taken effect since their original enrollment. Previously completed coursework may also be subject to review to determine whether it continues to satisfy current degree requirements.

Students will be able to resume their studies once their request has been approved by Academic Affairs and processed by the registrar.

Academic Standing

Students who withdraw while on academic probation or while other academic matters are pending should consult Academic Affairs regarding the effect of withdrawal on their record and any future request to return.

Effective Date of Withdrawal

The effective date of withdrawal will generally be based on the date the student's formal withdrawal request is received and/or the date required by university policy.

Submitting a withdrawal request does not necessarily eliminate tuition liability or other financial obligations

SOJ Student Withdrawal Checklist

Students who are considering withdrawing from the Craig Newmark Graduate School of Journalism should complete the following steps to ensure their withdrawal is properly processed.

Before You Withdraw

- ☐ Meet with or contact the Office of Academic Affairs to discuss your intention to withdraw.
- ☐ Determine whether a leave of absence may be more appropriate if you expect to return to the program.
- ☐ Review the academic calendar for course withdrawal deadlines and important dates.
- ☐ Review the potential impact of withdrawal on your academic record and degree progress.

Financial Responsibilities

- ☐ Contact the Office of Financial Aid (finaid@gc.cuny.edu) if you receive federal, state, institutional, or other financial aid.
- ☐ If you are a scholarship recipient, contact the SOJ Finance Department (finance@journalism.cuny.edu).
- ☐ Review the University's tuition refund schedule and determine whether you may have remaining tuition liability.
- ☐ If you receive a Newmark J-School scholarship, confirm how withdrawal will affect your current and future scholarship funding.
- ☐ Check your CUNYfirst account for any outstanding balance or financial obligation.

International Students

- ☐ If you are an international student, consult International Student Services before withdrawing or dropping courses.
- ☐ Discuss how withdrawal may affect your F-1 status, SEVIS record, CPT or other employment authorization, and ability to remain in the United States.

Submit Your Withdrawal Request

- ☐ Submit a formal program withdrawal request to Academic Affairs.

Include:

- Full name
 - EMPLID
 - Academic program
 - Effective semester of withdrawal
 - Confirmation that you intend to withdraw from the program
- ☐ Complete any additional forms or documentation requested by Academic Affairs.

Before the Withdrawal is Official You Must

- ☐ Return any school-owned equipment, technology, library materials, or other property.
- ☐ Resolve any outstanding administrative obligations.
- ☐ Save copies of important academic records, correspondence, or documents you may need in the future.
- ☐ Confirm that your current personal email address and contact information are on file with the school.

Final Confirmation

- ☐ Confirm with Academic Affairs that your program withdrawal has been processed.

- ☐ Review your CUNYfirst record to make sure your enrollment and course statuses are accurate.
- ☐ Keep a copy of your withdrawal confirmation for your records.

If You Want to Return Later

Students who withdraw from the program should understand that returning to the Newmark J-School may require a formal reentry or readmission process.

Reentry is not automatically guaranteed, and students may be subject to the curriculum, degree requirements, policies, and course availability in effect at the time they return.

Standards for Retention, Graduation, and Commencement Ceremony Participation

Students must be making satisfactory progress toward the degree in order to maintain status at the Craig Newmark Graduate School of Journalism and to be eligible for any student financial assistance. A student is deemed not to be making satisfactory progress if they have a grade point average below 3.0, and/or has accumulated more than two open grades (“INC,” “INF”).

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

The Office of Academic Affairs reviews each student’s record every semester and matriculation may be terminated for unsatisfactory academic performance—generally considered less than a cumulative gpa 3.0 and/or failure to meet other program requirements.

If a student receives an “F” in a course required for completion of the program, they must repeat this course. Upon completion of the repeated course, the two grades will be averaged into the student’s grade point average. The “F” is not replaced but rather averaged into the overall GPA. The repeated course with a grade of “B” or better will be considered as meeting the degree requirements.

If formal standards have not been met, a student may register (and receive financial aid, if otherwise eligible) only upon petition to the Associate Dean and the Assistant Dean of Student Success and Enrollment Management credits they attempt in order to be in good academic standing. If you are not in good academic standing, your financial aid can be suspended. Students can appeal this decision by contacting their financial advisor or visiting [Financial Aid Appeals](#) on the CUNY Graduate Center website.

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 or more additional semesters in which to take coursework to bring their GPA up to the 3.0 standard, upon the approval of the Associate Dean. Students who have no more than six (6) credits pending (e.g. Incompletes) or remaining to degree completion may participate in their class year commencement ceremony. Students with more than six pending or remaining credits may participate in the commencement ceremony the following December.

Administrative & Student Records Policies

Student Preferred Name Changes

CUNY policy states that students and employees are permitted to use a preferred first name and middle name on all non-official records such as identification card, email address, and course rosters, without the need to provide documentation. Official records such as student transcripts and diplomas require a legal name change which must be handled through the Graduate Center's Registrar's Office.

Students are able to use CUNYfirst self-service to select a preferred first and middle name.

CUNYfirst Preferred Name Change Instructions:

- Visit the CUNYfirst Webpage
- Log into your account
- Go to 'Student Center'
- Scroll down to 'Personal Information' and click 'Names' on the left hand side
- On that page you should be able to add a name and indicate that it is your preferred name.

Please note that this will only change your name on CUNYFirst, it is not a legal name change. After making this update your preferred name will also be shown on class rosters and Brightspace.

Student Legal Name Changes Due to Course Order and Typographical Errors

Students are entitled to change records to reflect new or resumed names in accordance with any court ordered legal name change. To obtain the change, a student must show an original or certified copy of the order.

If there is a typographical or spelling error in your legal name, contact the Registrar for a request to change name or ID form. Documents needed to verify the error include birth certificates, passports, social security cards, driver's licenses, or other documents issued by federal, state or local government agencies.

Official Transcript Requests

Newmark J-School provides a service that allows current and former students to request and pay for an **official transcript online**. Students using this service are responsible for the transcript fee, as well as a convenience service charge. Payment may be made using any major credit or debit card.

Students may also obtain an **unofficial transcript free of charge** through their CUNYfirst account.

Please note that the School does not mail hard copies of transcripts or diplomas directly from campus, and these documents are not available for in-person pickup.

Residence Address Changes

Address changes must be submitted anytime there is a change in a student's residence. All official documents will be mailed to the address on file with the Newmark J-School and from the Graduate Center via the information in a student's CUNYfirst account. Submit any updates via your CUNYfirst account. An old address will delay notification of important information students may need to act upon.

NYCity News Service

The award-winning NYCity News Service feeds stories to news organizations of all types and sizes, in addition to producing in-depth special reports.

The News Services provides an outlet for all Newmark student journalists across media and specializations. Individual, team and classwide projects are presented in all formats.

Stories produced by students are published by the News Service and the site also links to student work of all types published in professional outlets. Many of those stories develop from required class assignments.

Equipment Room

Email: equipment@journalism.cuny.edu

Telephone: (646) 758-7860

Operating Hours: Monday - Friday - 10:00 am - 4:00 pm
Summer and Holiday Hours may differ.

First Semester

Students receive Shure MV88+ Video Kits for use during their first semester. These kits will be used in conjunction with the students' smartphones for required coursework.

Specific instructions are provided by Equipment Services via email.

Second Semester

Students are issued equipment kits determined by their coursework. These course-specific kits are issued for the duration of the course and must be returned as directed at its conclusion.

Specific scheduling instructions are provided by Equipment Services via email.

In the event that a student drops a production course after equipment has been issued, the student will be required to immediately return the equipment associated with that course.

Summer Break & Internships

Equipment may be checked out over the Summer Break for Capstone and Internship coursework, pending approval. Please contact Equipment Services for specific instructions.

Third Semester

Students will be issued equipment kits determined by their coursework. These course-specific kits will be issued for the duration of the course and must be returned in full at its conclusion.

Specific scheduling instructions will be provided by Equipment Services via email.

In the event that a student drops a production course after equipment has been issued, the student will be required to immediately return the equipment associated with that course.

Additional Semesters

In the event a student enrolls in additional semesters, the student will be issued equipment kits determined by their coursework. These course-specific kits will be issued for the duration of the course and must be returned in full at its conclusion.

Specific instructions will be provided by Equipment Services via email.

Additional Equipment

Pending equipment availability, students in good standing will also have access to additional equipment for short-term checkouts during their Second, Third and Additional Semesters. The equipment available will be based on the individual student's specific coursework.

Students will use the WebCheckout (WCO) Patron Portal to reserve and schedule additional equipment checkouts. Reservations for additional equipment must be made at least 24 hours in advance of the desired pick up time and checkouts may not exceed one week in duration.

Limits & Conditions

Students will not be permitted to checkout equipment with a total replacement value in excess of their HFC Student Property Insurance limit.

Equipment is provided for the completion of coursework only. Equipment use for personal, private or commercial projects is not permitted.

Good Standing

A student will be considered to be in good standing for the duration of their coursework in the absence of any account holds.

A student will be placed on hold and restricted from equipment access in the event of non-returns, incomplete returns, non-submission of insurance claims, non-payment or recurring damage to equipment.

Damage & Theft

An insurance plan specifically tailored to the program has been arranged with Haylor, Freyer & Coon Inc. (HFC). Policies have been purchased for each student by the Technology and Library Committee using student fee funding. This policy provides coverage up to \$8000 against damage and theft for the duration of the student's coursework at Newmark and carries a \$50 deductible per claim to be paid by the student.

In the event of Equipment Damage, students will be responsible for the replacement or repair cost of the damaged items. Please contact Equipment Services immediately to begin a repair and for guidance submitting an insurance claim to HFC.

In the event of Equipment Theft, students will be responsible for the replacement cost of the stolen items. It is critical that Police or CUNY Public Safety, depending on the location of the theft, be contacted immediately in such situations and that a report be filed. Please contact Equipment Services for guidance submitting an insurance claim to HFC.

Please note that the HFC Student Property Insurance does not provide coverage for loss.

Non-returns & Nonpayment

In the event of non-returned equipment or nonpayment of replacement or repair costs, the student's equipment account will be placed on hold. After 30 calendar days the student's account will be forwarded to the Newmark Finance department with a charge for the full replacement value.

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

Production Support

Email: production@journalism.cuny.edu

The Production Support department consists of Andrew Shepard and Andre Ward, who both have years of experience in the field of video production, and work directly with the visual department. Production Support assists students and professors with the school's video camera equipment, Adobe Premiere video editing software, and general field & studio recording practices.

TV Studio

Production Support also manages the TV Studio, so please reach out to them if you need any assistance. If you need anything TV Studio related email, tvstudio@journalism.cuny.edu.

Technology Department

Email: help@journalism.cuny.edu

The Help Desk provides services for students experiencing issues such as signing into their accounts.

The Technology Department manages both physical and virtual technology systems, including telecommunications, cloud-based and on-site data services, and related infrastructure. Its mission is to promote, facilitate, and support the effective use of technology across the school. The department is organized into three divisions: Networking, Help Desk, and Web.

Student Technical Requirements

For up-to-date information, answers to common technical questions, and step-by-step guidance, students should visit the school's Tech Requirements page:

<https://www.journalism.cuny.edu/tech/technical-requirements/>.

Supported IT Resources

The following services and tools are provided and supported by the Technology Department:

<https://www.journalism.cuny.edu/tech/>

Accounts & Access

- **J-School Login** — *for Email, Network and Wi-Fi access*
- **CUNYLogin** — *for (CUNYfirst, Brightspace, Zoom, Office365, Adobe Creative Cloud)*
- **Wi-Fi - Wireless Access - #SOJStudent, #SOJGuest, Eduroam** — *for internet connections*
- **Computer Labs** — *Access to desktop computers and software*

Software Availability

There are many types of software available to J-School students. Below is information on the kinds of software available, the platforms that support them, and how to find or install them.

Note: Software is installed in all J-School Public Computer Labs throughout the college *unless otherwise noted*.

- **Office 365** — *for creating Microsoft Word, Excel, etc documents*
- **Adobe Creative Cloud** — *for creating multimedia*
- **Google Workspace** — *integrated experience across our communication and collaboration tools*
- **Zoom, Google Meet & Microsoft Teams** — *for online meetings*
- **Google Drive, Dropbox** — *for Storage*
- **Avid Pro Tools Intro** — *for Audio Editing - All Students*
- **Avid Pro Studio with iLok License Manager** — *for Audio Editing (Audio majors only)*
- **Audio Hijack** — *specific lab computers*
- **LinkedIn Learning** — *a premier online learning platform*
- **Adobe Express** — *a quick and easy way to make content*

Unsupported IT Resources

The Technology Department does not provide support for:

- Home network setup or configuration (e.g., cable modems, Wi-Fi)
- Home printing
- Mobile phones
- Third-party email applications
- Any software not included in the supported list

IT Access After Graduation

After graduation, students will:

- Retain access to their SOJ email account *firstname.lastnameexx@journalism.cuny.edu*
- Be added to the SOJ alumni mailing list
- Remain part of the school's Facebook group
- Continue to have access to on-site IT resources, such as computer labs and WI-FI tools.

Deactivated Services

The following services will be discontinued after graduation, with most access deactivated before the start of the new academic year unless an extension is approved and submitted by Academic Affairs.

- SOJ network account
- Office 365 account
- Adobe Creative Cloud access
- Global Protect VPN access
- Pro Tools Studio license
- File share access
- Google Docs and associated workspace apps
- LinkedIn Learning new

IT Access After Withdrawal

Students who withdraw from the program will immediately lose access to all school IT software, access, and services, including:

- SOJ email, network, and Office 365 accounts
- Revocation of Adobe Creative Cloud, VPN, and Pro Tools access
- Removal of file share access and deletion of stored files
- Removal from Newmark-related Facebook groups

Communication Policy

Official school communications are sent exclusively to students' Newmark Journalism email addresses. Students are responsible for monitoring this account regularly.

CUNY Privacy Policy

The City University of New York (CUNY) Privacy Policy explains what user information is collected on cuny.edu and how it is used. Members of the Newmark community should also review CUNY's Policy on Acceptable Use of Computer Resources for guidelines on the proper use and protection of university systems.

Acceptable Use of Computer Resources

The Newmark J-School's computer resources are intended to support the University's mission of education, research, and public service. The university is committed to protecting academic freedom, freedom of expression, and inquiry.

Users are responsible for complying with all applicable laws, policies, contracts, and licenses governing the use of CUNY systems. Please note that, under New York State's Freedom of Information Law (FOIL), certain information stored on CUNY systems may be subject to public disclosure unless exempt by law.

IT Security Awareness

All students, faculty, and staff are required to complete the 40-minute CUNY IT Security Awareness course.

Preferred Name for Email Addresses

Students who wish to use a preferred name in their email address may request a change by contacting help@journalism.cuny.edu.

Email Account

All students at the Craig Newmark Graduate School of Journalism are assigned an official school email account. All school-related communications are sent exclusively to this address. It is the responsibility of each student to check their email regularly to review important information, notices, and assignments. If you do not regularly use email, you must start checking your Newmark J-School email consistently.

Faculty primarily use group mailing lists (listservs) linked to your official school account for communication. Ignoring your email is not an acceptable excuse for missing assignments or failing to engage in online discussions.

All school email addresses follow the format of **firstname.lastnameXX@journalism.cuny.edu**, making it easy to reach out to other community members.

You will maintain access to your email account even after graduation and will continue to receive communication through the alumni listserv.

For any issues with your email account, take immediate action by submitting a request to the Help Desk at help@journalism.cuny.edu.

Photocopying and Printing

Photocopiers and printers are available for use. Please use these resources responsibly and limit printing and copying to essential materials only. Information Technology monitors usage, and

excessive use may lead to restricted access.

Please note: The J-School complies with U.S. copyright law (Title 17, U.S. Code), which governs the reproduction of copyrighted materials.

Career Services

Email: careerservices@journalism.cuny.edu

The Office of Career Services offers individual coaching, workshops and events to help students transition into the working world. The office also runs the required summer internship program. Our coaches help with resumes, cover letters, online portfolios and interview preparation while serving as a resource to help students find a summer internship and, later, a job. We provide:

- One-on-one career strategy sessions
- Résumé, and cover letter reviews Career educational workshops on networking, interviewing, job searching, and more
- Annual job and internships fairs Panels, alumni talks, and employer Information sessions
- Mock Interviews

All new students are expected to meet with the Office of Career Services during the first semester to develop a personalized career strategy plan. Make an appointment on Handshake, our career management platform: <https://app.joinhandshake.com/>

Networking and Recruiting Events

Networking, internship, and recruiting events are held throughout the year. These include panel discussions with accomplished journalists (some of them our esteemed alumni), employer information sessions, and fall and spring career fairs.

Newmark J-School Jobs Website

The Office of Career Services has partnered with Handshake, an online resource to help students and alumni manage their careers. You can use this site to:

- Search for internships and jobs
- Register for Career Services events
- Request an appointment with a career coach
- Access the Resources Library for advice on resumes, interviews, networking and more
- Connect with other students and alumni

Summer Internship Program

Career Services assists each student with completing the summer internship requirement by forming partnerships with media organizations that are committed to hiring a Newmark J student. Every year, students can apply for a range of exclusive summer internships through the Newmark J-Corps Program as well as apply for external paid opportunities.

Students receive three academic credits for the summer internship course. To be eligible to participate in a summer internship, students must have taken/passed Craft I, Advanced

Reporting, Advanced Research, Legal/ Ethical, Multimedia Audio Visual and Multimedia Interactive.

Students are responsible for securing their own summer internships. The Office of Career Services, however, works closely with each student to help them refine their application materials, find and apply for appropriate partner internships and external paid opportunities, and stand out in interviews.

Program Requirements

- Students must intern for 280 hours to receive the 3 academic credits. Most students complete these hours on a full-time schedule for around 8 weeks. Longer part-time internships are also acceptable as long as 280 hours are met.
- For students in the documentary program only: On a limited, case-by-case basis - and subject to the approval of Career Services and the Associate Dean - a student may petition to fulfill up to half of their summer internship requirement (140 hours) on a documentary film (classified as an independent project), under the supervision of their doc mentor. To receive the 3 academic credits required, students must also complete at least 140 hours through a summer internship. For more information, contact Career Services.
- All internships must be approved by Career Services. To request approval, review the Summer Internship Approval Checklist and [launch Experiences in Handshake](#).
- Internships must involve meaningful news editorial work — no public relations, marketing or advertising internships. Hands-on editorial work includes reporting, writing, research, producing, fact checking, editing, social media, photo, video, interactive, data visualization, audience development and other multimedia forms of journalism.
- Once a summer internship has been secured, to start the approval process, students must launch an Experience on Handshake and select “Summer Internship” This will alert Career Services, the internship supervisor and Student Affairs that the student is requesting approval. In order for Student Affairs to approve your summer internship experience, students must be registered for Advanced Reporting and Advanced Research Techniques during the spring semester. The internship is considered approved once all parties have signed off and Student Affairs registers the student for the summer internship course.
- The summer internship course appears on the fall schedule in your third semester in CUNYfirst. The office of Student Affairs will register students for the course in CUNYfirst after the student has launched an Experience on Handshake and all required information and approvals have been provided.
- The Internship Course is 3 credits. The maximum amount of credits students can be enrolled for in the Fall semester is 17. It is the student’s responsibility to ensure that they do not register for more than 14 credits to allow room for the 3 summer internship credits to be included into their schedule in CUNYfirst.

Grades

The Summer Internship is a pass/fail course. Students are expected to meet deadlines set by the Office of Career Services. This includes, but is not limited to:

- Uploading a professional resume to Handshake and completing the profile/bio section in the first semester.
- Applying to at least the minimum number of partner internships as set forth in the course syllabus, along with applying to any external paid summer opportunities of interest.
- Filing two reports during the summer internship: one midway through the summer, the other at the end. Students will receive a prompt to complete the reports before they are due. If you do not submit the two required reports, you will receive an incomplete.
- Supervisors also submit an evaluation of the students' work toward the end of the internship. If your supervisor does not submit your evaluation, you will receive an incomplete.
- To pass the course, you must submit all required forms and earn a positive evaluation from your supervisor. Students who receive an F grade will have to complete another summer internship the following year. If a student received a stipend from the school for the first summer internship, they are not eligible for a second stipend.

Once students have accepted a summer internship offer, they will launch an "Experience" on Handshake, where they will upload the offer letter, supply details about the internship and emergency contact information. The summer internship is considered approved once all three parties have reviewed and signed off on the internship: the employer, the student and the Director of Career Services. Students interning outside the New York area are also required to complete additional paperwork to receive academic credit.

J-School Stipend

All summer internship stipends will be processed through your CUNYFirst account. To ensure you receive your stipend in a timely fashion, please enroll in direct deposit via your CUNYFirst account as soon as possible and no later than mid-April. If you are already enrolled in direct deposit in CUNYFirst, you need not take any action. Enroll in direct deposit in CUNYFirst.

The Finance Office will be in touch with students if additional information is needed to process your stipend. At the student's discretion, students have the option to apply their summer internship stipend towards a prior, current, or future semester tuition and fees balance. Finance will work with the students accordingly.

Students Traveling Outside of New York

Students interning outside the New York area are required to complete additional paperwork to receive academic credit. You will be required to fill out two CUNY forms: Travel Authorization and Travel Waiver form. Find more information about travel, including the guidelines.

Students on Academic Probation

Students on academic probation must receive approval by Career Services and the Associate Dean to intern outside of the New York City metropolitan area.

For Students Interning Abroad

Career Services will request to speak to you via video chat midway through your summer internship on a mutually convenient day and time will be arranged in advance. Students travelling abroad are reimbursed for their airfare after the first \$500 as well as for any

vaccinations that are necessary for the region. Students going abroad are also required to attend safety training in May before they leave.

Note for International Students

F-1 International students must obtain Curricular Practical Training (CPT) Authorization on their I-20 forms before they engage in any paid or unpaid off-campus employment. This includes being published by a non-CUNY publication in relation to your academic studies.

If the off-campus organization has an educational affiliation with the School of Journalism and it is part of the curriculum of the course, and there is no remuneration, students technically could publish an article without a CPT authorization as they are participating in the requirements of their coursework and it would not be employment per the Department of Labor rules.

The unpaid positions that require CPT are for internships and practicums, or other experiences that the Department of Labor can consider as employment, even if unpaid. If the non-CUNY publication/organization has hired the student to write multiple articles for them and they are repeatedly performing a service to the publication/organization and it is not paid, this could be determined as an employment relationship with the organization per the rules of the US Department of Labor. We would recommend that the student obtain a CPT authorization to protect themselves from an immigration officer (USCIS, CBP, or US Consulate) later determining that it was employment per the Department of Labor guidelines and a CPT should have been authorized. In other words, getting the CPT for unpaid off-campus employment/service/work protects the legal status of the student now and in the future. F-1 International students must submit a completed CPT Request Form to the Office of International Students to apply for their CPT authorization before beginning any off-campus employment. Please enroll in the appropriate CPT course indicated on the CPT Request Form prior to submitting the completed CPT Request Form to the Office of International Students.

Once approved, the Office of International Students at the Graduate Center, CUNY will issue you a new I-20 form with CPT authorization on the 2nd page. You may begin your off-campus employment once you have received your I-20 form with CPT authorization and the start date of the CPT authorization has arrived.

CPT is issued for a specific employer. International students will need to apply for a CPT authorization for each off-campus employer. Please apply for CPT for each outside publisher as soon as a story pitch is approved by an editor. To maintain F-1 status, it is important not to begin any work for the employer until you have received your CPT authorization. Please note that F-1 international students must complete two semesters enrolled full-time before they are eligible to apply for CPT. Read further information regarding CPT.

Spring/Fall Academic Internships

Academic internships for credit are not offered during the first semester. However, students who wish to intern in the second or third semesters, in addition to the required summer internship, may do so. Students interested in enrolling in the 1-credit elective academic internship course must launch an Experience in Handshake as well as have a conversation with their faculty mentor regarding the internship and how they will balance those hours with their fall or spring

course load. Additionally, Student Affairs reviews and confirms the number of hours the student is able to intern.

Students in good standing who have a GPA of 3.7 may intern for up to 16 hours per week for a total of 240 hours during the semester. Students with a GPA between 3.0 and 3.7 may work up to 10 hours a week for a maximum of 150 hours per semester. Students should consider their school work load and the additional internship responsibilities before accepting an internship. Students on academic probation are not permitted to intern during the academic semester.

Only one internship — either the spring or fall — may be used for graduation credit. The student is required to submit one internship report toward the end of the internship.

Internships must involve meaningful news editorial work — no public relations, marketing or advertising internships. Hands-on editorial work includes reporting, writing, research, producing, fact checking, editing, social media, audience development, photo, video, interactive, data visualization and other multimedia forms of journalism.

Students must submit all required forms and receive a positive written evaluation from their internship supervisor to receive a passing grade.

To start the approval process, students must launch an Experience on Handshake and select “Academic Internship”. This will alert the Career Services, the faculty advisors and Student Affairs that the student wishes to do a spring or fall internship. The internship is considered approved once all parties have signed off on it. Student Affairs registers the student for the academic internship course.

Alumni Affairs

Email: maximo.patino@journalism.cuny.edu

Newmark J-School offers a wide range of services to its alumni, including access to job listings, workshops, and an annual job fair. The school also hosts an annual Alumni Homecoming, providing a valuable opportunity for graduates to reconnect with one another and with the institution.

With a network of more than 1,400 graduates, Newmark alumni form a dynamic, diverse, and close-knit community working at leading organizations worldwide. Alumni stay connected through an active alumni board, social media channels, and regular newsletters that share school updates and highlight the accomplishments of fellow graduates.

After graduation, alumni continue to benefit from the school’s lifelong learning opportunities, including January Academy and J+, as well as access to select Research Center databases.

Public Safety

Email: public.safety@journalism.cuny.edu

Telephone: (646) 758-7777 - School of Journalism
(212)-817-7777 - CUNY Graduate Center Public Safety 24 hours
Operating Hours: Scheduled [Campus Hours](#)

The mission of the Newmark Graduate School of Journalism's Department of Public Safety is to provide a safe and secure environment for our campus community with an emphasis on civility and inclusion. We do this by taking a community approach to campus safety by developing partnerships with the students, faculty, and staff of this diverse institution. The public safety team will strive to protect, serve, and work within the organizational culture which fosters trust, mutual respect, and cooperation in the community we serve.

The Department of Public Safety is staffed by trained campus peace officers who are available to assist the campus community during normal [campus hours](#). Public Safety is responsible for all campus security and safety; including but not limited to responding to calls for service, emergency response, security and access control, visitor access, identification cards issuance, managing lost and found and assignment of student lockers and ensuring compliance with campus policies. Public Safety can be contacted during normal [campus hours](#).

How to Report an Emergency

If you become aware of information about an emergency or dangerous situation that may affect the Craig Newmark Graduate School of Journalism community, please notify the Department of Public Safety as soon as possible.

If you become aware of an emergency or dangerous situation affecting the Craig Newmark Graduate School of Journalism community, please notify Public Safety immediately.

- Call Public Safety at (646) 758-7777 or email public.safety@journalism.cuny.edu
- Dial 87777 from a classroom phone. Note that classroom phones do not dial out.
- Call 9-1-1
- After calling 911, also notify Public Safety so they can expedite emergency response to the location of the incident.

In the case of a fire emergency, an alarm will sound followed by directions via the Public Address (PA) system by the building's Fire and Life Safety Director and/or Public Safety staff will provide further direction. There are building evacuation plans posted by the elevators on the 3rd and 4th floors. For more detailed emergency procedures please visit the [Public Safety webpage](#).

Annual Disclosure of Crime Statistics

The Craig Newmark Graduate School of Journalism Annual Security Report includes statistics for the previous three years of reported crimes that occurred on campus; in certain off-campus

buildings owned or controlled by the school; and on public property within, or immediately adjacent to and accessible from the campus. This data is reported to the United States Department of Education via annual web based data collection. The Annual Security Report is completed in compliance with the federal Student Right-to- Know and Campus Security Act of 1990, Public Law 101-52 as amended into the Jeanne Clery Campus Safety Act in 2024.

The Annual Security Report (ASR) is published prior to October 1st of each year and distributed to all students and employees via the college website. Current students and employees will be notified via email of the Annual Security Report's publication. The report also includes institutional policies concerning campus security, such as policies about alcohol and drug use, crime prevention, the reporting of crimes, including crimes involving sexual misconduct, sexual assault, emergency and evacuation procedures. The Public Safety Department encourages members of the college community to use this report as a guide for safe practices both on and off campus.

The ASR can be accessed online on the Craig Newmark Graduate School of Journalism website [Public Safety Department - Newmark J-School](#) in the Campus Security Reports section. Hard copies of the report can be obtained at the 3rd floor Public Safety desk or you can make a request to obtain a written copy of the report by calling 646-758-7834.

CUNY ALERT

New students, faculty and staff are automatically enrolled in the CUNY Alert system. The CUNY Alert system is designed to provide you with information regarding weather related closures, delayed opening and emergency situations. To manage preferences for receiving emergency notifications from CUNY visit the [CUNY Alert](#) information webpage. University employees without access to CUNYfirst, such as parents or contractors doing business at CUNY, can set up a [CUNY Alert Guest Account](#) to receive CUNY Alert notifications. CUNY Alert allows you to receive text, email and/or voice alerts of emergencies or weather related closings on campuses you select to receive notifications for.

Crime Prevention Tips

Members of the college community are urged to secure their valuables and be aware of their surroundings whether on or off campus. Crime prevention is a joint effort, therefore we ask that all faculty, staff and students report anything suspicious to Public Safety at the 3rd floor desk or by dialing extension 87777.

While on-campus or the surrounding campus be aware of your surroundings and secure your personal property. Under no circumstances should cash, credit cards, garments, or other valuables be left unattended or in offices or furniture - nor should office or furniture locks be relied upon.

Off Campus - The Craig Newmark Graduate School of Journalism maintains a liaison with the police and the local neighborhood association to monitor trends and exercise influence.

General rules of urban area prudence should be followed day and night, including:

- Avoid under populated or dark areas.
- Keep distant from building facades particularly avoiding empty storefronts.
- Cross the street rather than walk under construction scaffolding or through confined routes particularly during hours of darkness.
- Use corners rather than mid-block subway entrances.
- Be alert to street "scams" (e.g. clustered bystanders, unsolicited help with "accidental" spills, feigned distress, groups asking for directions, dropped money, or other opportunities for profit through "good faith" deposits, gambling, winning ticket cashing or other unusual or illicit enterprises).
- Be aware that jewelry, luggage, furs, cameras, camcorders, laptops, smartphones, cash and other conspicuous valuables including expensive portfolios and briefcases may increase robbery risks.
- Wear or hold pocketbooks and equipment straps so that they quickly release in the event of an attempted snatch by running or mobile persons: Wearing them across the body, around the neck or wound around the hand can expose the wearer to the risk of serious injury.
- Pickpocket Theft Prevention - Do not be distracted by strangers seeking directions. Be wary when someone tells you that there is something on your clothing such as a condiment when you have not come from an eating establishment. Do not carry valuables in a shoulder bag and do not let the bag hang behind you. Keep the flap to the purse close to your body. Try to carry a purse that has a zipper or locking device of some sort. Carry your wallet in your front or breast pocket. Be wary of people who drop things in front of you, such as change or keys. Keep handbags on your lap and keep your hand on it at all times while on public transportation. Be careful of the person who shoves or pushes you while trying to get to the rear or front of a bus or subway car.
- Personal Safety in Your Car - Always lock your car after entering and exiting it and try to park in a welllighted space. Before getting in your car, check the front and back seats to make sure no one is hiding inside. Do this even if your car is locked. Have your keys in hand, so you do not have to linger before entering the car and be aware of your surroundings. Do not offer rides to strangers.

For more safety tips please check the Crime Prevention & Safety Resources section of the [Public Safety webpage](#). The Journalism Protection Initiative (JPI) is a resource for journalism students on campus. The JPI provides resources such as the risk assessment toolkit to assist with classifying the risks associated with their work. Additional journalism safety resources are

available on the [JPI webpage](#). Additional journalism safety tips are available on the [Reporters Without Borders Safety Guide for Journalists](#).

Identification Card and Press Card

All employees and students at the Craig Newmark Graduate School of Journalism are required to have a J-School identification (ID) card. Members of the J-School community are subject to screening by the building security as well as the 3rd floor Public Safety desk. CUNY policy requires members of the college community to show their identification cards when requested to do so by public safety or other officials of the college.

All students enrolled at the Craig Newmark Graduate School of Journalism will be issued an identification card that may be used for entry to the various CUNY libraries. Students may be asked to show the card when entering any other CUNY campuses or buildings. Unless tuition is paid, students will not be issued validation stickers for their identification cards. These stickers are required for borrowing books from the library. Validation stickers may be obtained at the 3rd floor Public Safety desk at the beginning of each semester.

There is a \$10 replacement fee for a J-School ID card and a \$5 replacement fee for the NYC City Press Pass. If you lost your ID card please email Finance@journalism.cuny.edu to submit payment for your J-School ID card. Once payment is submitted, Public Safety will be notified of your payment submission and will generate a new ID card (within 24 hours during normal business hours).

Lockers

Each student will be assigned a locker during orientation and will be provided with directions to create their own combination code. The lockers are conveniently located on the 4th floor. The lockers are property of the Craig Newmark Graduate School of Journalism and can be accessed at any given time. The college accepts no responsibility for the loss of anything kept in a locker. Lockers must be kept in a secured locked position at all times. Lockers must also 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 discarded. Anything unclaimed after a 30-day period will either be donated or discarded. Should you need assistance resetting your locker combination, please visit the Public Safety desk at the 3rd floor lobby.

Lost and Found

The Lost and Found is managed at the Public Safety desk on the 3rd floor. If you lost an item please stop by to determine if it was turned in. If you find something on campus please drop it off at the desk to be logged into our lost and found and we will secure the item. To claim an item, you will need to provide valid identification and a description of the item. Items not picked up by the end of the semester will be discarded or donated.

Security Considerations 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. The J-School Public Safety Department committed to fostering a safe and healthy environment for the college community and minimizing hazardous conditions. Public Safety conducts regular patrols and inspections in an effort to uncover and report environmental risks and hazards. Special emphasis is placed on the need to ensure safe accessibility to the building with special attention to doors, corridors, locks, stairs, elevators, lighting, and fire safety. While conducting patrols, officers must report potential safety and security hazards as well as entry door problems, elevator malfunctions and Automated External Defibrillator (AED) operating conditions to the desk officer. Emergencies can be reported to Public Safety, by calling the 3rd Floor Public Safety desk at extension 87777 from any on campus phone or by dialing 646-758-7777. Contact 911 for imminent threats to safety and health. There are telephones in each classroom that can be used to dial the Public Safety desk in case of an emergency.

The Director of Public Safety along with the Director of Campus Services conduct ongoing reviews and assessments of campus facilities. Special emphasis is placed on the need to ensure safe accessibility to the floors with special attention to hazards. All members of the campus community are encouraged to report any safety concerns. If you observe a hazardous condition on campus, please notify Facilities@journalism.cuny.edu or inform Public Safety at the 3rd floor desk so they can notify the appropriate personnel and effectively secure the location until the condition/hazard can be addressed. The Director of Campus Services is responsible for generating a building work order so a member of the maintenance team.

All students, faculty, staff and visitors are expected to comport themselves in a manner consistent with an academic environment. Permission to enter onto the college property is revocable at any time. Persons not having a legitimate purpose to be on campus may be asked to leave by Public Safety personnel. Each member of the academic community and guests are required to adhere to the rules and regulations for the [Rules for Maintenance of Public Order pursuant to Article 129A of the Education Law](#). The college reserves the right to refuse entry or remove anyone regardless of status for rule infractions or safety reasons. Security and campus safety are a shared responsibility; therefore, we ask for your cooperation in promoting a safe and secure campus environment. If you see something unusual or someone acting suspiciously, please report it to Public Safety immediately by dialing extension 87777 from any on campus phone or by dialing 646-758-7777 from your cell phone.

Guests

J-School guests are subject to screening both in the lobby by building security and Public Safety. If you have a guest for a class or are conducting an interview on campus, please send an email to public.safety@journalism.cuny.edu at least 24-hours in advance and let us know your guests

name, date and time they are visiting the campus and where you will be meeting your guest. Public Safety will contact you upon arrival and direct your guest accordingly.

Campus Sex Crimes Prevention Act

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 they are a student or employee. The New York State Division of Criminal Justice (DCJS) maintains a registry of convicted sex offenders and informs the college campus of a registered sex offender as a student or employee. DCJS information of registered sex offender notifications are kept at the Public Safety Director's Office (404A).

The New York State Division of Criminal Justice Services maintains a registry of convicted sex offenders, which is available to the public. You can search the NYS DCJS Sex Offender registry webpage at <https://www.criminaljustice.ny.gov/nsor/> and then click on "Search the Online Directory" or by dialing 800-262-3257.

The sex offender lists offenders in three levels:

Level 1: low risk of re-offense

Level 2: medium risk of re-offense

Level 3: high risk of re-offense

Level 2 and Level 3 sex offenders can be searched online. To look up a Level 1 sex offender (or those with a pending risk level) you can call the DCJS sex offender registry at (800) 262-3257 with the name and at least one other identifier (an exact address, date of birth, driver's license number, or a social security number) and DCJS will tell you if that individual is a registered sex offender in New York.

Research Center

Email: researchcenter@journalism.cuny.edu

The Newmark J-School Research Center is dedicated to providing students and faculty with the latest research training, support, tools and resources for journalists.

The Research Center also acts as a News Research Desk at the Newmark J- School. Our staff is available in person or via email to help with your research questions on deadline. There are also coaches available for research assistance.

The Research Center collaborates with news research pros from various outlets, such as ABC News and the New Yorker , to teach students research methods for reporting as part of the Newmark J- School's core Craft of Journalism classes. Research sessions include: *Finding Sources, Data and Stories, Courts Research and Fact Checking*. Our website has a trove of research guides and tipsheets, like *Backgrounding People and Businesses, Court Records*

Research for Reporters, How To Research Your NYC Community District and Mining Census Data for Reporting.

The Research Center features a collection of over 2,000 print volumes and 40,000+ electronic books. Students, faculty and staff have access to over 4 million items via CUNY's Open Access Policy. The Research Center offers faculty, staff and students services such as interlibrary loan and reserves.

Through the generosity of several donors, the Research Center has developed a robust print 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.

Students can also use the resources on-campus at any of the CUNY libraries. A current validated Newmark Graduate School of Journalism ID card serves as the library card. For additional information, check out our services guide below:
<https://researchguides.journalism.cuny.edu/center>

Student Affairs

Email: studentaffairs@journalism.cuny.edu

The Office of Student Affairs is a resource for your well-being, connection, and experience as part of the Newmark J-School. We provide students with information to resources on campus, across the CUNY system, and throughout New York City. Our office advises student-led organizations, helping navigate policies, resources, and funding so you can bring your ideas to life. We coordinate academic accommodations, working closely with students, faculty, and campus partners to ensure equitable access and a supportive learning environment. Above all, we're here to help you navigate challenges that may arise, build community, and make the most of your time at the Newmark J-School.

Campus Life

Graduate student life thrives through community, connection, and leadership. The Graduate Student Association (GSA) and our student-led organizations and interest groups are a vibrant part of the Newmark J-School community. Open to all students, these groups offer opportunities to get involved, share your passion, and shape your experience outside the classroom. Whether you are interested in professional development, identity-based, interest-based, social events, or advocacy, there is a place for you to contribute, connect, and make your mark on campus life.

Graduate Student Association

The Graduate Student Association (GSA) represents the graduate student body and includes students, faculty, and staff who meet regularly during the fall and spring semesters. The GSA

oversees the student activities fee and allocates funding for student programs and initiatives. It also provides a forum to discuss the student experience, raise concerns, and ensure the student perspective shapes policies and programs by overseeing the selection of student representatives on school-wide committees.

Student Organizations

Our students have formed identity-based chapters and interest-based organizations. All are welcome to join.

Asian American Journalist Association (AAJA)	aaja@journalism.cuny.edu
Investigative Reporters and Editors (IRE)	ire@journalism.cuny.edu
Journalism Innovation Club (JIC)	innovation@journalism.cuny.edu
Newmark Association of Black Journalists (NABJ)	nabj@journalism.cuny.edu
National Association of Hispanic Journalists (NAHJ)	nahj@journalism.cuny.edu
Newmark Association of LGBTQ+ Journalists (NLGJA)	nlgja@journalism.cuny.edu
PhotoJournalism Club	photojournalism@journalism.cuny.edu
Society of Professional Journalists (SPJ)	spj@journalism.cuny.edu

Journalism Interest Groups

Our Journalism Interest Groups provide a forum to explore specific areas or topics within journalism that may or may not be offered through other activities at the Newmark J-School.

Sports Journalism Interest Group studentaffairs@journalism.cuny.edu

How to Start a New Club or Organization at Newmark J School

- Check to see if an organization or club already exists
- Submit the [New Club/Organization Registration Form](#) - This information will be required when presenting to the Graduate Student Association (GSA).
- Meet with Assistant Director of Student Affairs, Bria Thorne
- Find a faculty advisor. Student Affairs can assist with finding a suitable advisor if you do not have one in mind.
- Present to the GSA

How to Start a New Interest Group at Newmark J School

Students interested in starting a Journalism Interest Group should contact Student Affairs for more information. To remain active, each group must hold a minimum of one meeting per semester.

Accessibility Services

Student Affairs coordinates the academic accommodation process. We work with students, faculty, and staff to ensure equitable access to all aspects of academic and campus life. We

review accommodation requests and provide support for students with disabilities or medical needs. Our goal is to help you limit barriers so you can focus on engaging in your journey.

A person is considered to be an individual with a disability if they have a disability, have a record of the disability, or are regarded as having the disability. A disability is any physical or mental impairment that substantially limits one or more major life activities.

Here's how the process works:

- 1) Students seeking academic accommodations complete the [Confidential Accommodation Request Form](#).
- 2) Student Affairs receives and reviews the request.
- 3) Student Affairs reaches out to the student directly to schedule time to discuss the information submitted in the request.
- 4) Student Affairs and the student discuss their disability-related needs, barriers, and potential reasonable accommodations to determine the appropriate support system.
- 5) If accommodations are approved, students receive a follow up email with a list of approved accommodations.
- 6) Students must submit a 'Semester Request' each semester to confirm their accommodations will be used. Students are encouraged to submit a 'Semester Request' at least three weeks prior to the start of the semester.

Resource Center

Your journey at the Newmark J-School will get busy. The following are resources and services to help you along the way. Looking for a particular resource, but can't find it here? Don't hesitate to reach out to Student Affairs!

Student Affairs Newsletter

Student Affairs sends out a biweekly newsletter to inform students of important events happening at the school and the CUNY community. The newsletter also includes important information regarding document submission due dates and general deadlines.

Newmark Grocery

The Newmark Grocery is our campus food pantry. We offer a list of free non-perishable items to choose from. To receive groceries, we ask students to submit a request through the Newmark Grocery Form. The information provided on this form remains confidential within Student Affairs. Items can be picked up with Student Affairs.

Newmark Open Pantry

The Newmark Open Pantry is a free resource to help support the well-being of our student community. The open pantry is located in the cafe/lobby area. Donate or take a non-perishable

item, just as you would with items in the café island table. We encourage you to bring your own reusable bag when you visit, though you might find one there.

CUNY-wide & New York City Food Pantries

[GC Food Pantry](#)

[CUNY Food Pantries](#)

[Additional Food Resources in New York City](#)

Voluntary Student Health Insurance

NADAP - New York State

Helps underserved New Yorkers in and around the five boroughs sign up for healthcare, find work, receive community support, and access the resources they need to improve their mental, physical, emotional and financial well-being.

<https://www.nadap.org/getthealthinsurance/>

Get Covered - New Jersey

GetCoveredNJ has a network of trained professionals who connect residents to health coverage and financial help available through Get Covered New Jersey.

<https://www.nj.gov/getcoverednj/>

Access Health - Connecticut

Access Health CT is Connecticut's official health insurance marketplace. It was established to meet the requirements of the federal Affordable Care Act. Access Health CT is where you can shop, compare and enroll in quality healthcare plans; and is the only place where you can qualify for financial help to lower your costs, or be eligible for free or low-cost coverage through HUSKY Health (Medicaid/Children's Health Insurance Program).

<https://www.accesshealthct.com/>

Pennie - Pennsylvania

The mission of the Pennsylvania Health Insurance Exchange Authority, known as Pennie, is to improve the accessibility and affordability of individual market health coverage for Pennsylvanians.

<https://pennie.com/learn/how-to-enroll-2/>

Immigration Assistance & Legal Services at CUNY

A new rapid response legal resource for those impacted by recent immigration policy changes. Services offered through the program are only available for currently enrolled CUNY students and employees. These community members can request a consultation with an attorney for the following services:

- Detained Students, Faculty, or Staff

- F-1 Student Issues
- Immigration Court Hearings / USCIS Interview
- International / Domestic Travel
- Loss / Change of Status

Use this [form](#) to request a consultation with an immigration attorney.

[Legal Aid Society](#)

The Legal Aid Society is more than a law firm for low-income New Yorkers. It is an indispensable component of the legal, social, and economic fabric of New York City — passionately advocating for individuals and families across a variety of civil, criminal defense, and juvenile rights matters, while also fighting for legal reform. Just like the city we represent, The Legal Aid Society is also one of the most diverse law firms in the nation.

[Legal Services NYC](#)

Legal Services NYC's (LSNYC) mission is to fight poverty and seek racial, social, and economic justice for low-income New Yorkers. We help New Yorkers obtain the basic necessities of life, including housing, economic security, family and immigration stability, education, and health care. We challenge systemic injustices that trap people in poverty.

At LSNYC, we pride ourselves on our deep community roots, a holistic, trauma-informed approach to advocacy, and our ability to work creatively and strategically with our clients. And our help is FREE. We will never ask you to pay for our services.

[Law Help NY](#)

LawHelpNY.org helps New Yorkers learn more about:

Legal rights and options on many topics such as family, housing, and consumer law

Self-help information, including court forms and how the court system works

Free or low-cost legal services, if your work does not pay you enough to afford a lawyer

Housing Resources

[J-School Housing Resources](#)

[Housing and Tenant Rights](#)

[Tenants' Rights and Responsibilities](#)

[Legal Aid Society](#)

[NHS Brooklyn](#)

[Catholic Charities - Housing](#)

On-Campus Employment

The Newmark J-School offers on campus employment opportunities in the form of federal work-study or college assistantship. On campus jobs designated federal work-study are available to students who qualify for federal-work study only. To determine federal-work study eligibility,

students must contact the Financial Aid Office. College assistantship jobs are available to all students.

For both federal work-study and college assistantship jobs, students must apply. Opportunities for both forms of employment are sent out via email, when available. It is typical for students to receive notice close to the start or at the beginning of each semester.

Employment for International Students

On-Campus Employment

Federal regulations allow F-1 status students to work on campus for up to 20 hours per week during the semester. There is no hourly limit for on-campus employment during vacation periods when school is not in session. F-1 status students at the Graduate Center are authorized to work at any of the CUNY campuses and the 20 hours per week limit applies to all combined on-campus employment. J-1 status students must receive on-campus employment authorization in SEVIS prior to commencing on-campus employment. Please submit your on-campus employment letter to the Office of International Students to receive such authorization.

Off-Campus Employment

International Students must not begin any kind of employment off campus (i.e., outside CUNY) without (a) receiving authorization from either the Office of International Students or U.S. Immigration Services (USCIS) and (b) determining the applicable limit on the number of hours of employment permitted per week, the duration for which the employment may continue and employment reporting requirements. Students who work outside the regulations will be in violation of their Immigration Status.

Curricular Practical Training: Before graduation, an International Student may apply for “Curricular Practical Training” (CPT). See this link for general information about CPT. Make an appointment to discuss before accepting a teaching, research, or other employment job.

Optional Practical Training: To apply for Extended F-1 Status after graduation, an International Student must discuss their plans four months in advance of the expected graduation date. An International Student Counselor in the Office of International Students at the Graduate Center-CUNY will discuss the eligibility and application requirements for “Optional Practical Training”(OPT). See this link for general information about OPT. Make an appointment to discuss the timing and procedure for OPT four months before planning to graduate.

Services for Veterans

CUNY and the Newmark J-School is committed to supporting the needs of our veterans. Find out more information on funding and programs that CUNY offers veterans.

Services Available Through the Graduate Center

The Newmark J-School operates on a shared services model with CUNY's Graduate Center. The following services highlighted below are available to Newmark J-School students at the Graduate Center.

Wellness Center

- [Counseling Services](#)
- [Health Services](#)

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 Newmark J-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 Affairs 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 [and online](#). The MMR form must be submitted to the Wellness Center well in advance of the first day of semester classes. If the form is not received, a hold will be placed on your account, preventing you from registering for next semester classes.

Fellowships and Financial Aid

Office of International Students

Paying for School

Tuition

Tuition and fees published on this page are subject to change by the Board of Trustees of the City University of New York.

M.A. in Journalism & M.A. in Engagement Journalism

	2026-2027 Tuition & Fees		
	In-State	Out-of-State	International
Fall 2026	\$6,136.45	\$13,416.45	\$13,416.45

Spring 2027	\$6,336.45	\$11,906.45	\$11,906.45
Fall 2027 (third semester only)	\$6,136.45	* \$6,136.45	\$13,416.45
Total Tuition (includes student fees)	\$18,609.35	\$31,459.35	\$38,739.35

*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 you don't qualify for in-state residency in the third semester, the out-of-state rate will apply. [Click here for the City University Residency form](#). This form will provide you with a list of required documentation to verify your New York State residency status.

Please note that the tuition and fees listed above for the M. A. in Journalism Program are based on 15 credits in the fall and 13 credits in the spring. Out-of-state and international students pay \$855 per credit. For more information on cost per credit, please view the [Graduate Center's Tuition and Fees page](#).

Fees

Fee	Full-time	Fewer than 12 credits
January Academy Fee	\$200 spring semester only	\$200 spring semester only
Consolidated Fee	\$15 per semester	\$15 per semester
Technology Fee	\$125 per semester	\$62.50 per semester
Program Materials Fee	\$400 per semester	\$200 per semester
Student Activity Fee	\$50 per semester	\$50 per semester
Equipment Insurance Fee*	\$200 first semester only	\$200 first semester only
Student Senate Fee	\$1.45 per semester	\$1.45 per semester

The Craig Newmark Graduate School of Journalism will charge \$1,382.90 in fees for the first two semesters and \$591.45 in fees during the third semester for full-time students.

The description of those fees is as follows:

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

- 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.
- Technology Fee: will help defray the cost of electronic databases, computer hardware and software, help desk service, and computer and network maintenance.
- Program Supplement Fee: covers the cost of state-of-the-art multimedia packs, equipment, and other program materials for students' use.
- 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.
- Equipment Insurance Fee*: will cover costs of lost or damaged equipment loaned to students.
- Student Senate Fee: is allocated to the University Student Senate.

Non-Instructional Fees

For non-instructional fees, such as duplicate diplomas and transcripts, contact the Office of Student Affairs.

- Technology Costs: Our students are expected to possess an Apple laptop computer, a smartphone, and a few other pieces of personal technology. Our students can expect to spend between \$2000 and \$3000 on equipment and software.

The following special charges may also apply:

Late registration	\$25
Special Examination/project	\$25
Program change	\$18
Transcript	\$7
Readmission	\$20
Returned check	\$20
Late payment	\$15
Late return of equipment	\$25/day
Duplicate ID card fee / Duplicate Press Pass fee	\$10/\$5
Duplicate diploma fee	\$30

Note: All tuition and fee schedules are subject to change without notice. All tuition and fees for each semester must be paid in full no later than thirty days after the start of the semester. Unpaid tuition and fees after that time will result in cancellation of class registration for the term.

Tuition and Fees Rate, Residency, and Accessing Your CUNYfirst Account

Where do I find information on Tuition and Fees rates charged by the School?

- [Tuition and Fees estimates can be found on the School's website.](#)
- Note that tuition and fees rates are estimated and are subject to CUNY Board of Trustees approval each academic year, and that the school's website will be updated in the Spring term or shortly thereafter.

Does the tuition rate increase annually?

- All tuition rates are initiated and increased only by the CUNY Board of Trustees and implemented by the CUNY Central Office.
- There is no tuition increase by the Board of Trustees for the 2025-2026 academic year.
- The tuition and fees estimates on the school's website include the annual increase and are subject to CUNY Board of Trustees' approval every fall semester. Note: The Fall 2025/Spring 2026 incremental tuition increase was not approved by the Board; therefore, Fall 2026 has been updated to reflect the same incremental tuition increase as Fall 2025 pending Board approval.

How do I access my CUNYfirst account to see my tuition and fee charges and balance due?

1. Navigate to [CUNY.edu](https://www.cuny.edu).
2. Click on LOG-IN and select CUNYfirst.
3. Enter your Username and Password.
4. Then click in the menu options on the left, click on Student Center, then Finances
5. Under the Finances section, you can view your current charges and balance due.

When am I charged the non-resident vs. resident tuition rate, and what is the impact on my School scholarship?

- [Click here](#) (& scroll down) for residency information and Tuition & Fee Rates. At least one month before the first day of classes, please ensure that your residency status is reflected correctly in CUNYfirst and that you are being charged the correct tuition rate based on your residency status.
- The 3rd semester portion of scholarships awarded to students by the school is usually based on the in-state residency tuition rate and the student scholarship recipient filing for residency in that 3rd semester. This does not apply to international students who may have received a full scholarship from the school.

When am I charged the Program Change Fee?

- Students are required to pay an \$18 Program Change Fee each time they make certain program changes, on or after the first day of classes (except for students who only drop courses), based upon the official CUNY calendar.

- The fee is charged per occurrence per day, but no more than once per day.
- The fee(s) charged will cover one or more program changes made at the same time.
- Examples of changes incurring a fee:
 - Addition of a course or courses; changing from one course to another; changing from one section of a course to another section of the same course.
- A Program Change Fee does not apply to college-initiated changes. Examples are:
 - The college cancels or withdraws a course, whether or not the student substitutes another course; the college changes the hours of the course or makes other substantive changes that provide the student with justification for a change, or the college requests the student to transfer from one section to another section.

When am I charged the Maintenance of Matriculation Fee?

- Graduate students who wish to drop out for a semester and maintain status for graduation must apply for matriculation with the Graduate Center Registrar's Office.
- A resident student is required to pay \$225, and a non-resident student is required to pay \$370 in matriculation fees.
- To maintain enrollment when the students stop attending classes each semester.
- The fee is due immediately once charges are reflected in CUNYfirst and is nonrefundable.
- Not required for Summer sessions.
- Students paying this fee do not pay the Consolidated Services Fee.

When am I charged the Intercession Fee/January Academy Fee?

The school charges every student a \$200 Intercession/January Academy fee once every spring semester. [Click here to learn more about the January Academy.](#)

If I return for a 4th Semester, in addition to the tuition charges, will I also be charged mandatory fees, including the intercession/ January Academy fee (spring term only)?

Yes - once you register for your 4th semester, all of the above fees, as well as other fees such as fees for program changes (where applicable), will be applied as a charge to your account for payment.

Deadline and Options for Paying Your Tuition and Fees

When is the deadline for paying my tuition and fees each semester? And how can I make a payment?

Your tuition and fees are due before the first day of classes each semester, EXCEPT if 100% of your tuition and fees will be paid by any of the following or a combination thereof:

- CRAIG NEWMARK GRADUATE SCHOOL OF JOURNALISM AT CUNY (NEWMARK J-SCHOOL) SCHOLARSHIP: These funds will be disbursed in CUNYFirst by the CUNY Graduate Center Financial Aid Office as a payment toward your tuition and/or fees charges - usually within the first three weeks of the semester or

earlier. For more information on posting of scholarships, please contact financialaid@gc.cuny.edu.

- CUNY USS Scholarship: The USS Scholarship is first awarded by CUNY Central Office and then disbursed by the Graduate Center Financial Aid Office. For more information on the disbursement of your USS Scholarship, please contact financialaid@gc.cuny.edu. For more information about your USS Scholarship award, please contact Ed Rhodes at Ed.Rhodes@cuny.edu upon receipt of notification of your USS scholarship award. In addition, please notify by email the Newmark J-School's Finance Department at finance@journalism.cuny.edu so that we can follow up with CUNY Central Office or with Ed Rhodes on your behalf.
 - Note: Summer stipends to International Students are automatically processed through CUNYfirst in the Spring semester as refundable miscellaneous scholarships net of any balance due. The said student may elect to apply said stipend to cover tuition and fees in the Fall semester.
- FEDERAL LOANS: Such loans will be applied as a payment toward your tuition and fees balance in CUNYfirst, based on the CUNY Graduate Center's Financial Aid Office and CUNY Central Office loan disbursement schedule, which is usually within 14 days of receipt of the funds from the federal government. We encourage you to apply as early as possible before classes begin to avoid delays in payment of your tuition and fees.
- 3rd PARTY PAYER: If your tuition and fees will be paid by your employer, government, a private organization, or foundation, etc., you must send proof at least two weeks before the first day of classes in the form of a letter or email from the payer to the Graduate Center Bursar's Office at Bursar@gc.cuny.edu with a copy to the Newmark J-School Finance Department at Finance@journalism.cuny.edu.
 - The payer's letter or email must indicate if billing or invoicing is needed, your name, CUNYfirst Emplid#, and the amount awarded.
 - All checks are to be made payable to Craig Newmark Graduate School of Journalism at CUNY and sent directly to:

The Graduate Center
Bursar Office Room 8105.07
365 Fifth Avenue
New York, NY 10016-4309

- Payment can also be made by wire transfer to the Newmark J-School's Citibank account. All requests for the bank account wire information should be made by contacting the Newmark J-school's Finance Department at Finance@journalism.cuny.edu. Your name and CUNYFirst Emplid should be included in your email request. A follow-up email should also be sent to Finance@journalism.cuny.edu confirming completion of the wire transfer and indicating the transfer amount, date of transfer, name of the account holder, and CUNYfirst EmplID.

What if I have to pay all or part of my tuition and fees out of pocket - how do I pay?

Any out-of-pocket balance should be paid by the following options below and is due before the first day of class, unless you pay via the CUNY/Nelnet installment plan method, the first option listed below, which allows you to pay your tuition and fees over a period of a few months.

Options for paying your out-of-pocket balance include:

Enroll in the CUNY/Nelnet Installment Payment Plan.

1. Navigate to [CUNY.edu](https://www.cuny.edu).
2. Click on LOG-IN and select CUNYfirst.
3. Enter your Username and Password.
4. Then click in the menu options on the left, click on Student Center, then Finances.
5. Under the Finances section, click on the Enroll/Manage Payment Plan link.
6. For help with making a payment via Nelnet, please contact the Nelnet Student Call Center at 1-888-470-6014.
7. Click [here for more information on the CUNY/Nelnet installment payment](#) plan (Click on “Enroll Today” - top right).

Note: All payments after the initial payment are automatically processed on the remaining scheduled payment dates. The Scheduled Payment Dates are typically on the 5th of the month, but if the 5th falls on a weekend, the payment will be processed on the following business day.

Pay via eCheck or a one-time Credit Card payment through your CUNYfirst Account.

1. Navigate to [CUNY.edu](https://www.cuny.edu).
2. Click on LOG-IN and select CUNYfirst.
3. Enter your Username and Password.
4. Then click in the menu options on the left, click on Student Center, then Finances.
5. Under the Finances section, click on the Make a Payment link.

Note: For one-time credit card payments, there is a service fee charged equal to 2.65% of the amount that you are paying via a one-time credit card payment. Payment Plan with the Graduate Center

Bursar: At least 5 days before the first day of classes, you may also request to set up a Payment Plan with the Graduate Center Bursar by sending an email to Bursar@GC.cuny.edu with a copy to Finance@journalism.cuny.edu.

By Check, Money Order, or Cash at the Graduate Center Bursar's Office located at 365 Fifth Avenue, New York, NY 10016, Room 8105.07 (between 34th and 35th Streets). Contact the Bursar at bursar@gc.cuny.edu for more information. Make all checks and money orders payable to the Craig Newmark Graduate School of Journalism at CUNY, and be sure to include your full name and your EMPLID# on the memo line. Please note that mail may be delayed due to COVID-19. We encourage you to use the other payment options described above and below.

Via Bank Wire Payment to the Newmark J-School's Citibank account.

Contact the Newmark J-School's Finance Department at Finance@journalism.cuny.edu for the bank account wire information and include your CUNYfirst Emplid in your email. A follow-up email should also be sent to Finance@journalism.cuny.edu confirming completion of the wire transfer and indicating the transfer amount, date of transfer, name of the account holder, and CUNYfirst EMPLID.

Note also that students are responsible for covering any of their bank's fees when sending a wire payment to the school, and only the amount received by the J-School will be applied to your balance.

Note: If you pay via the above two methods, please allow at least one week for your payments to be reflected in your CUNYfirst account.

Can I pay my out-of-pocket balance via more than one method above?

Yes, providing that your payments are made or you have set up a payment plan by or before the first day of classes (August 28, 2026) for the Fall 2026 semester and/ or as indicated above.

How do I pay for ID Card Replacement and Press Pass Replacement, Library Fines, Equipment Fines, Application Fees, and Commitment Deposit?

ID Card Replacement and Press Pass Replacement: Students should notify the Newmark J-School Finance Department by email at finance@journalism.cuny.edu for paying the fine. Please include your CUNYfirst EmplID in the email. The Newmark J-School Finance Department will then reply to the email with a link to an invoice from Square (online payment vendor) to pay the fine by credit/debit card. After payment, the student should present a payment receipt to the Public Safety Desk (3rd Floor) to request a replacement ID Card or Press Pass. Public Safety general email is public.safety@journalism.cuny.edu

Library Fines: Students need to visit the Research Center, 3rd floor, Room #313, to determine the amount owed for the library fine. The Research Center will then submit to the Newmark J-School Finance Department the student's name, CUNYfirst EmplID, and the amount owed. The Finance Department will send the student a bill through Square to pay the fine by credit/debit card online. After payment, the student should provide a paid receipt to the Research Center in order to clear the student's account. For more information on Library fines, contact tinamarie.vella@journalism.cuny.edu

Equipment Fines: Students can swipe their credit card to pay the fine in the Equipment Room, 3rd Floor Rm#329A. The Equipment Room can also inform the Finance Office to bill the student. Finance will bill the student through Square. The student will receive a link from Square to pay the fine online by credit/debit. For more information, contact Equipment@journalism.cuny.edu.

Note: All of the above payments can be paid by check, money order, or cash, only at the Graduate Center Bursar's Office located at 365 Fifth Avenue, New York, NY 10016, Room 8105.07 (between 34th and 35th Streets). Contact the Bursar at bursar@gc.cuny.edu for more information. All checks and money orders need to be made payable to: Craig Newmark Graduate School of Journalism at CUNY. Indicate your student ID and reason for payment in the memo section on your check or money order.

Note: The student is responsible for any processing fees charged by Square. The current fee is 3.4% plus \$0.33 per transaction. Such fees are subject to change by Square.

Application Fees: Prospective students should apply to attend the Newmark J-School through the J-School's Apply Yourself application system. Upon completion of the application, the prospective student will be alerted to either:

- Pay the application fee via credit or debit card through a 3rd party vendor payment system connected to the Apply Yourself application system. The school is responsible for all associated 3rd party vendor system fees.
- Pay by check or money order. Checks or money orders should be made payable to Craig Newmark Graduate School of Journalism at CUNY and mailed to:
 - Craig Newmark Graduate School of Journalism at CUNY
 - Attn: Admissions Department 219 West 40th Street
 - New York, NY 10018
- **Commitment Deposit:** Once a prospective student has been alerted by the Newmark J-School Admissions Department of their acceptance to the Newmark J-School. The prospective student will be instructed by the Admissions Department to either:
- Pay the commitment deposit via credit or debit card through the 3rd party payment system described above. The school is responsible for all associated 3rd party vendor system fees.
- Pay by check or money order. Indicate commitment deposit in the memo section on your check or money order. Checks or money orders should be made payable to Craig Newmark Graduate School of Journalism at CUNY and mailed to:

Craig Newmark Graduate School of Journalism at CUNY

Attn: Admissions Department 219 West 40th Street

New York, NY 10018

- **Refund of Commitment Deposit:** Based on CUNY's Tuition and Fee Manual, an incoming graduate student for the Fall term has until April 1 immediately before the start of the Fall term to which they've committed to request a refund of their commitment deposit. If a refund is not requested by that date, then the commitment deposit becomes non-refundable. If the student is enrolled, then the commitment deposit goes toward payment of the student's tuition and fees.

Policy for Non-payment

What is the Newmark J-School's policy for non-payment of my tuition and fees balance? If you owe 100% tuition and fee charges, or a partial balance on your tuition and fees charges after you have deducted any expected scholarships, loans, 3rd party payments, and/or Nelnet or other payment plans (with School/Bursar), please note that you will be required to pay said balance in full, or make payment arrangements. Said payment arrangements must both be made and Finance must be informed (via Finance@journalism.cuny.edu) at least 5 days before the first day of classes. By the end of the second day of classes, 8/31/2026, if you have not made such arrangements, you will receive an email from the Newmark J-School Finance Department, followed by an email from the Associate Dean, if applicable, indicating the following ramifications:

If by the end of the fourth day (9/02/2026) of the semester, arrangements to pay your tuition have not been made, the Dean/ Associate Dean, at their discretion, may cancel your class schedule. Schedules can be reinstated when payment plans have been made, as long as there remains space in classes. Keep in mind you must re-enroll in classes before the add deadline (9/03/2026) for the semester. [Click here for CUNY add/drop dates](#).

If by the add deadline date (9/03/2026), payment arrangements still have not been made, you will no longer be considered enrolled in the Newmark J-School. Thus, your Newmark J-School ID Card will be deactivated, and you will not have access to the building or the campus. Additionally, you will need to file a readmission form to re-enroll. Students should note that readmission will be considered for the semester following the one in which a student's enrollment was canceled, i.e., if a student's schedule is canceled in the Fall, a student can be readmitted in the Spring.

If you still have an unpaid balance at the end of the semester, the school will take the next steps to send your account to an external collection agency per CUNY's policy.

Refund of Tuition Paid, and Withdrawals & Deferrals from Classes

(including refunds and tuition liability after withdrawing/deferring from classes)

How will refunds be processed under CUNYFirst?

Only the CUNY Central Office, not the Newmark J-School or the CUNY Graduate Center, can process refunds. [Click here for more info](#).

How will I receive my refund?

The two options available for receiving your refund are as follows:

1. Direct Deposit to your bank account. You can enroll by logging into your CUNYFirst Student Center module and, under Financials, choosing Enroll in Direct Deposit or by clicking [on this link](#). Note that Direct Deposit should be set up at least two weeks before your scheduled refund date to receive your refund via this method. If direct deposit is not set up by the time the refund process is run, your refund will be issued via check.

2. A Check from the NYS Comptroller's Office is mailed to your address on file in CUNYFirst. (There is no action required on your part for this method.) However, given the pandemic, we encourage you to sign up for direct deposit as indicated above.

What about a financial aid loan refund?

See the two refund options above. Also, note that if you receive a loan refund and you withdraw from all of your classes, you will be responsible for returning the loan refund to the School. Failure to do so will result in a charge being placed on your account equal to the loan refund amount, and subsequently, your account will be sent to the Collections Agency.

How does my 3rd party payer get a refund? The Newmark J-School Finance Office will issue refunds directly to your 3rd party payer.

What if I overpaid on my Nelnet payment plan? How do I obtain a refund?

Nelnet refunds will be returned to the same credit card used for payment. These refunds are processed each Wednesday and should show on your credit card account within 7 to 10 business days from the date processed.

Nelnet refund of payments made out of your checking accounts will be processed by the CUNY Central Office based on your enrollment for refund options: via direct deposit or refund check from the NYS Comptroller's Office as described above.

Tuition and fee payments from foreign funds are generally NON-REFUNDABLE. Any excess after conversion will not be refunded to the payer but instead will become an advance toward payment for future semesters' tuition and fees charges. In cases where it is the student's last semester or a student drops out during the refund period, with approval from the college business manager, payments will be refunded to the original foreign bank account from which the funds were initially sent.

If I withdraw/defer from classes, will I receive a refund of any payments made, and will I be liable for tuition charges?

If you have registered for classes and plan to defer or withdraw from classes, you may or may not receive a refund, or you may or may not be liable for tuition charges, depending on when you defer or withdraw from classes. Please review the table below:

Refunding and Tuition Liability Table

(Note that the refund and tuition liability below apply to tuition only. You will still be responsible for the full amount of all applicable fees.)

Please refer to the [Academic Calendar](#) for more details and deadlines for the Fall 2026 semester. Note: Colleges may impose more stringent deadlines if they so choose. The Academic Calendar is subject to change at any time by official action of the University.

Refund and Liability Schedule for Fall and Spring Semesters	Tuition Refund	Tuition Liability
Drop course(s) before 1st Official Day of the Semester	100%	0%
Drop course(s) within 7 calendar days of opening date (1st day of class)	75%	25%
Drop course(s) between 8 & 14 Calendar days of opening date (1st day of class)	50%	50%
Drop course(s) between 15 & 21calendar days of opening date (1st day of class)	25%	75%
Drop course(s) beyond 21calendar days after opening date (1st day of class)	0%	100%

Other Tuition and Fees Related Questions

How do I obtain written verification that I have received a stipend and/or scholarship from the school? Or verification that my federal loan paid my tuition? For stipends and/or scholarships, please submit an email request to finance@journalism.cuny.edu to request a written letter. For loan verification, please submit an email request to the Graduate Center Financial Aid Office at financialaid@gc.cuny.edu.

A 3rd Party will be paying my tuition and fees, and I need to obtain an official bill or written confirmation of my registration. How do I obtain said information?

To obtain an official bill, submit an email request to Bursar@gc.cuny.edu. Indicate the 3rd party's name, address, and/or email where the bill should be sent.

For registration confirmation, submit an email to Alexa.Maurer@journalism.cuny.edu.

Do scholarship/stipends/grants for all students get taxed?

Per CUNY's policy, we are unable to provide an answer to this question or provide tax-related advice. Students should reach out to their tax advisers/preparers. However, scholarships/stipends/grants are reported to all applicable students and to the IRS by CUNY Central on Form 1098-T, only if the student's out-of-pocket payment is more than their scholarship/stipend/grants. In other words, if the student's out-of-pocket payment is less than their scholarship/ stipend/grants or the student has no out-of-pocket payments, then Form 1098-T will not be issued to the student nor the IRS.

How do I obtain a copy of my IRS Form 1098T?

You can download a copy of your IRS Form 1098T from your CUNYfirst account or submit an email from your journalism email to Bursar@gc.cuny.edu.

How do I sign up for Work Study to work on campus?

Students must indicate on their FAFSA (federal loan application) (check the box) if they are interested in work-study. Please contact the Student Affairs for more information and to determine if you qualify and can be assigned to work.

For more information or assistance, contact the Newmark J-School Finance Team at Finance@journalism.cuny.edu.

Scholarships, Federal Aid, and Work-Study

J-School Scholarships

Students must remain in good academic standing and make satisfactory progress toward their degree. If a student does not meet the cumulative 3.0 GPA requirement and/or has two Incomplete grades at the end of a semester, they will be placed on academic probation.

During their probationary semester, students will be required to meet the cumulative 3.0 GPA and/or complete their pending coursework to maintain their scholarship. If a student does not meet this requirement, their scholarship will be canceled, and they will be responsible for paying their tuition and fees that semester. The scholarship can be reinstated after their cumulative GPA meets a 3.0 GPA or higher and all requirements are met.

External Scholarships

We encourage all students to apply for outside scholarships and awards. Students can find more information regarding [journalism-related scholarships on our website](#). As soon as you accept an outside scholarship, please inform the Graduate Center's Office of Financial Aid. Your financial

aid award may be adjusted based on the amount of the outside scholarship. If a student does not immediately notify the Office of Financial Aid that they have accepted an outside scholarship, they risk having to repay the difference later that academic year.

Student Loans and Federal Work-Study

In order to be considered for federal financial aid, including student loans and federal work study, incoming students are required to first complete the [Free Application for Federal Student Aid](#), followed by any requirements sent to you via CUNYFirst. For information on maximum amounts awarded, interest rates, and repayment terms, please visit [https:// studentaid.gov/](https://studentaid.gov/).

The FAFSA is available beginning October 1 on the Department of Education's (DOE) federal student loan site and is to be submitted online to the DOE. Students must input the Graduate Center's school code 004765. We encourage students to file as soon as possible.

Students should follow the link above to secure their loans and must accept their loans in CUNYFirst. All first-time borrowers must complete an entrance counseling session, also known as an entrance interview, accessible on the DOE's student loan site, www.studentloans.ed.gov.

The online CUNYfirst system is a student's first line of communication with the Graduate Center's Office of Financial Aid. Please check CUNYfirst regularly to determine whether your financial aid application is complete or requires additional documentation to be processed. When in doubt, email financialaid@gc.cuny.edu with any financial aid concerns.

You may receive notice from either the Graduate Center or DOE when it's time to complete a Master Promissory Note (MPN). The MPN is a contract that affirms your agreement to repay. Award letters, which students should read carefully for messages from the Office of Financial Aid, will begin to be emailed in June, if not earlier, provided that the student has filed the FAFSA. Any changes will also be reflected in the student's CUNYfirst account, where students can also view notifications regarding missing documents or other requests.

Please note: Financial aid is not disbursed until the first week of classes. Therefore, students who arrive early to New York City should plan an alternative means of financing living expenses until then.

Students receiving federal financial aid are required to make satisfactory academic progress, which is defined as maintaining a 3.0 GPA as well as passing 66% of the total credits attempted, including courses students withdraw from during the semester.

Federal Work-Study Program

Federal Work-Study awards are based solely on financial need as defined by federal law. Federal Work-Study awards are packaged each summer for the following academic year. Because Federal Work-Study funds are limited, only students who have their FAFSA on file by the priority deadline (March 1) are initially considered for awards. Each semester, on-campus job opportunities will be shared with the campus community and will note FWS eligibility in the position descriptions.

Second Semester Students

Financial aid is not disbursed until around the second week of February. In the interim, please plan an alternative means of financing your living expenses.

Financial aid is an annual process. Students will need to fill out a new FAFSA (available in October) to receive financial aid for their final semester(s).

Graduation Requirements

Every student who receives a loan MUST complete an online exit interview at www.studentloans.gov. If completing the exit interview online, students must take a screenshot of the confirmation page and email it to the Office of Financial Aid at financialaid@gc.cuny.edu. If students do not complete the exit interview or show proof of completion, there will be a hold placed on their CUNYfirst account. The hold will prevent students from obtaining transcripts and other official documents. Please complete the exit interview immediately after receiving final grades.

Direct Deposit

We strongly encourage all students to establish direct deposit as soon as possible. [Click here to sign up for direct deposit.](#)

Repayment Information

Questions regarding federal loan repayment should be directed to the Financial Aid Office.

Student Safety

Student safety is central to how the Craig Newmark Graduate School of Journalism prepares you for reporting. The Journalism Protection Initiative (JPI) works with you, your instructors, and school leadership to help you report safely, plan for assignments, and get answers to safety questions as they arise.

You are expected to raise safety concerns early, especially when an assignment involves unfamiliar locations, protests, police activity, hostile crowds, sensitive sources, online exposure, threats, or other risks that could affect your safety or ability to report.

Safety Planning

Safety planning is a core journalism skill the school expects you to develop. Learning how to factor safety into your reporting is a competitive advantage: it helps you anticipate problems earlier, protect yourself and your sources, and make better decisions under pressure.

In practice, a safety plan is a set of decisions you make before reporting begins about what could go wrong, how serious those risks are, and what you will do if conditions change during or after the assignment.

Depending on the assignment, you may be asked by your instructor or by JPI to complete a safety plan before reporting. A plan may be brief for a routine assignment or more detailed for higher-risk reporting. JPI provides guidance and practical tools to support that process for you and your instructors.

Wellbeing and Reporting Safety

Journalism can be meaningful, challenging, and stressful, sometimes all in the same day. You may feel a strong sense of purpose in your work while also experiencing pressure, worry, or overload.

These pressures can affect how safely you report, making it harder to stay aware of your surroundings, keep up with check-ins, protect devices and sources, communicate clearly, or decide when to pause, reassess, or leave.

At Newmark, pressure, worry, overload, and stress are treated as safety concerns, not personal failings. You can speak with JPI when these concerns affect your reporting or assignment planning. You can also seek support through Student Affairs and the Wellness Center.

Online Harassment

Online harassment is a common risk for journalists. It can include threats, doxing, intimidation, impersonation, coordinated pile-ons, unwanted contact, and attempts to silence or discredit your reporting.

You can reduce risk by limiting the personal information that is publicly available about you, reviewing your privacy settings, using strong two-factor authentication, separating personal and reporting accounts where appropriate, and thinking ahead about how publication may increase your exposure. JPI provides guidance on reducing exposure, responding to online harassment, and planning for higher-risk assignments.

If you experience online harassment connected to your work at the school, you should notify JPI promptly, especially if the harassment includes threats, doxing, sustained abuse, impersonation, or unwanted contact.

If there is an immediate safety concern, you should follow school emergency procedures. You can also consult Student Affairs for broader support resources.

Secure Communications

Some reporting may involve sensitive information or vulnerable sources. You should think carefully about how you communicate with sources and what platforms you use. Standard

channels, including school email, may not always be appropriate for sensitive exchanges. In some cases, you may need to use more secure options, such as Signal. JPI can provide guidance on choosing appropriate communication methods for your reporting.

Field Reporting

You may be asked to report in unfamiliar places, cover contentious public events, or work in fast-moving situations where conditions can change quickly.

Before reporting, you should think through how you will get to and from the assignment, how you will stay in touch, what equipment you need, and what conditions would make you pause, reassess, or leave.

You should remain alert to your surroundings while reporting. Avoid becoming so focused on a phone, camera, notebook, or interview that you miss changes around you. If you no longer feel in control of the situation, you should leave as soon as it is safe to do so.

Depending on the assignment, useful precautions may include arranging a check-in with an instructor, classmate, colleague, or trusted contact; sharing location information; traveling with another person; researching the area in advance; and making sure devices are charged, in good working order, and appropriately secured for the assignment.

Interacting with Police

You may encounter police while reporting on breaking news, protests, demonstrations, street activity, or other public events.

You should act professionally, keep your press credentials accessible, and identify yourself as a journalist when appropriate. Avoid unnecessary confrontation and prioritize your immediate safety.

If you are ordered to move or disperse, avoid arguing on the scene. If you believe your rights have been violated, document what happened as soon as you can do so safely and notify JPI and your instructor.

In the unlikely event that you are detained, arrested, or questioned in connection with your reporting, contact the Reporters Committee for Freedom of the Press emergency hotline at 1-800-336-4243. Their number is on the back of your student press card. Then notify JPI and your instructor as soon as it is safe to do so.

Support and Emergencies

If you have a safety concern or are unsure how to approach an assignment, contact JPI

- Joel Simon, Founding Director
joel.simon@journalism.cuny.edu; 347 275 0786; Signal @JoelSimonSays.25
- Kate Parkinson, Risk & Safety Advisor
kate.parkinson@journalism.cuny.edu; Signal @KateJPI.01

In an emergency, follow the school's emergency procedures and contact Public Safety or 911 as appropriate.

For legal issues connected to your reporting, contact the Reporters Committee for Freedom of the Press emergency hotline at 1-800-336-4243.

For wellbeing support, contact Student Affairs or the Wellness Center.

Student Conduct & Community Standards

Email Communication Policy

Students should note that The Craig Newmark Graduate School of Journalism sends official email only to students' School of Journalism email addresses.

City University of New York Privacy Policy

The City University of New York Privacy Policy applies to users of cuny.edu and is intended to explain what types of information is gathered from users and how that information is used.

Members of The Graduate Center Community should also refer to the City University of New York Policy on Acceptable Use of Computer Resources which outlines CUNY's internal policy for the use and protection of CUNY computer resources.

<http://www.cuny.edu/website/privacy.html>

City University of New York Policy on Acceptable Use of Computer Resources

CUNY's computer resources are dedicated to the support of the University's mission of education, research and public service. In furtherance of this mission, CUNY respects, upholds and endeavors to safeguard the principles of academic freedom, freedom of expression and freedom of inquiry. Users are responsible for reading, understanding, and complying with the laws, rules, policies, contracts, and licenses applicable to their use of CUNY networks, equipment, and resources. In particular, all users should be aware that New York State's Freedom of Information Law requires disclosure, on request, of information kept, maintained, filed or produced on CUNY computer resources, unless a specific statutory exemption applies.

<http://www.cuny.edu/about/administration/offices/CIS/policies/ComputerUsePolicy.pdf>

Drug and Alcohol Policy

The City University of New York (“CUNY”) is an institution committed to promoting the physical, intellectual, and social development of all individuals. As such, CUNY seeks to prevent the abuse of drugs and alcohol, which can adversely impact performance and threaten the health and safety of students, employees, their families, and the general public. CUNY complies with all federal, state, and local laws concerning the unlawful possession, use, and distribution of drugs and alcohol.

Students are expected to comply with the CUNY and college policies with respect to drugs and alcohol. Any student found in violation may be subject to disciplinary action under Article 15 of the Bylaws of the Board of Trustees, which may result in sanctions up to and including expulsion from the University

In addition, any student who resides in a CUNY residence hall and who is found to have violated any CUNY or college policy with respect to drugs and alcohol may be subject to sanctions under the CUNY Residence Hall Disciplinary Procedures, up to and including expulsion from the residence hall.

In lieu of formal disciplinary action, CUNY may, in appropriate cases, seek to resolve the matter through an agreement pursuant to which the student must see a counselor or successfully participate in a drug and alcohol treatment program.

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

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 Student Health Services (212) 817- 7020, and the [Wellness Center Student Counseling Services](#) (212) 817-1602

NYS Governor’s Office Opiate/Heroin Initiative CUNY has joined the New York State Governor’s Office in an important initiative to address a recent increase in heroin overdose. Heroin is an opiate, a class of drugs that is derived from the poppy plant. All opiate abuse, including many prescription painkillers, can lead to addiction, overdose and even death. If you or someone you know is abusing heroin or prescription painkillers, CUNY’s Mental Health and Wellness Offices can provide educational resources and referrals to organizations that can help. In addition, selected CUNY health and public safety staff are being trained to administer Naloxone, a drug used to counter the effects of opioid overdose and prevent death. For immediate help, visit your local emergency room, or call the OASAS HOPEline at 1-877- 846-7369 24 hours a day, seven days a week, to speak with a trained medical professional. HOPEline staff can answer

your questions and help you find treatment. All calls are free and confidential. Please visit the website.

The City University of New York Drug/Alcohol Use Amnesty Policy

The City University of New York (“CUNY”) is an institution committed to promoting the physical, intellectual, and social development of all individuals. As such, CUNY seeks to prevent the abuse of drugs and alcohol, which can adversely impact performance and threaten the health and safety of students, employees, their families, and the general public. CUNY complies with all federal, state, and local laws concerning the unlawful possession, use, and distribution of drugs and alcohol.

Federal law requires that CUNY adopt and implement a program to prevent the use of illicit drugs and abuse of alcohol by students and employees. As part of its program, CUNY has adopted this policy, which sets forth (1) the standards of conduct that students and employees are expected to follow; (2) CUNY sanctions for the violation of this policy; and (3) responsibilities of the CUNY colleges/units in enforcing this policy. CUNY’s policy also (1) sets forth the procedures for disseminating the policy, as well as information about the health risks of illegal drug and alcohol use, criminal sanctions for such use, and available counseling, treatment, or rehabilitation programs, to students and employees; and (2) requires each college to conduct a biennial review of drug and alcohol use and prevention on its campus.

This policy applies to all CUNY students, employees and visitors when they are on CUNY property, including CUNY residence halls, as well as when they are engaged in any CUNY-sponsored activities off campus.

CUNY Standards of Conduct

The unlawful manufacture, distribution, dispensation, possession, or use of drugs or alcohol by anyone, on CUNY property (including CUNY residence halls), in CUNY buses or vans, or at CUNY-sponsored activities, is prohibited. In addition, CUNY employees are prohibited from illegally providing drugs or alcohol to CUNY students. Finally, no student may possess or consume alcoholic beverages in any CUNY residence hall, regardless of whether the student is of lawful age, except for students living in the Graduate School and University Center’s graduate housing facilities who may lawfully possess and consume alcoholic beverages. For purposes of this policy, a CUNY residence hall means a residence hall owned and/or operated by CUNY, or operated by a private management company on CUNY’s behalf.

In order to make informed choices about the use of drugs and alcohol, CUNY students and employees are expected to familiarize themselves with the information provided by CUNY about the physiological, psychological, and social consequences of substance abuse.

CUNY Sanctions

Employees and students who violate this policy are subject to sanctions under University policies, procedures and collective bargaining agreements, as described below. Employees and students should be aware that, in addition to these CUNY sanctions, the University will contact appropriate law enforcement agencies if they believe that a violation of the policy should also be treated as a criminal matter.

Students

Students are expected to comply with the CUNY and college policies with respect to drugs and alcohol. Any student found in violation may be subject to disciplinary action under Article 15 of the Bylaws of the Board of Trustees, which may result in sanctions up to and including expulsion from the University. In addition, any student who resides in a CUNY residence hall and who is found to have violated any CUNY or college policy with respect to drugs and alcohol may be subject to sanctions under the CUNY Residence Hall Disciplinary Procedures, up to and including expulsion from the residence hall. In lieu of formal disciplinary action, CUNY may, in appropriate cases, seek to resolve the matter through an agreement pursuant to which the student must see a counselor or successfully participate in a drug and alcohol treatment program. In accordance with the Federal Educational Rights and Privacy Act (“FERPA”), CUNY may also choose—when appropriate—to contact parents or legal guardians of students who have violated the CUNY policy on drugs and alcohol.

Student Access and Use Policy at the Craig Newmark Graduate School of Journalism Posting of Literature

The Craig Newmark Graduate School of Journalism has the following policy regarding the posting of flyers and other materials around the building. In addition to saving trees, the goals of the policy are: to reduce the clutter of flyers taped to the surfaces in the building; present a neater appearance for visitors; protect painted surfaces from marring; and make better use of the cleaning staff time.

We encourage that in lieu of paper postings, students get in contact with Student Affairs to determine a method of disseminating information such as through the campus monitors, postings in the Newsroom

All materials displayed must include 1) the name of the Newmark J-School student or organization responsible for the posting and 2) the date of the event, deadline or the day of the posting.

Postings by anyone else will be permitted at the discretion of the Office of Student Affairs.

The Newmark J-School reserves the right to take down all postings that do not comply with the policy or those displayed for more than two weeks from the posting date or the advertised event or deadline.

Copyright

During your tenure as a CUNY student, you will have opportunities to have your work published, posted or broadcast, thereby obtaining the all-important clips you will use in order to apply for internships and jobs. You may wonder whether you have the right under the U.S. copyright law to grant permission or sell work that you have created for class or school projects. Students generally own the copyright to the work they produce while attending CUNY. The Craig Newmark Graduate School of Journalism maintains a non-exclusive license to use the material for non-commercial, educational purposes. (As an example, the school might use your work on a password-protected website as an example to other students of what a capstone project should look like). If the work is developed in an entrepreneurial course or in the entrepreneurial certificate program, the school will obtain a separate licensing agreement with the student.

Social Media Policy

Social media plays a vital role in our journalism. On social platforms, students can promote their work, provide real-time updates, harvest and curate information, cultivate sources, engage with readers and experiment with new forms of storytelling and voice.

We strongly encourage you to abide by the following standards for social media use:

- If you identify your affiliation with Newmark J-School in your profile or comments, other users will naturally associate you with the university.
- Avoid posting information to social networking sites or blogs that could call into question your ability to act independently as a journalist.
- Refrain from posting information to social networking sites or blogs that could discredit you, or the Newmark J-School.
- Recognize that a post you intend as humorous or ironic may not be perceived that way. Be mindful that tone and sarcasm don't easily translate online and don't post content that can be easily misinterpreted or considered insensitive or offensive.
- Use common sense.

Procedures for Complaints about Faculty Conduct

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 (please refer to the Title IX section for additional information), 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 Director of Student Affairs. In particular, the Student Affairs office should advise a student if some other procedure is applicable to the type of complaint the student has.

Information Resolution

Students are encouraged to attempt to resolve complaints informally with the faculty member or to seek the assistance of the department chairperson or dean 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 Associate Dean or, if the Associate Dean is the subject of the complaint, with the Dean (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 Associate Dean may be biased or otherwise unable to deal with the complaint in a fair and objective manner, they may submit to the Dean a written request stating the reasons for that belief; if the request appears to have merit, that person may, in their sole discretion, replace the Associate Dean 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, they 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, and the chief student services 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, they 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 their 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, and the chief student services 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 Dean within 10 calendar days of receiving the report. The Dean shall convene and serve as the chairperson of an Appeals Committee, which shall also include the chief student services officer, two faculty members from the school's Academic Appeals committee and one student from the Academic Appeals committee. 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, the Dean 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 school has not completed the entire investigative process described above; in that case, the bringing of disciplinary charges shall automatically suspend that process.

Student Policy for Sexual Misconduct

CHANGES TO PROCESSES

The 2015 Policy, which covered all students and employees of the University, addressed sexual misconduct by setting forth prohibited conduct and required processes for reporting and responding to such conduct, as well as providing for education on sexual misconduct and the Policy for all new and incoming students and certain members of the University community. Processes for response included investigation and adjudication of allegations against students and employees, and rules for complainants and respondents appeal determinations of charged violations of the Policy.

The revised Policy has been re-ordered and includes revisions that will affect campus processes and procedures, specifically: (1) changes to the definitions of specific terms; (2) the addition of new appeals processes for complainants and respondents involved in a complaint of sexual misconduct; (3) the creation of procedures to determine if a student is a continuing threat to campus health and safety; (4) the availability of an informal resolution process; and (5) inclusion of the student disciplinary adjudication process within the Policy (rather than Article XV of the CUNY Bylaws, a separate document)

Changes to Policy Definitions

We have made a number of changes to definitions under the Policy that align the Policy definitions with Clery, which will facilitate accuracy in tracking and reporting data. The definition of affirmative consent now aligns with the broader statutory definition and includes clarifying examples. The definitions of manager and supervisor have been changed, and the Policy specifies that supervisors and managers who knowingly allow sexual harassment to occur may be subject to discipline.

Appeals Process

In accordance with EIE, the Policy provides both students and employees (complainants or respondents) the opportunity to appeal the college's implementation of a restrictive interim or supportive measure, or to appeal on conflict of interest grounds an individual's participation in the Title IX investigation or adjudication process

Either complainant or respondent may appeal restrictive interim measures such as a no-contact order or the removal of a student from a class or section. The Chief Student Affairs Officer will decide student appeals, and the Director of Human Resources will decide employee appeals. These officials have authority to uphold, modify or remove the interim measure.

When considering a student's appeal of a restrictive interim measure, the Chief Student Affairs Officer should examine: (1) whether an alternative section or class exists; (2) a student's need for the class in order to graduate; (3) the nature and circumstances surrounding the incident; (4) the existence of a court-issued order of protection; (5) the existence of online class alternatives; and (6) the likelihood that respondent and complainant will come in contact with one another. For such an appeal brought by an employee, the Director of Human Resources should consider whether the employee can perform tasks at a different office within the college, whether a

suitable transfer exists, and if there is a court-issued order of protection. Decisions related to interim and restrictive measures for employees must be made in accordance with the employee's collective bargaining agreement, if any. All decisions on appeals of restrictive interim or supportive measures should be made as quickly as possible and, once made, either the Chief Student Affairs Officer or Director of Human Resources, as applicable, must take immediate steps to implement any changes or modifications to the interim measures.

Similarly, a student or employee complainant or respondent may request that an individual involved in the investigatory or adjudication process whom they allege has a conflict of interest be removed from the process. This request must be in writing within five (5) days of notification of the individual's involvement in the process and must include a detailed description of the conflict. Student conflict appeals are to the Chief Student Affairs Officer, and employee conflict appeals to the campus Legal or Labor Designee. The decision on the conflict must be in writing, delivered to the objecting party by either overnight mail or e-mail, and made as quickly as possible under the circumstances, so that the investigatory or adjudication process may proceed. If the decision made by the Chief Student Affairs Officer or Legal or Labor Designee has the potential to disrupt the education or work environment of either the complainant or respondent, both parties must receive the decision simultaneously.

Determining a Continuing Threat and Student Interim Suspension

The disciplinary procedures for a student accused of violating this Policy are now located in Section XX of the Policy rather than in Article XV of the CUNY Bylaws. There has been no change to the student disciplinary procedures themselves, which continue to require that hearings be held before a specially trained Faculty- Student Disciplinary Committee. A complainant and respondent do not have the right to cross-examine each other directly in a student disciplinary hearing, but may do so through their representative or by submitting questions to the FSDC chairperson. As before, a respondent who is both a student and an employee are subject to discipline under both the student disciplinary process and applicable collective bargaining agreement, and a respondent employee is subject to discipline under the applicable collective bargaining agreement.

Reporting of Instances of Discrimination, Harassment, or Retaliation

The City University of New York ("CUNY") takes all reports of discrimination, harassment, sexual misconduct, and retaliation seriously. Trained CUNY employees will handle your sensitive and private information with the utmost care. CUNY will not disclose information learned from a reporting individual any more than is necessary to comply with relevant CUNY policies, CUNY bylaws, or federal, state, and local laws. To submit a report of discrimination, harassment, or retaliation, please click on the link to the [incident reporting form](#).

Student Responsibilities when Faced with Potential Legal Action

Any threat of legal action or subpoena regarding your journalistic activities must be reported promptly to your instructor and the Associate Dean. Newmark J-School students are obligated to assist in defending against legal claims brought against them and/or the school or university (arising out of their work), even after they are no longer affiliated with the school.

Any threat of legal action or subpoena regarding your journalistic activities must be reported promptly to your instructor and the Associate Dean. Newmark J-School students are obligated to assist in defending against legal claims brought against them and/or the school or university (arising out of their work), even after they are no longer affiliated with the school.

Code of Conduct for Digital Engagement

Who is Affected by This Policy: All members of the Newmark J-School community. This includes faculty, staff, students, contracted personnel, and alumni who use Newmark J-School community online platforms that are under the control of the School of Journalism.

By participating in any Newmark School of Journalism online platform, all School of Journalism community members must abide by the standards of conduct outlined in this policy. Violations of conduct include any behavior and/or language which defames, abuses, or threatens others, is racially or sexually harassing, is hateful, or is discriminating or offensive to others. Prohibited conduct includes, but is not limited to, messages that:

- defame, harass, abuse, or threaten others
- contain harassing materials (such as racially or sexually charged material)
- contain bigoted, hateful, or racially offensive statements that promote bigoted, hateful or racially offensive behavior
- advocate illegal activity
- infringe another's intellectual property, including, but not limited to, copyrights and/or trademarks If a community member shares a copyrighted piece or image, that individual is responsible, not the Craig Newmark Graduate School of Journalism. These legal restrictions refer to behaviors prohibited in New York state.
- contain obscene language or images, including on personal profile and banner images
- are a form of commercial solicitation that has not been explicitly approved
- promote business, commercial or special interests, such as fundraising initiatives, and offering services or expertise other than those explicitly approved
 - one knows to be factually erroneous or misleading
 - are political ads or solicitation of support for any political candidate
 - include personally identifiable information such as SSN, DOB, and bank account information

Violations of this policy by employees or students may be subject to investigation and action by human resources or student affairs, following appropriate disciplinary action policies

Violations of this policy by contracted personnel or alumni may result in a ban from online platforms controlled by SOJ and a ban from campus and offsite SOJ controlled events

Disability Nondiscrimination Policy

The Craig Newmark 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, accommodations, and facilities for students with disabilities, please refer to the section “Services for Students with Disabilities” in this handbook. 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 Brown, Director of Student Affairs at the Craig Newmark Graduate School of Journalism

Policy with Regard to Students who are Breastfeeding

In recognition of the importance and benefits of breastfeeding for mothers and infants and in compliance with state and federal law, CUNY supports the rights of nursing mothers at school and in the workplace CUNY and the Craig Newmark Graduate School of Journalism are dedicated to making its best effort to accommodate requests from nursing mothers for break time and a private space to express milk on campus.

The Newmark J-School has identified the Meditation/Prayer Room on the 3rd Floor as reasonable accommodations for mothers. Please note that the door may be shut, and a sign posted to insure privacy. This room will be made available to students based on availability, on a first-come, first-served basis.

Policy with Regard to Students who are Pregnant

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

Rules and Regulations for the Maintenance of Public Order Pursuant to Article 129A of the Educational 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.

Statement of Nondiscrimination

Equal Opportunity and Affirmative Action Regulations

The Craig Newmark Graduate School The Craig Newmark 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”

Student Rights Religious Observances

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 they are unable, because of their 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 their 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 they have missed because of such absence on any particular day or days.

4. If registration, classes, examinations, study, or work requirements are held on Friday after 4 pm 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.
1. 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.

Title IX Sexual Assault Policy

Combating Sexual Assault and Other Unwelcome Sexual Behavior

Anyone of any gender, sexual orientation, religious affiliation, citizenship status, race, class or educational level can suffer from sexual harassment, including sexual violence. Our goal is to help foster an environment learn and/or work free from sexual harassment, and connect you with people in the campus community and at CUNY who can help if you or others experience it. We want to make sure you understand your rights as a student, CUNY's policies, and other issues related to sexual harassment and assault. On every CUNY campus there is a person who has special training in helping students who are facing issues related to sexual harassment and/or assault. In an emergency, please call ext. 7777 for public safety if you're on campus. If you're off-campus, please call 911 right away for help. For more help and guidance, please our Public Safety Director for guidance or information. Or, [visit the website](#) for more information.

Tobacco Free CUNY Policy

Out of respect for others and the environment, CUNY is tobacco-free! Effective September 4, 2012, the use of tobacco is prohibited on all grounds and facilities under CUNY jurisdiction, including indoor locations and outdoor locations such as playing fields; entrances and exits to buildings; and parking lots. This policy applies to all tobacco and tobacco products including chew tobacco and e-cigarettes.

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 students on University property unless necessary to transact University-related business. This policy particularly applies 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.

Professionalism

Student Journalist Code of Ethics

Our society grants journalists and the news media enormous freedom and privilege. With that freedom comes great responsibility. The Craig Newmark 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 codes of ethics. Because the Newmark J-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 may face appropriate sanctions, up to and including expulsion, in accordance with CUNY Bylaws and the CUNY Policy on Academic Integrity and professional journalism standards.

Basic Principles

The duty of journalists is to inform the public in ways that promote understanding of past or current or upcoming 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-shall-not” rules. The following conduct violates the [Craig Newmark Graduate School of Journalism’s Code of Ethics](#).

1. **Fabricate.** 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. No student shall manipulate or falsify images or video or audio in a manner that creates false impressions or compromises accuracy.
2. **Plagiarize and Use Others’ Content.** No student shall knowingly represent the words or ideas or photography or video or audio produced by another person as their own. Such information must be fully credited to the original source by attribution, quotation marks, footnotes, and/or other established journalistic practices and professors must be apprised of the use of any material that is not the student’s own independent work. 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 among acceptable research, attribution and plagiarism.
3. **Cheat.** No student may engage in any form of academic cheating, for example on tests, journalistic exercises or otherwise, or help another student to cheat. No student may submit work previously submitted in another course without the knowledge and permission of the instructor.
4. **Engage in 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 Associate Dean before you begin the journalistic assignment.
5. **Misrepresent yourself.** Students must be forthright and honest about how they identify themselves to subjects and sources and should never represent themselves as anything other than journalists or journalism students. Students must obtain approval in advance in writing from the appropriate faculty member and dean for any proposed “undercover” activity.
6. **Conduct yourself inappropriately.** No student may engage in conduct during class or on assignment that brings discredit to the school or University. Such misconduct includes disruptive behavior, physical abuse, safety threats, property damage, theft, lewd or obscene

behavior, or discrimination by word or deed on the basis of race, gender, religion, place of origin, age, disability, or sexual orientation.

7. **Misuse Social Media.** Students must be responsible in their use of social media and should not violate professional journalism standards in their social media activities.
8. **Break the Law.** No student may break the law, including laws relating to trespassing, theft of information, breaking into email or voicemail, or any other violation of civil or criminal laws. If you believe you have been wrongly excluded from a news scene by law enforcement, please notify your instructor and/or dean to discuss whether legal follow-up is warranted.
9. **Accept Gifts and Freebies from Sources.** Students may not accept gifts, free tickets or travel, special meals or favors, or anything of value that could potentially compromise or appear to compromise their independence of their news sources or news subjects. However, it may be acceptable to accept press tickets, with the approval of the professor, to performances and screenings directly related to a class assignment. In delineating between what is compromising and what is within permissible parameters for journalists seeking access to newsworthy information, according to Reuters' Handbook of Journalism, "In the course of gathering news, journalists are often invited to breakfasts, luncheons or dinners. As long as such occasions are newsworthy, it may be appropriate to accept the hospitality provided it is within reason. We do not accept 'junkets' — events that have little if any value to our newsgathering such as an evening's entertainment or a sporting event at the expense of a news source". When in doubt, either politely decline or seek ADVANCE permission and guidance from your instructor or the Newmark J-School dean.
10. **Pay for Access to News or Sources.** Students may not pay sources or provide sources with anything of value in exchange for interviews or access.

No set of rules can possibly address all situations that may arise. The school reserves the right to find that other conduct not specified in this Code, the CUNY Policy on Academic Integrity, or the Bylaws constitutes violation of academic or journalistic integrity. If situations arise that seem ambiguous, please talk to the appropriate faculty member and/or the Associate Dean's office. Your full disclosure is very important in all matters of integrity. Current students by receiving this handbook understand they are responsible for the Code of Conduct.

More on Plagiarism and Fabrication

Plagiarism is the act of stealing work whether it is writing, reporting, photography, graphics or editorial cartoons and passing it off as one's own. Attribution is crucial. Proper credit is necessary and mandatory, but does not necessarily mean that you have not violated someone's copyright in the material.

Plagiarism is prohibited. It is a punishable offense that could result in expulsion. In the Google age it takes just seconds to catch you stealing other people's work. Your work is subject to verification using plagiarism-detection software. This policy also forbids lifting verbatim material from any online or printed source without crediting that original source. Even material previously published by your school/course should be attributed to the original source.

You have plagiarized if you:

- Copied text from the Web and pasted it into your story without quotation marks or citation
- Presented facts without stating where you found them
- Repeated or paraphrased words or phrases without acknowledgement
- Took someone's unique or particularly apt phrase without acknowledgment
- To avoid plagiarism:
 - List the sources and contact numbers used in your reporting and use the list to double check the material in your story
 - While taking notes, keep separate your own ideas, summaries of others' ideas or exact wording from other people's work
 - Identify the sources of all exact wording, paraphrases, ideas, arguments, images and facts that you use
 - Ask your instructor if you are uncertain about your use of sources
 - Be prepared to describe how you got the story

Fabrication

We do not deceive readers by fabricating news and news events. Making up quotes or inventing sources is not tolerated. Fictional and satirical writing must be clearly labeled as such. Our work is to chronicle history, not to make it up. Use of fictional names, ages, places, dates and composite characters is generally unacceptable, unless done in consultation with an instructor.

Veracity of Photos and Graphics

Images that purport to depict reality must be genuine in every way. Photographs must not be staged or posed; people or objects must not be rearranged, reversed, distorted or removed from a scene. Only traditional adjustments, such as cropping, dodging or burning, are acceptable. The content of a news photograph or graphic should never be altered in any way that turns the image or graphic into something the journalist did not shoot. Photo illustrations should be clearly labeled as such. The origin of any photo whether produced by staff or outside sources should be clearly attributed.

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 their application for admission will be subject to disciplinary action.