CRAIG NEWMARK GRADUATE SCHOOL OF JOURNALISM

Student Handbook 2018-2019

Prepared by the Office of Student Affairs
Message from the Dean

Dear Students:

As we start our thirteenth year, I want to welcome the Class of 2019. We’re thrilled to have you here!

As with our previous classes, you are smart, enterprising and diverse. You went to a wide variety of schools – from top-ranked private colleges such as Princeton, Yale, Columbia, and Brown, to excellent public universities such as CUNY, SUNY, the University of Michigan and UCLA, to more highly specialized schools like the Rhode Island School of Design.

For the first time, your class will include a cohort of students who are enrolled in our MA in Social Journalism. (Previously, the students in that program began their studies in January.) We look forward to seeing closer integration between those two programs.

The Class of 2019 comes from a wide variety of backgrounds. Yes, many of you have worked or interned at newspapers, magazines, radio and TV stations, or websites. But your class also includes two stand-up comics, an anthropologist, a sommelier who has also been a whole-animal butcher, and a corporate lawyer who moonlights as a musician. About 14 percent of you hail from countries outside the U.S., including Cuba, Gambia, Ireland, and Egypt.

Partly as a result of these diverse backgrounds, you come here with different journalistic experiences and skills. Our job is to challenge all of you at your own level and raise you from there. Submit story ideas to our School’s online news service. Add audio and video to a text-based story. Or sign up for courses in computer coding, data visualization or cinematography. In sum, go for it!

We are here not to create just another journalism school. We are here to build a great school, one of the best in the world. That is one reason we recently secured a $20 million gift from Craig Newmark, the founder of craigslist, to endow the school on a permanent basis. Strengthening our financial footing ensures that our young School will continue to stand strong for many years to come.

As you know, this is a critical time for journalism. We are in the midst of a profound loss of trust in institutions, including the press. Our profession is simultaneously being transformed by dramatic shifts in technology and a business model that is under great financial stress. Despite all these pressures, we see on a daily basis that journalism has never been more important in holding power to account.

We want our School to make a difference. We have a constantly renewed curriculum, a strong faculty, a cutting-edge facility, and we aim to add a dose of fresh thinking. We wouldn’t be here if we thought journalism was dead. Change is necessary, but I hope the values and standards that have distinguished our profession – a commitment to accuracy and fairness, in particular – will endure. We are out to forge a synthesis between the best of the old world and the best of the new.

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

Good luck to you all.

Sarah Bartlett, Dean
July 2018
Fall 2018

Last day to drop courses for 100% tuition refund, Last day to file ePermit request ______ Sunday August 26
Classes begin ______________________________________________________________________ Monday August 27
Last day to drop courses for 75% tuition refund, Last day to add a course __________ Sunday September 2
College Closed ____________________________________________________________________ Monday September 3
Classes follow Monday schedule _____________________________________________________ Wednesday September 5
Last day to drop courses for 50% tuition refund ______________________________________ Sunday September 9
No classes scheduled _______________________________________________________________ Monday-Tuesday September 10-11
Last day to drop courses for 25% tuition refund, ______________________________________ Sunday September 16
Course withdrawal period begins (a grade of ‘W’ is assigned) ___________________________ Monday September 17
No classes scheduled _______________________________________________________________ Tuesday-Wednesday September 18-19
College Closed ____________________________________________________________________ Monday October 8
Last day to withdraw from a course with a grade of ‘W’ ________________________________ Tuesday November 6
College Closed ____________________________________________________________________ Thursday-Sunday November 22-25
End of Term ________________________________________________________________________ Friday December 21
College Closed ____________________________________________________________________ Monday-Tuesday December 24-25
Final Grade Submission Deadline _____________________________________________________ Friday December 28

Spring 2019

Last day to drop courses for 100% tuition refund, Last day to file ePermit request ______ Thursday January 24
Classes Begin ______________________________________________________________________ Friday January 25
Last day to drop courses for 75% tuition refund, Last day to add a course __________ Thursday January 31
Last day to drop courses for 50% tuition refund ______________________________________ Thursday February 7
College Closed ____________________________________________________________________ Tuesday February 12
Last day to drop courses for 25% tuition refund ______________________________________ Friday, February 16
Course withdrawal period begins (a grade of ‘W’ is assigned) ___________________________ Friday February 15
College Closed ____________________________________________________________________ Monday February 18
Last day to withdraw from course with a grade of ‘W’ ________________________________ Monday March 1
Spring recess, no classes schedule ____________________________________________________ Friday-Sunday March 19-28
End of Spring Term __________________________________________________________________ Wednesday April 22
College Closed ____________________________________________________________________ Monday April 27
Final Grade Submission Deadline _____________________________________________________ Tuesday April 28

Most current Academic calendar can be found here - http://cuny.edu/academics/calendars.html
# Building Hours and Contact Info

## Building & Emergency Contact

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<tr>
<td>(646) 758-7800</td>
<td>(646) 758-7777</td>
<td>Dial 8, then 911 (from school)</td>
</tr>
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<td>Staff Hours: M-F 9am – 5pm</td>
<td>Campus Building Security, 3rd Floor Security Desk</td>
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## Building Hours

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

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<td>Monday – Friday</td>
<td>8am -11pm</td>
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<td>Saturday</td>
<td>9am - 7pm</td>
<td>9am – 5pm</td>
<td>10am – 5pm</td>
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<tr>
<td>Sunday</td>
<td>11am – 7pm</td>
<td>11am – 5pm</td>
<td>Closed</td>
</tr>
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## Campus Closed

(Includes Research Center and Equipment Room)

- Thanksgiving Day
- Christmas Eve
- Christmas Day
- New Year’s Eve
- New Year’s Day
- Memorial Day
- Independence Day
- Labor Day

## Campus Holiday Hours

- Columbus Day
- Martin Luther King Jr. Holiday
- Lincoln’s Birthday
- President’s Day

## Research Center Hours

Hours vary each semester. Please find the most up to date hours and closings at this link: [http://researchguides.journalism.cuny.edu/faq/scheduledhours](http://researchguides.journalism.cuny.edu/faq/scheduledhours)

## IMPORTANT NOTICE:

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

The City University of New York (www.cuny.edu) provides high-quality, accessible education for more than 274,000 degree seeking students and 260,000 adult and continuing education students at 24 campuses across New York City.

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, 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 embracing the city as their campus.

The Graduate Center

The Graduate School of Journalism operates under the umbrella of The Graduate Center (www.gc.cuny.edu) 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 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 Master of Arts in Journalism

Degree Requirements and Required Courses

The course of study for the M.A. degree in journalism at CUNY is challenging. Students will participate in a comprehensive summer internship and produce a substantial capstone project, in addition to completing 40 units of course work, for a total of 43 credits.

The curriculum offers students the opportunity to construct a program of study that best reflects their interest in writing, audio, video, photo or interactive media, and their interest in a subject concentration: Urban, Business & Economic, Arts & Culture, Health & Science or International reporting. Students are required to take a set of courses designed to provide the solid foundation that all journalists should have, regardless of the media and subject choices they make. Those courses, offered in the first and second semesters of the program, are:

- Craft of Journalism I (must be taken in first semester and all work for the course must completed before the start of the second semester)
- Legal and Ethical Issues
- Fundamentals of Multimedia: Audio/Video
- Fundamentals of Multimedia: Interactive
- Craft of Journalism II: Writing, Video, Audio, or Interactive emphasis (pre-requisite for Summer Internship; must be taken in the student’s second semester)

Subject Matter Specialization

Towards the middle of their first semester, students will choose a subject specialization, selecting from Urban, Business & Economics, Health & Science, Arts & Culture and International Reporting. Students are required to take nine credits of classes within their field of specialization over the course of their study. By focusing on a specific subject, students will be prepared for either general assignment, specialized or beat reporting—all assignments they are likely to have in the course of their careers.

Electives

Students are free to choose courses across media formats, depending on their interests and career goals. In general, all students follow the same curriculum in the first semester. In the second and third semesters, schedules will vary depending on subject concentration, media interests, and electives. Students should consult their academic advisor to determine the best mix of media courses to help them meet their goals.

Some third-semester courses have second-semester prerequisites, but students who have not taken these prerequisites may petition the faculty member for entry by submitting work that shows they have the necessary skills to succeed in that course.

Three Semester Timeline

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

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<th>Semester 2 (Spring)</th>
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<td>Craft of Journalism II (required)</td>
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<tr>
<td>Legal and Ethical Issues</td>
<td>One course in student’s subject concentration</td>
</tr>
<tr>
<td>Fundamentals of Multimedia: Audio/Video</td>
<td>Two electives</td>
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<tr>
<td>Fundamentals of Multimedia: Interactive</td>
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<td>Summer</td>
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<td>Summer Internship (required)</td>
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<td>Semester 3 (Fall)  Two courses in student’s subject concentration</td>
<td></td>
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<tr>
<td>Two electives</td>
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Fourth Semester Option

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

- To take additional media courses or electives at the J-School that do not fit into a three-semester program.
- To take related courses at other CUNY colleges. For instance, a student in the international concentration may want to study Arabic or Chinese at City College; someone in the J-School's business & economics program may want to take MBA-level classes in the Zicklin School of Business at Baruch College.
- To allow more time to complete their M.A. in Journalism degree requirements.
- To participate in an exchange program at a journalism school abroad.
- To more easily accommodate a professional internship during the school year.
- To complete the course of study for an M.A. in Entrepreneurial Journalism, or to earn an Advanced Certificate in Entrepreneurial Journalism on top of an M.A. in Journalism degree.

Students who have chosen to stay beyond a third semester in order to take additional courses at the school or at another CUNY college should discuss appropriate sequencing of their courses over a four-semester time frame with their academic advisor and the Office of Student Affairs. Please note that students who pursue this option must pay tuition for the extra semester. Any student in good academic standing may apply. For maximum flexibility, those who are interested in a fourth semester should consult the Office of Student Affairs as early as possible.

Capstone Project

The capstone project shows off the best of what students learn and the J-School teaches. To qualify for graduation, each student must successfully complete a capstone – a piece of professional-quality journalism suitable for today’s multimedia, interactive market. Students should treat the capstone as the culminating project of their time at the J-School.

Here are some examples of successful capstone project webpages, created by individuals and by teams: [https://docs.google.com/document/d/1pyynHKfKDAfaiYWQOMW7yLdPHcOz7k1qzkEPdHLa28/edit](https://docs.google.com/document/d/1pyynHKfKDAfaiYWQOMW7yLdPHcOz7k1qzkEPdHLa28/edit)

Choosing your capstone topic - capstone touchstones:

- **Timeliness:** It's not easy to do, especially when you're planning and working for months before you file, but always be on the lookout for a peg. Like your story, the peg could change with time. In any case, timeliness and a sense of urgency will help you sell your story.

- **Relevance:** Capstones where you break some news are a plus. Not every package, though, will fall into that category. The best capstones give fresh insight into a subject that's well worn—or, better yet, under-covered.

- **Don’t Confuse Length for Quality:** The strongest capstones offer a deep dive into a subject. But beware of "notebook dumps"—throwing in everything you have to reach a length benchmark. There's a difference between a story and a report. Remember: You're a storyteller.

- **Packaging is Key:** Media elements beyond your main storytelling form should not be last-minute add-ons. They should be part of the planning process. Your goal: to weave them in seamlessly, in the best spot/s, to create a cohesive package.

- **Take Chances:** Be adventurous and creative in your use of storytelling tools, while keeping to traditional standards of fairness and accuracy.

- **Seek Engagement:** Use social media not only to promote your work, but to engage an audience. Success in this realm is great, but it's not everything: the most important thing is devising and deploying an engagement strategy.

- **Be Passionate:** You're going to live with this project for a long time. Choose a story that excites you. Your passion will come through in the final product.

- **Create Your Calling Card:** The capstone is a prime platform to showcase the many skills you've honed at the J-School. It's a representative piece of work that hopefully will help you land that first post-graduation gig.
Any medium can provide the base for a capstone, but each project must showcase the essential reporting and communication proficiencies of a journalist. The capstone can comprise one major story or a set of related smaller stories built around a theme. It must be presented as a webpage and demonstrate competence in at least three different storytelling elements, most likely with one element being dominant, such as text, photography, audio, video, charts, timelines, data visualizations and/or HTML, CSS and JS files if the webpage is created from scratch, and not from one of the selected platforms. It should be a significant piece of journalism.

A capstone can be done in a third-semester class or as part of a three-credit independent study. If it is done as an independent study, expectations for the scope and ambition of the capstone will be higher. A proposed independent study must be approved by the Associate Dean.

Students must select a capstone supervisor in their second semester. This person will either be the instructor of the course in which they report the main component of their capstone or the person who will oversee their independent study. The student and supervisor might involve another faculty member or coach at various stages of the capstone process, to augment the advisor’s area of expertise. The supervisor will assign the capstone grade.

Students can work together on a joint large capstone, but each member of the team must individually and separately do work that satisfies the requirements of a capstone. Each team member must contribute a major story to the capstone package, whether in text or multimedia, plus at least two complementary multimedia, text or interactive elements. Each member of the team must submit a memo to the capstone supervisor about his/her contributions to the final package.

Students could assemble their capstone web page(s) either on their own presentation portfolios, on Shorthand Social, Medium, Atavist or any outward facing page that is easily accessible and manageable. Some projects could be assembled for — and by hosted by — the NYCity News Service or other J-School news outlets, with the approval of the J-School news director.

Here is a list of Suggested Capstone Platforms: https://docs.google.com/document/d/15RWEzC2VwCIUmX9FZTp6QnkLriKt47mDssz8Je2lus/edit

Every capstone webpage presentation should include the following:

- A compelling headline that easily captures people's attention and can be shared via social media.
- A blurb for mobile consumption and/or to provide a quick synopsis.
- If the capstone is text-based, a photo or illustration toward the top of the piece, with other photos or multimedia/interactive elements integrated in logical spots throughout the piece. Pull quotes and other visual elements will be encouraged as well.
- If it is multimedia-based or long-form video-driven, the capstone should include a text introduction and be supplemented by at least one different multimedia/interactive element.
- Integration of social media elements as appropriate.

Every student must write a prospective social media strategy for his or her capstone, as part of the project.

The capstone will be completed according to the following process:

1. Students should begin thinking about capstone topics early in the second semester. The J-School will hold capstone information sessions in March and April, prior to registration. The session should help guide students with idea generation, how to choose a capstone supervisor, the capstone reporting process, deadlines, etc. Students cannot register for the fall if they don’t attend a capstone information session. Students must consult with their capstone supervisor during the second semester.

2. Students must file an electronic capstone declaration form in May before they leave for the summer, and must declare their capstone topic and name their supervisor.

3. Students must check in twice over the summer and provide reporting updates to their supervisor.

4. Students must file an electronic capstone approval form no later than September 23, which must be approved by the capstone supervisor. Students who do not submit a form by September 23 will not be
permitted to check out school cameras, recorders or other equipment until they comply — unless the supervisor indicates s/he has the proposal under review.

5. Capstone supervisors must issue mid-semester written warnings to any students who fall seriously behind on their capstone projects. Each warning will include steps a student must take to complete the project successfully.

6. Capstones will be produced in drafts and given final grades according to a schedule set by the students in consultation with their capstone supervisor. The final deadline for edited and revised capstones is the last working day of the calendar year.

7. A student must fill out a capstone archiving form with the Research Center, so that her/his capstone can be archived by the J-School. If a student has not completed the necessary capstone archiving form, their capstone will not be accepted or graded. Students who are trying to sell their work will have the option to keep their work private for up to six months. After that, the work will become publicly viewable on the J-School repository.

6. Professors will factor the capstone grade into the student’s overall class grade. In subject concentration courses, the capstone will be weighted as the equivalent of two regular class assignments. For capstones completed as an independent study, it will constitute the entire grade.

7. Students can view previous capstones on the J-School repository.

8. The earlier you start, the more time you will have to develop a successful capstone project. Start planning now to avoid a last-minute frenzy.

The Master of Arts in Journalism: Spanish-language Subject Concentration

Graciela Mochkofsky, Director of Spanish-language Program
graciela.mochkofsky@journalism.cuny.edu

Degree Requirements and Required Courses
There are a total of five Spanish-Language courses. The Spanish-language subject concentration has a separate admission process but its students are fully integrated into the traditional M.A. in Journalism degree program and complete the same credit load (43 credit hours). Its bilingual students take required first- and second-semester journalism fundamentals classes and three new subject courses in Spanish. All assignments for these classes are produced in Spanish. They also take English-language courses with the rest of the M.A. in Journalism cohort. Students in the concentration do a required summer internship in the U.S. or abroad. This can be a Spanish-Language news outlet or bilingual/English language outlet whose focus is on Latino audiences. They participate in seminars with Spanish media leaders from around the world and make in-person visits to leading Hispanic-market newsrooms in New York City.

Three Semester Timeline

<table>
<thead>
<tr>
<th>Semester 1 (Fall) – all required courses</th>
<th>Semester 2 (Spring)</th>
<th>Semester 3 (Fall)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Craft of Journalism I (in Spanish)</td>
<td>Craft of Journalism II (in Spanish) <em>(required)</em></td>
<td>Investigative Reporting (in Spanish)</td>
</tr>
<tr>
<td>Legal and Ethical Issues</td>
<td>Covering Latino Communities (in Spanish)</td>
<td>The Latino Media Landscape (in Spanish)</td>
</tr>
<tr>
<td>Fundamentals of Multimedia: Audio/Video</td>
<td>Two electives</td>
<td>Two electives</td>
</tr>
<tr>
<td>Fundamentals of Multimedia: Interactive</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Summer Internship in Spanish-language media outlet in the U.S. or abroad</td>
<td></td>
</tr>
</tbody>
</table>
The Master of Arts in Social Journalism

Carrie Brown, Director of Social Journalism
carrie.brown@journalism.cuny.edu

Degree Requirements and Required Courses

The M.A. in Social Journalism degree requires three semesters of coursework and a summer internship. This is an intensive, challenging program, and any students facing significant obstacles in the completion of required assignments are encouraged to speak with their professors and the director immediately. Most classes are taken as a cohort of fellow social journalism students, with the exception of Fundamentals of Multimedia: Audio/Visual. All general academic policies apply to all students, including social journalism. Students with any questions about what constitutes as an appropriate internship for social journalism students is encouraged to speak with the director.

Five Pillars of Social Journalism

The Social Journalism program is based around five key skill areas:

- **Listening** Starting with the public to discern goals and needs
- **Journalism** Gathering and presenting the information communities need
- **Data** Measuring impact, reporting, and developing a better understanding of a community
- **Technology** Working with social media and other tools the public uses to interact, curate, crowdsource, and inform
- **Business and Entrepreneurship** Building a sustainable news organization

Three Semester Timeline

<table>
<thead>
<tr>
<th>Semester 1 (Fall)</th>
<th>Semester 2 (Spring)</th>
<th>Semester 3 (Fall)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Community Engagement</td>
<td>Reporting for Social Journalism II</td>
<td>Business Skills</td>
</tr>
<tr>
<td>Reporting for Social Journalism I</td>
<td>Ethical and Legal Considerations</td>
<td>Community Practicum</td>
</tr>
<tr>
<td>Social Media Tools</td>
<td>Data Skills</td>
<td>Elective (Optional)</td>
</tr>
<tr>
<td>Fundamentals of Multimedia: Audio/Visual</td>
<td>Metrics and Outcomes</td>
<td>Design and Development</td>
</tr>
</tbody>
</table>

Summer

- Summer internship (required)

Community Practicum

Every student will select an existing community—whether defined by geography, demography, interest, or business—to serve, beginning in the first semester of the program. Using the skills and tools he or she has learned in the prior semesters, students will design and implement a significant project to engage and report on this community in their final semester, as a capstone experience. Exactly what this project looks like will depend on what the community needs, as well as the student’s interests and goals, and will be subject to approval by their professors/director.
The Master of Arts in Entrepreneurial Journalism

Jeff Jarvis, Director of Tow-Knight Center for Entrepreneurial Journalism
Jeff.Jarvis@journalism.cuny.edu

Jeremy Caplan, Director of Education, Tow-Knight Center for Entrepreneurial Journalism
jeremy.caplan@journalism.cuny.edu

Degree Requirements and Required Courses

In September 2010, the CUNY Graduate School of Journalism established itself as a leader in the emerging field of entrepreneurial journalism with the creation of the Tow-Knight Center for Entrepreneurial Journalism, bit.ly/ejeducation, along with the nation’s first Master of Arts in Entrepreneurial Journalism. Our goal is to help create a sustainable future for quality journalism. We believe that future will be shaped by entrepreneurs who develop new business models and innovative projects – either working on their own, with startups, or within traditional media companies.

Students pursuing the M.A. in Entrepreneurial Journalism study the fundamentals of reporting, writing, and multimedia for three semesters (earning 43 credits) and, in their fourth semester, participate in a comprehensive entrepreneurial journalism course of study that focuses on innovative approaches to journalism, business fundamentals, contemporary technology skills, and new business models for news. By the end of the term, each student will develop his or her own startup project, in close consultation with faculty advisers and expert mentors.

During the last week of classes, students present their business ventures.

Following successful completion of the program, students will:

• Understand the business dynamics and opportunities in the news industry from the perspective of both existing and startup organizations, i.e. the disruptors and the disrupted
• Understand business basics including basic concepts in marketing, accounting, finance, funding, metrics, revenue, and budgeting
• Learn management skills: planning, organizing, leading, delegating, project management, leadership, negotiation, and ethics
• Produce a plan for a sustainable journalistic enterprise
• Learn collaboration (with technologists, partners, business colleagues)
• Gain practical experience (through creating their own business and the new media apprenticeship course)
• Understand how the technology landscape affects media in the U.S. and around the world, and understand the role technology plays in the development of the news industry

Students who did not initially apply to the degree in Entrepreneurial Journalism may apply to the program during their first three semesters. Students who receive an M.A. in Journalism degree may apply to the one-semester Advanced Certificate program.

Course Timeline

<table>
<thead>
<tr>
<th>Semester 1 (Fall) – all required courses</th>
<th>Semester 2 (Spring)</th>
</tr>
</thead>
<tbody>
<tr>
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<td>Craft of Journalism II (required)</td>
</tr>
<tr>
<td>Legal and Ethical Issues</td>
<td>Two electives</td>
</tr>
<tr>
<td>Fundamentals of Multimedia: Broadcast</td>
<td>Student are encouraged to take one course in</td>
</tr>
<tr>
<td>Fundamentals of Multimedia: Interactive</td>
<td>Business &amp; Economics Reporting, or in another</td>
</tr>
<tr>
<td></td>
<td>subject concentration (recommended, not required)</td>
</tr>
</tbody>
</table>
Summer
Summer Internship (recommended, not required)

Semester 3 (Fall)
Two electives (Entrepreneurial Journalism course recommended, not required)
Student are encouraged to take one course in Business & Economics Reporting, or in another subject concentration (recommended, not required)

Semester 4 (Spring) – all required courses
New Business Models for News
Fundamentals of Business
Entrepreneurial Incubator
Entrepreneurial Skills for Journalists
Media Innovation Fieldwork

The Advanced Certificate in Entrepreneurial Journalism

Degree Requirements and Required Courses
The Entrepreneurial Journalism core curriculum is an intensive one-semester Advanced Certificate program that is available to mid-career journalists, recent journalism school graduates, and other promising applicants. All courses are required and take place in the Spring semester.

Courses
Spring Semester
New Business Models for News
Fundamentals of Business
Entrepreneurial Incubator
Entrepreneurial Skills for Journalists
Media Innovation Fieldwork

January Academy
The academic calendar leaves four weeks free in January, between the fall and spring semesters. Students can select from among a number of non-credit enrichment workshops, ranging from a freelancing workshop and video storytelling intensive to a crash course on economics and business and a radio documentary class. Attendance is not required, except in a few classes that are prerequisites for spring-semester courses. We hope all students will take advantage of these offerings. Alumni of the school are also able to take advantage of these extracurricular workshops for a small fee.

Published Works
All students are expected to produce publishable work as part of their academic training. This may include projects that are published by the NYC News Service, Voices of New York, class blogs, or outlets outside of the journalism school.
Equipment, Facilities, and Technology

The Graduate School of Journalism’s campus spans three floors and includes classrooms, all with wireless Internet access, some with computer workstations equipped with a broad range of electronic software. Our recently added 14th-floor contains a number of administrative offices. It is also open as a quiet study area. Its hours are 9:00 am - 6:00 pm. Anywhere on site, students are able to access a variety of news wires, data and research services, such as Lexis-Nexis, and a wide range of audio and video production software.

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

Equipment Checkout Services - Policies and Procedures

Phone: 646-758-7860
Email: equipment@journalism.cuny.edu

Lydia Lovell, Manager, Equipment & AV Services
Phone: (646) 758-7857
lydia.lovell@journalism.cuny.edu

Equipment Team:
Kieran Delaney  Andrew Shepard  Sean Williams
Eric Pilotti  Andre Ward

Equipment Checkout Services loans a variety of video and audio equipment to help students fulfill their academic studies. Equipment use is for currently registered and eligible students in good standing for support of their academic course work only.

Hours of Operation

Standard Hours
Monday through Friday  8:30 am - 6:30 pm (1:30 pm - 1:45 pm brief closure)
Saturday  10am - 5pm
Sunday  (CLOSED)

Summer and Extended Break Hours
Monday through Friday  10:00 am - 5:30 pm (1:30 pm - 1:45 pm brief closure)
Saturday, Sunday  (CLOSED)

Eligibility for Equipment Services

To be eligible to check out equipment, students must complete an intake process during the proper sign-up period with an Equipment Staff member. This includes:

- providing proof of property insurance that meets or exceeds the rental gear value
- reading, understanding, and signing the Equipment Checkout Policies form
- activating their Equipment Portal account and receiving training on use of site
An insurance plan specifically tailored to the program has been arranged with Haylor Freyer & Coon Inc. The enrollment, coverage, and claim information can be found at: http://www.haylor.com/college/cuny-graduate-school-of-journalism/

Equipment Usage Guidelines

Any student eligible for Equipment Services will have access to making an equipment reservation through the Equipment Portal at https://equipment.journalism.cuny.edu.

Available Equipment

Equipment kits that support students’ coursework will be determined by faculty. The type of equipment kit available is subject to class, equipment availability, and good standing.

Reservations must be made or modified online at least twenty-four (24) hours prior to the desired pickup time; reservations requested by phone or e-mail will not be honored.

Students may not have more than two (2) active checkouts signed out at any given time.

**Equipment must be returned before 1:30 pm on the due date or a late fine of $25 will be assessed.**

Please arrive at least 10 to 15 minutes in advance to allow for processing the return - the Equipment Room closes every day from 1:30 pm - 1:45 pm. The next available time to return late equipment is 1:45 pm.

Additional equipment reservations cannot be made online until all overdue equipment is returned.

Reserved and packed equipment for an upcoming checkout will be held until the end of the pickup day. Equipment not picked up by the end of that business day (6:30 pm during Standard Hours; 5:30 pm during Summer and Extended Break Hours) will cancel the reservation and incur a $10 "no-show” fine. Any equipment that is part of a canceled reservation will be unpacked and released for other students’ use.

Limited time extensions are subject to class year, equipment availability, and the approval of faculty and the Manager of Equipment and AV Services based on need. Faculty should e-mail extension request approvals to equipment@journalism.cuny.edu with name of student, equipment needed, amount of extension time needed and a brief explanation. Extensions must be submitted at least two (2) hours before equipment is due or a standard late fee will apply.

Fines & Invoices

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

All equipment is due back before **1:30 pm on the due date.** A late fine of $25 per day will be assessed on students for every day the equipment is overdue. Checkout privileges are immediately suspended after equipment is overdue one week. Privileges will be reinstated only after review by faculty and the Manager of Equipment and AV services.

A no-show fine of **$10** will be assessed for equipment not picked up on the date requested without prior cancellation notification.

In order to maintain borrowing privileges, students may not have more than ONE (1) outstanding fine. Students with TWO (2) OR MORE outstanding fines will be placed on “HOLD” and will not have access to confirm a reservation request or to any checkouts.

If equipment is overdue by 24 hours or more, the School of Journalism reserves the right to contact associates and employers of students in order to locate missing equipment.

Multiple instances of disregard for the policies and procedures as noted here will affect future borrowing privileges.
Students are required to resolve all outstanding fines and/or equipment repairs at the end of the current semester if they wish to begin the following semester with fully instated privileges.

*See University policy as outlined in CUNY’s Other-Than-Tuition-Charges document, section B, part 2, at http://portal.cuny.edu/cms/id/cuny/documents/informationpage/other_than_tuition_charges.pdf

**Inventory Weeks**
Periodically, the Equipment Room needs to account for all equipment, take stock of gear, and maintain and prepare everything for future equipment access and availability. All gear must be returned before these dates and checkouts cannot occur during this time.

**Winter/Summer Break Equipment Use**
Equipment may only be reserved for use during any extended break periods if required for completion of academic classes/coursework-related projects; equipment is not allowed to be booked for personal, private, or commercial projects.

Students can only borrow equipment with a total value equal to or less than the amount covered by the student's insurance policy. Extra insurance can be purchased from HF&C.

Students working in the metropolitan area are subject to the usual procedures and policies stated above.

Students working outside the metropolitan area must submit and get written approval from the Manager of Equipment and AV Services and the Assistant Director of Technology.

**Facilities, Public Safety and Security**

Phone: (646) 758-7777
public.safety@journalism.cuny.edu

Pamela Drayton, Director of Public Safety and Facilities
Phone: (646) 758-7834
pamela.drayton@journalism.cuny.edu

Public Safety Team:
- Frandy Germain, Campus Peace Officer II
- Pauline Floyd, Campus Security Assistant
- Romnell Butcher, Campus Police Officer I
- Nicholas Pacheco, Campus Security Assistant

Facilities Team:
- Jiri ‘George’ Cermak, Custodial Assistant
- Steven Haynes, Custodial Assistant

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

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

Each student is issued an ID card for accessing the campus as well as gaining entry via the lobby turnstiles at either the 40th or 41st Street entrances. You may be randomly asked to show your ID card at the 3rd floor Public Safety desk. Should you lose your ID card, notify Public Safety at your earliest convenience via email at
Public safety@journalism.cuny.edu. The cost to replace your ID is $10 and a Press Pass is $5. Do not give your colleagues, classmates or guests your ID card to access the campus.

Each student is assigned a locker and should not be shared. If you should share your locker the Public Safety Officer can not allow another student access in to your locker.

If you are expecting a guest they should be prepared to show a valid ID at the lobby entrance the 3rd floor Public Safety desk and sign in. When you leave the campus your guest must leave with you.

Do not have postal carriers (USPS, UPS, FEDEX) deliver your personal mail to the camp.

Please contact the Public Safety desk if there is something broken, missing, or other facilities questions.

NYCity News Service

Jere Hester, Director
Phone: (646) 758-7736
jere.hester@journalism.cuny.edu

The NYCity News Service is an award-winning media outlet that feeds stories to news organizations of all types and sizes, and produces in-depth special reports. http://www.nycitynewsservice.com/

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

Student Café, Kitchen, and Lounges

Students have access to the refrigerator and microwave in the student café area just off the 3rd floor lobby. Snacks and cold beverages are available in vending machines and a k-cup machine for use with a students’ own k-cups. Students and faculty who make use of this area are expected to clean up after themselves, as a matter of respect to their colleagues. Please note that the refrigerator will be emptied every Friday evening.

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

Technology

The IT Team provides support for the following resources:
- Email via Google Apps for Education
- Computer Labs – Desktop computers and software
- Wired and Wireless Network
- Printing
- Web Services
- General Customer Support – diagnosis and troubleshooting

IT Help Desk
Rooms 404A, 404E, and 404F
Phone (646) 758-7750
help@journalism.cuny.edu
Office Hours: 9:00am – 5:30pm
Dan Reshef, Director of Technology
Phone: (646) 758-7833
dan.reshef@journalism.cuny.edu

Alistair Wallace, Assistant Director of Technology
Phone: (646) 758-7757
alistair.wallace@journalism.cuny.edu

IT Service and Support:
Daniel Kaminski
Ernst Elizee

Web:
Rosaleen Ortiz

Network:
Scott Moulder
Phanuel Llaverias
Dimitri Palovic

For the most current information regarding technology, answers to common technical questions and helpful instructions, you can visit the school’s tech website, http://tech.journalism.cuny.edu.

All students must sign the Computer User Responsibility Form, Class of 2019 students must also sign the Notebook Computer License Agreement and attend a user orientation. Computer Resources* must be used in a manner that is consistent with the University’s educational purposes and environment. All users of computer resources are expected to act in a spirit of mutual respect and cooperation, and to adhere to the regulations for their use set forth in the User Responsibility form.

IT Resources

After Graduation
- School email account
- Alumni mailing list
- Are welcome to continue to use the J-School's IT resources within the J-School (software on desktop computers, Lynda.com, wireless, network, printing, etc.)
- Deactivation of VPN Access after 60 days
- Deactivation of Network Account after 60 days
- File-share access removed after 60 days

After Withdrawing from the School
- Within five days of notification, the following will occur:
- Your email account will be deleted
- You will lose network access
- Your VPN will be deactivated
- Your files will be deleted from the file server

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

The Office of Student Affairs supports and enhances students’ experiences at the Graduate School of Journalism. We have strong relationships with faculty and other departments to help students achieve academic success by working collaboratively in the area of academic affairs. Students needing assistance in navigating their coursework, or who need support in wellness should know the Student Affairs Office is always here to help guide them to multiple resources that can help them succeed.

Ultimately, J-School shouldn’t just be about the classroom experience. Take advantage of the myriad of events at the school, https://www.journalism.cuny.edu/events/. Plus, students are also welcome to partake in the Graduate Center’s wide range of public events, including lectures, symposia, performances, and workshops, http://www.gc.cuny.edu/All-GC-Events/GC-Presents. CUNY is a huge network and many great events are open to all students in the system. CUNY-wide events can be found at http://events.cuny.edu/, you can sign up for a weekly event newsletter, http://events.cuny.edu/web1/userLogin.asp.

Yahaira Castro, Director of Student Affairs
Room 307
Phone: (646) 758-7726
yahaira.castro@journalism.cuny.edu

Alexa Maurer, Administrative Coordinator, Student Affairs/Career Services
Room 300
Phone: (646) 758-7731
alexa.maurer@journalism.cuny.edu

The Office offers support to students in the following areas:
- One-on-one academic advisement
- New student orientation
- Informational events on subject concentration and electives
- Supportive liaison with Graduate Center offices, such as the registrar and financial aid

Alumni Services

Brooke Bizzell Stachyra, Alumni Services Director
Phone: (646) 758-7805
brooke.stachyra@journalism.cuny.edu

The Graduate School of Journalism provides many services to its alumni, including access to job listings, workshops, the annual job fair and career counseling. Please refer to “Career Services” for information. The annual CUNY J-School Alumni Homecoming is held each May. This is a great time to reconnect.

The Alumni Advisory Board is active in gauging interest in relevant programs and services. The journalism school provides opportunities for alumni to connect with their alma mater and their classmates, and to upgrade their personal and professional skills through year-round workshops.

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

**Andrea Stone**, Director of Career Services
Room 318 A
Phone: (646) 758-7804
Andrea.stone@journalism.cuny.edu

**Yolanda Rodriguez**, Associate Director of Career Services
Room 318 B
Phone: (646) 758-7727
yolanda.rodriguez@journalism.cuny.edu

The Office of Career Services offers individual counseling, workshops and events to help students transition into the working world. We provide:

- One-on-one career strategy sessions
- Help with résumés, cover letters and portfolios
- Leads and contacts for jobs and internships
- Coaching for annual job and internships fairs and other recruiter events
- Information sessions with editors and hiring managers
- Mock interviews

All new students are required to meet with the Office of Career Services during the first semester to work out a personalized career strategy plan. Make an appointment for career counseling through CUNY J-School Jobs (Symplicity) at [https://cunyjoi-scm.symplicity.com](https://cunyjoi-scm.symplicity.com). During these sessions, students will polish résumés and portfolios, discuss internship preferences and strategize on potential career paths.

Networking and Recruiting Events
Networking, internship and recruiting events are held throughout the year, especially in the fall semester. These include panel discussions with accomplished journalists, media organization information sessions, a fall Job and Internship Fair. We also host community media and Latino media fairs.

CUNY J-School Jobs website
The Office of Career Services has partnered with Symplicity to create CUNY J-School Jobs, 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, including information sessions and workshops
- Search the database for employer contacts
- Use the U.S. Dept. of Labor’s O*Net Online to explore career options

This is also where students upload their résumés and cover letters for review. Updated and approved resumes should be kept on Symplicity for easy access.

Career Services also manages a Facebook Group, CUNY-J Jobs, which is open to alumni and current students. This is often the first place where we post news about career opportunities.

Summer Internship Program
All students in the M.A. in Journalism and M.A. in Social Journalism programs must participate in the Summer Internship Program, a three-credit course taken between the second and third semesters. The director of Career Services oversees the program.

Students are expected to meet deadlines set by the Office of Career Services, including two progress reports during the spring semester that detail your internship search and two reports submitted during the summer internship itself.
Students are responsible for securing their own summer internships. The Office of Career Services, however, will work closely with each student to help find and apply for appropriate internship opportunities.

Students are required to make an appointment with the Office of Career Services when they have obtained a summer internship. During this appointment, students go over and receive the Summer Internship Agreement form. The summer internship is considered approved once three parties sign the agreement: 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.

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

Students must intern for a minimum 280 hours. They may work in digital media, community newspapers, major dailies, consumer magazines, trade publications, newsletters, broadcast and cable TV stations (including CUNY TV), radio and podcasting companies. Some organizations pay interns; others do not. The J-School provides a $3,000 stipend for students who are in unpaid internships. Students who are paid less than $3,000 at their summer internships will be made whole, up to $3,000, with a partial stipend by the J-School.

Internship partner organizations supervise interns under guidelines established by the graduate program. We ask employers to evaluate the students at the end of the summer. This evaluation, along with the two student-produced reports, are the basis for the pass/fail grade.

International Internships
The deadline to secure a summer internship outside the United States is April 30, 2019. After that date, please see Career Services for help finding appropriate internships domestically.

International Concentration students on academic probation must meet with the director of Career Services to receive pre-approval, in consultation with the International Concentration program director, before beginning their search for summer internships abroad. All students interning outside the United States are required to complete mandatory security training provided by the school to receive credit for their internship.

Students interning abroad must communicate by video link with the Career Services director midway through the internship. Students interning outside the New York City area may speak by video link or phone with the director. Those spending the summer in the New York City area meet for an evening group discussion at the school with the director of Career Services.

Note on the Summer Stipend
In August, each student receives a financial-aid letter notifying them of awards for the fall and spring academic year. For the spring semester, there is a $3,000 award listed in the student’s financial-aid package. However, please be aware: This is actually the stipend money that is set aside in case the summer internship is unpaid. Because financial aid can only be awarded in fall or spring, the $3,000 stipend is recorded as an award for the spring. Plain and simple: Although this $3,000 is listed as an award in the student’s spring financial-aid package, it will only be disbursed if the student is at an unpaid summer internship.

Stipend and Taxes
The $3,000 stipend is considered taxable income.

CUNY requires all students who will potentially receive stipends for unpaid summer internships to file a W-9, Request for Taxpayer Identification Number and Certification form, with the school. If you receive a stipend, you may receive a tax deduction by electing to have your stipend applied toward your third-semester tuition instead. Students must inform Career Services if they want the stipend applied to their fall tuition.
Stipends will be disbursed at the end spring semester. Students must be registered for the fall semester, including the Summer Internship course, and all required paperwork must be completed before the stipends will be disbursed. Students must come to Career Services to sign for their checks.

Note for International Students

International students must obtain Curricular Practical Training (CPT) authorization anytime they engage in off-campus work or are published in relation to their academic studies. This includes:

- Paid and unpaid internships
- Projects and assignments published on the New York City News Service, Voices of New York and class blogs
- Media outlets outside the journalism school

International students must fill out a CPT form during Orientation and submit it to the International Students Office to receive work authorization for work published with J-school publications. Once approved, international students will be able to participate and receive clips in publications such as the NYC News Service, Voices of New York and blogs built for the purpose of showcasing work in certain classes.

Work authorization is given to students by the International Students Office at the Graduate Center, not the J-school. International students will need to go through the same process of obtaining work authorization with each outside publisher as soon as a story pitch is approved by an editor. More information can be obtained at the International Students Office, or the J-school's Career Services and Student Affairs offices.

Please note: International students may be paid by their internship or receive a cost of living stipend from the J-school for their summer internship experience, which is earned through a 3-credit course. As with other credits, international students are responsible for tuition related to their summer internship, the cost of which will be charged to the third semester bill.

Spring/Fall Internships

Internships are not allowed during the first semester when new students need to focus solely on their coursework. However, students who wish to intern in the second or third semesters, in addition to the required summer internship, may do so. Students must get written permission from their advisers and the director of Career Services.

Students in good standing who have a GPA below 3.7 may intern for 10 hours a week, or 150 hours a semester. Students with a GPA of at least 3.7 may work up to 16 hours a week, or 240 hours a semester. Students on academic probation are not eligible for fall/spring internships.

Only one internship – either the spring or fall – may be used for graduation credit. This fall or spring internship must total at minimum 150 hours over the semester for the course to count toward graduation credit. The student is required to submit a written report toward the end of the fall or spring semester that evaluates the internship, similar to the Second Report that the student writes at the end of the summer internship.

Students must receive a positive written evaluation from their internship supervisor to receive a passing grade.

These fall or spring internships must involve news-editorial work — no public relations, marketing or advertising — and consist of hands-on journalism: reporting, writing, research, producing, fact checking, copy editing; social distribution, social news gathering and verification, photo, video and multimedia journalism. Third- or fourth-semester students who want to take a fall or spring internship must get prior written approval from their adviser and the director of Career Services to register for the course.
Organizations and Campus Activities

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

Graduate Student Council
The Graduate Student Council (GSC) represents the student body. This organization will meet with a staff liaison (Assistant Director of Student Affairs) to discuss student needs and concerns every two to three weeks throughout the semester. The council oversees the election of two new members from the entering class at the beginning of the fall semester. It will oversee a second election at the end of that same semester to elect seven new council members. One student will be elected from the Social Journalism program in the Fall semester. The members will serve for one calendar year.

Students voted to sit on the GSC become eligible to represent the student-body on the Governance Council and CUNY University Student Senate. Early each semester, the GSC members discuss which committees they will serve on. Students who are not elected, or do not wish to serve on the GSC on a regular basis, can still come to GSC and any committee meetings. The meetings are announced several weeks prior on the student listserv.

Find more information here: https://www.journalism.cuny.edu/current-students/graduate-student-council/

Professional Associations of Student Chapters and Student Clubs
There are currently six active student chapters of professional journalism associations. They are the National Association of Hispanic Journalists (NAHJ), the Society of Professional Journalists (SPJ), the CUNY Asian Journalists Alliance (CAJA), the National Association of Black Journalists (NABJ), Chica Poderosas, and CUNY-J International Students Organization. Based on student interest, the Graduate Student Council will facilitate the development and funding of other student chapters such as the National Lesbian and Gay Journalists Association (NLGJA), the South Asian Journalists Association (SAJA), and the Native American Journalists Association (NAJA). If you are interested in helping to start a student chapter of a professional journalistic organization, a student club or learning more, visit this link, https://www.journalism.cuny.edu/current-students/student-organizations-clubs/
Research Center

3rd floor
Main Phone: (646) 758-7728/7730

Barbara Gray, Associate Professor, Chief Librarian
Phone: (646) 758-7735
barabara.gray@journalism.cuny.edu

Tinamarie Vella, Library Manager, Research Center
Phone: (646) 758-7752
tinamarie.vella@journalism.cuny.edu

The CUNY 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 for Students and Faculty at the J-School. Barbara Gray (Chief Librarian and Former Director of News Research at the New York Times) and Tinamarie Vella (Library Manager) are 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 the New York Times, Time Magazine, and ProPublica, to teach students research methods for reporting as part of the J-School’s core Craft of Journalism classes. Research sessions include: Finding People, Beyond Google: Advanced Web Searching, and Social Media Research for Reporting.

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 Graduate School of Journalism ID card, with a library patron barcode from our campus serves as the library card. For additional information regarding our hours and schedule, access and borrowing privileges and code of conduct, please view the links below:

Access and Borrowing Privileges - http://researchguides.journalism.cuny.edu/faq/accessborrowing
Code of Conduct - http://researchguides.journalism.cuny.edu/faq/codeofconduct
Learn more here, https://www.journalism.cuny.edu/current-students/research-center/
Services for Students with Disabilities

A disability is any physical or mental impairment that substantially limits one or more major life activities. A person is considered to be a person with a disability if he/she has the disability, has a record of the disability, or is regarded as having the disability. Under the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973, qualified persons with disabilities are entitled to reasonable accommodations to achieve non-discriminatory access to programs, services, and activities at the Journalism School. Some examples of covered disabilities are visual and hearing impairments, mobility impairments, impairment of hand function, and such “hidden” disabilities as AIDS/HIV, learning disabilities, ADD and ADHD, heart conditions, chronic fatigue syndrome, and being in recovery from substance abuse. The CUNY Graduate School of Journalism does not discriminate on the basis of disability in the admission and retention of students. To ensure equal access for persons with disabilities to all academic and other programs, services, and activities of the Journalism School, as required by law, appropriate accommodations will be made. These may include auxiliary aids and services for students with visual impairments (readers/library assistants and such technology as adaptive computer software and hardware, etc.); qualified sign-language interpreters; scribes; extended or divided time on examinations for students with learning disabilities or reduced physical stamina; adjustments in course load when appropriate; voice-recognition software; use of a computer for exams; and taping classes.

To request accommodation, please complete the Disability Survey and return it to the Office of Student Affairs, http://cdn.journalism.cuny.edu/blogs.dir/1/files/2014/09/Disability-Survey.pdf

Services for Veterans

CUNY and the Graduate School of Journalism is committed to supporting the needs of our veterans. For more information on funding and programs that CUNY offers visit this website, http://www.cuny.edu/about/resources/veterans.html

Student Life

Peer Mentor “Buddy” Program

A peer mentor, “buddy”, serves as a resource—a helping hand, a sounding board, a referral service—providing both personal and professional support for students in the early stages of a graduate program.

Mentors, selected from students who have completed the Spring semester, are assigned to mentor incoming first semester students. They are either current students heading into their third semester of study or alumni, all selected by administration through a volunteer process. The student is assigned to one or two incoming first semester students in order to guide, assist, and support the student in their transition to the J-School. A good mentor will be familiar with campus rules, expectations, and procedures, and, in the event the mentor cannot answer a specific question, will be able to direct students to those more knowledgeable.

Sign up to be a buddy to an incoming student here – https://docs.google.com/forms/d/e/1FAIpQLSc230CCO6A-EjIXnz55EBoEl-rPutq2ANHdOeFZc6hbGmpiA/viewform

Campus Events

The Office of Student Affairs hosts several events/activities throughout each semester. Mid-semester there is a de-stressor where students convene for a social. Yoga is available most weeks on campus. The first 20 students can borrow a yoga mat. Classes are held at various times in room 308 (unless otherwise noted). A certified yoga instructor, who specializes in mindful alignment-based vinyasa yoga, yin & restorative yoga, meditation, and pranayama instruction and guidance, teaches classes.

Other events include game nights, movie nights, brownbag speaker series and more.
Student Services available through the Graduate Center

The Graduate Center
365 Fifth Ave
New York, NY 10016-4309
(212) 817-7000
(877) 428-6942 toll free
www.gc.cuny.edu

Health and Wellness

Wellness Center
Graduate Center, 365 Fifth Avenue, Room 6422
wellness@gc.cuny.edu

Student Health Services
Phone: (212) 817-7020
http://www.gc.cuny.edu/Prospective-Current-Students/Student-Life/Health-Wellness/Health-Services

Counseling Services
Phone: (212) 817-7020
http://www.gc.cuny.edu/Prospective-Current-Students/Student-Life/Health-Wellness/Counseling-Services

Wellness Center
The Wellness Center provides students with Student Counseling services. Fitness classes are also available through the Wellness Center for GC and journalism students, faculty, and staff. Classes have included Intermediate Yoga, Hatha Yoga, and Pilates. By special arrangement with Baruch College, enrolled Graduate Center students have been allowed to become members of the Baruch College Athletics and Recreation Complex (ARC) and the John Jay College Cardiovascular Fitness Center (899 Tenth Avenue, Suite 601).

More information can be found here: http://www.gc.cuny.edu/Prospective-Current-Students/Student-Life/Health-Wellness/Fitness

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

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

Health Insurance
All students are strongly advised to have some form of health and accident coverage, as medical costs in the U.S. are high. International students still living overseas are urged to arrange for insurance in their home countries to provide coverage in the U.S., at least until an alternative plan can be arranged. The university furnishes information to help students choose an insurance plan either to continue coverage or provide new coverage. Limited health services are available to all registered students through the Wellness Center, located at The Graduate Center.
Eligible students may sign up for Medicaid and Child Health Plus through the Exchange at any time. To view health insurance options available on the Exchange, visit the NY State of Health website (https://nystateofhealth.ny.gov) or call 1-855-355-5777.

For more information about health insurance options, visit the Office of Citywide Health Insurance Access (http://www.nyc.gov), or find out when you can speak with an Enrollment Navigator on your campus by visiting your campus Health Services Center.

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

**Hospital Clinic and Emergency Room Facilities**

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

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

All area codes are "212" unless otherwise noted.

- **Bellevue Hospital**
  562-4141

- **Emergency Medical Care**
  962-6600
  521 W 42nd Street, between 10th and 11th Avenues, https://emcny.com/

- **Lenox Hill Hospital**
  434-2000
  100 East 77th Street, between Lexington and Park Avenues, http://www.lenoxhillhospital.org

- **Mount Sinai Health Systems**
  241-6500 or 590-3300
  Various locations, http://www.mountsinai.org/

- **MedRite Urgent Care**
  695-4444
  330 W 42nd Street, between 8th and 9th Avenue, http://www.medrieturgentcare.com/

- **New York Presbyterian Hospital at Cornell Weill Medical Center**
  746-5454
  525 East 68th Street, at York Avenue, http://www.newyorkpresbyterianhospital.com/

- **New York University College of Dentistry**
  998-9800
  345 East 24th Street, at First Avenue, http://dental.nyu.edu/

- **NYU Langone Medical Center**
  646-929-7815
  Various Locations and Specialties, http://www.nylangone.org

- **NYS Aids Hotline/Counseling/Testing**
  800-541-2437

- **Veteran's Services**, http://www.veterans.ny.gov/ 888-838-7697

- **Gay Men's Health Crisis (GMHC)**
  800-243-7692
  446 W. 33rd St, http://www.gmhc.org

- **NYC Department of Health and Mental Hygiene**, https://www.health.ny.gov/ dial 311

- **Al-Anon Family Groups**, http://www.nycalanon.org 941-0094
Alcoholics Anonymous of NY
307 Seventh Ave, http://www.nyintergroup.org 647-1680

Samaritans (Suicide) hotline
877-870-4673

Suicide Prevention Hotline
800-273-8255

Special Victims Liaison Unit
267-7273
(Confidential, non-recorded phone service answered by specially trained female NYC police officers & detectives)

Housing

The CUNY Graduate Center offers housing to students. For more information on available apartments, visit the Graduate Center website (https://www.gc.cuny.edu/Prospective-Current-Students/Student-Life/Housing) directly for more information.

You may also email the Graduate Center Housing Office with questions at; 212.817.7605, gchousing@gc.cuny.edu

A number of rooms are also reserved for our students at the CUNY City College Towers dormitory (http://ccnytowers.com/).

For more information, please contact; Chris Clarke, 917-507-0055, cclarke@capstonemail.com

Some students also choose to live in the International House. For more information, visit The International House site (http://www.ihouse-nyc.org/s/707/start.aspx).

Educational Housing Services manages several dormitory-style housing facilities in New York City. Full-time college students studying at a school in NYC, or a college student coming to NYC for an internship as part of their studies often choose to live in one of their residences. EHS has more than 25 years of experience offering safe, high-end dormitory-style housing in both Manhattan and Brooklyn. They offer housing on a semester-based system only (http://www.studenthousing.org/).

There is also an active group within the CUNY journalism community: https://www.facebook.com/groups/147262128788465/

The Office of Student Affairs may also have additional information on other housing options.

Office of International Students

The Office of International Students
Graduate Center, 365 Fifth Avenue, Room 7200

Email: intstu@gc.cuny.edu
Phone: (212) 817-7490

http://www.gc.cuny.edu/Prospective-Current-Students/Current-Students/International-Students-
%28Current%29

The Office of International Students at the Graduate Center provides advice and assistance to students from outside the United States, particularly with regard to immigration issues relating to F-1 student status and J-1 Exchange Visitor student category. Each semester, the office conducts a special orientation session for international students. The office also assists students in understanding American cultural behavior and in interpreting various bureaucratic procedural requirements. Upon their arrival in New York City, new international students MUST contact the Office of International Students as soon as possible so that the office can record their immigration documents and verify status.
The U.S. government regulates the immigration status of international students through the Student and Exchange Visitor Information System (SEVIS). International students are personally responsible for complying with all government regulations that relate to their F-1 or J-1 immigration status. Therefore, each student is urged to familiarize himself or herself with the regulations and procedures that apply to his or her specific status. Students should keep copies of all documents relating to their immigration status and bring their passport, I-94, and current Form I-20 or DS-2019 whenever contacting this office. SEVIS requires immediate reporting of any changes in an international student’s personal or academic information. In particular, this includes the following:

- Change in residence address
- Change in academic level
- Change in academic program

International students with any questions regarding any aspect of the immigration regulations or their stay in the United States should consult Doug Ewing in the Office of International Students in the Graduate Center (see above for contact information). International students must consult this office for information on the following:

- Obtaining an initial Form I-20 (F-1 status) or Form DS-2019 (J-1 status)
- Change of address in the United States
- Change of legal name
- On-campus employment regulations and procedures
- Off-campus employment
- Travel outside the United States and re-entry
- Inviting a spouse or dependent children to the United States
- Extension of legal stay in the United States
- Passport and visa information
- Transfer to another school
- Change of status to or from F-1 or J-1

International students must consult the Office of International Students:

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

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

<table>
<thead>
<tr>
<th>Tuition</th>
<th>2018-2019 TUITION*</th>
<th>IN-STATE</th>
<th>OUT-OF-STATE</th>
<th>INTERNATIONAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>FALL 2018</td>
<td>$5,975</td>
<td>$13,040</td>
<td>$13,040</td>
<td></td>
</tr>
<tr>
<td>SPRING 2019</td>
<td>$6,175</td>
<td>$11,580</td>
<td>$11,580</td>
<td></td>
</tr>
<tr>
<td>*FALL 2019 (Third semester only)</td>
<td><em>$6,175</em></td>
<td><em><strong>$6,175</strong></em></td>
<td><em>$13,241</em></td>
<td></td>
</tr>
<tr>
<td>TOTAL TUITION (includes student fees)</td>
<td>$18,550</td>
<td>$30,795</td>
<td><strong>$37,861</strong></td>
<td></td>
</tr>
</tbody>
</table>

*** 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 ***

** International students are not eligible for federal student aid (FAFSA).

*Estimated costs for tuition. Tuition and fees are subject to change by the Board of Trustees of the City University of New York. Based on 15 credits.

Student Fees

<table>
<thead>
<tr>
<th>FEE</th>
<th>FULL-TIME</th>
<th>LESS THAN 12 CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>January Academy Fee</td>
<td>$200 spring semester only</td>
<td>$100 spring semester only</td>
</tr>
<tr>
<td>Consolidated Fee</td>
<td>$15 per semester</td>
<td>$15 per semester</td>
</tr>
<tr>
<td>Technology Fee</td>
<td>$125 per semester</td>
<td>$62.50 per semester</td>
</tr>
<tr>
<td>Program Materials Fee</td>
<td>$400 per semester</td>
<td>$200 per semester</td>
</tr>
<tr>
<td>Student Activity Fee</td>
<td>$50 per semester</td>
<td>$50 per semester</td>
</tr>
<tr>
<td>Equipment Insurance Fee*</td>
<td>$200 first semester only</td>
<td>$200 first semester only</td>
</tr>
<tr>
<td>Student Senate Fee</td>
<td>$1.45 per semester</td>
<td>$1.45 per semester</td>
</tr>
</tbody>
</table>

The Graduate School of Journalism will charge $1,382.90 in fees for the first two semesters and $590 in fees during the third semester for full-time students. The description of those fees is as follows:

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

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

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

The **Program Materials Fee** will cover curricular and extracurricular opportunities that enhance the scholastic experience of the entire student body, including all costs associated with high profile speakers and screenings, school-wide receptions, workshops and classroom materials. In addition, this account could be used to cover costs associated with technology upgrades that benefit the student body as a whole.

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

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

The **Student Senate Fee** is allocated to the University Student Senate.

**Non-Instructional Fees**: For non-instructional fees, such as duplicate diploma and transcript, 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.

<table>
<thead>
<tr>
<th>THE FOLLOWING SPECIAL CHARGES MAY ALSO APPLY:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Late registration</td>
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<tr>
<td>Special examination/ project</td>
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<tr>
<td>Program change</td>
</tr>
<tr>
<td>Transcript</td>
</tr>
<tr>
<td>Readmission</td>
</tr>
<tr>
<td>Returned check</td>
</tr>
<tr>
<td>Late payment</td>
</tr>
<tr>
<td>Late return of equipment</td>
</tr>
<tr>
<td>Duplicate ID Card fee</td>
</tr>
<tr>
<td>Duplicate diploma fee</td>
</tr>
</tbody>
</table>

**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 Payment Methods & Deadlines

1. How do I access my CUNYfirst account to see my tuition and fee charges and balance due?
   - Navigate to [http://www.cuny.edu/index.html](http://www.cuny.edu/index.html)
   - Click on LOG-IN and select CUNYfirst
   - Enter your Username and Password
   - Then click in the menu options on the left, click on Student Center, then Finances
   - Under the Finances section, you can view your current charges and balance due.

2. When is the deadline for paying my tuition and fees each semester?
   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:
     - **CUNY 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 classes.
     - **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, before the first day of classes, proof in the form of a letter or email from the payer to the Graduate Center Bursar’s Office (Bursar@gc.cuny.edu) and the CUNY J-School Finance Department (Finance@journalism.cuny.edu). Also indicate if your payer needs billing or invoicing. Make sure your payer makes all checks payable to the CUNY Graduate School of Journalism and sends them directly to the Graduate Center Bursar’s Office, 365 Fifth Avenue, New York, NY 10016, Room 8105.07. Your payer can also wire funds to the CUNY J-School’s Citibank account. Request bank account wire info by contacting Finance@journalism.cuny.edu and include your CUNYFirst EmpId.
     - Enrollment in the CUNY/Nelnet installment payment plan to pay your tuition from your checking account or via a credit or debit card. Click on the link below for information on how and when to enroll, [http://mycollegepaymentplan.com/cunysenior/](http://mycollegepaymentplan.com/cunysenior/) Note that the enrollment dates for the CUNY J-School falls under “Group #2” when you click on the above link.

3. What happens if I have to pay all or part of my tuition and fees out of pocket?
   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, the last option listed below, which allows you to pay your tuition and fees over a few months.
   Options for paying your out-of-pocket-balance include:
   - By check or cash at the Graduate Center Bursar’s Office, see address above
   - Via bank wire payment to the CUNY J-School’s Citibank account. Contact Finance@journalism.cuny.edu for the bank account wire info and include your CUNYFirst EmpId.
   - By an one time e-check payment through Nelnet: Log into CUNYFirst, go to HR Campus Solutions, click on Self-Service and go to your Student Center, go to Finances and select make a payment. Click here to log into CUNYfirst: [http://www.cuny.edu/index.html](http://www.cuny.edu/index.html)
   - By enrolling in a CUNY/Nelnet installment payment plan. Click on the link below for more information on how to enroll, [http://mycollegepaymentplan.com/cunysenior/](http://mycollegepaymentplan.com/cunysenior/)
     Click here to log into CUNYFirst: [http://www.cuny.edu/index.html](http://www.cuny.edu/index.html)

4. Can I pay my out-of-pocket balance via more than one method above?
   Yes, providing that your payments are made by the due date.
Policy for Non-payment

1. What is the CUNY J-School’s policy for non-payment of my tuition and fees balance?
   All students need to pay their tuition and fees in full or make payment arrangements before the start of classes. By the end of the second day of classes, if you have not made such arrangements, you will receive an email from the CUNY J-School Finance Office indicating the following ramifications:
   • If by the end of the fourth day of the semester, arrangements to pay your tuition have not been made, your class schedule will be cancelled. 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/drop deadline for the semester, which is typically one week into the semester. Click here for CUNY add/drop dates: http://www2.cuny.edu/academics/academic-calendars/2018-2019/. After this date you will no longer be able to add courses to your schedule.
   • If by the add/drop deadline date, payment arrangements still have not been made, you will no longer be considered enrolled in the J-School. Thus your CUNY 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 readmission will be considered for the semester following the one a student’s enrollment was cancelled, i.e. if a student’s schedule is cancelled in the Fall, a student can be readmitted in the Spring.
   • If you still have an unpaid balance six months after the end of the semester, the school will send your account to an external collection agency.

Refunds

1. How will refunds be processed under CUNYFirst?
   The CUNY Central Office, not the CUNY J-School or the CUNY Graduate Center, will process refunds. Click here for more info: http://www2.cuny.edu/financial-aid/tuition-and-college-costs/refunds/faq/
   http://www2.cuny.edu/academics/academic-calendars/2018-2019/

2. How will I receive my refund?
   You have three options:
   • 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 from the dropdown menu. http://www2.cuny.edu/financial-aid/tuition-and-college-costs/refunds/faq/
   • CUNY Scholar Card. This is a prepaid MasterCard. You can sign up via this link.
   • Check from the NYS Comptroller’s Office mailed to your address on file in CUNYFirst. (There is no action required on your part for this method.)

3. What about a financial aid loan refund?
   See the first two items above.

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

5. What about Nelnet refunds?
   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 scholar card, if not enrolled, you will receive a refund check from the NYS Comptroller’s Office.

For more information or assistance, contact the CUNY J-School Finance Team at Finance@journalism.cuny.edu or call 646-758-7877/7893/7828/7817/7855 or visit us on campus in Room 403, 4th floor.
New York State Residency

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

All students requesting a change of residency status must file a City University Residence Form, http://www.gc.cuny.edu/CUNY_GC/media/CUNY-Graduate-Center/PDF/Forms/CityUniversityResidencyForm.pdf with The Graduate Center's Office of the Registrar, along with sufficient supporting documentation no later than the end of the third week of classes of the semester for which the change is to be effective.

Scholarships, Federal Aid, and Work-Study

The Office of Financial Aid
Graduate Center, 365 Fifth Avenue, Room 7200

Rebecca Dent
Email: rdent@gc.cuny.edu
Phone: (212) 817-7459

Phyllis Schultz
Email: psschutz@gc.cuny.edu
Phone: (212)817-7460

J-School Scholarships

All accepted students are considered for J-School scholarships. No separate application is needed. Awards are offered for three semesters and students are notified of their award when they receive their admissions offers.

Students must maintain a 3.0 minimum GPA to keep their scholarships. If a student goes into academic probation due to a GPA that has fallen under a 3.0, the student scholarship will be suspended. Once a student's academic standing improves, the scholarship will be awarded to the full balance of their scholarship. For example, if a student was awarded a $6,000 scholarship upon acceptance to the school, the student would have received $2,000 for each of the three semesters. However, if the student's scholarship was suspended in the spring semester because they went into academic probation, the student will not receive the $2,000 that would have gone towards their second semester. Once a student meets the minimum 3.0 GPA requirement, the remaining scholarship funds which were suspended will be funded to the student. Students who will be caused financial hardship if their scholarship is suspended may request a waiver with the Director of Student Affairs.

External Scholarships

We encourage all students to apply for outside scholarships and awards. Students can find a list of journalism-related scholarships here, https://www.journalism.cuny.edu/future-students/scholarships-financial-aid/. As soon as you accept an outside scholarship, please inform the journalism school's director of student services and 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

In order to be considered for financial aid, incoming students are required to first complete the Free Application for Federal Student Aid (https://fafsa.ed.gov/) followed by the Graduate Center’s loan procedures (http://www.gc.cuny.edu/Prospective-Current-Students/Current-Students/Financial-Assistance/Federal-Aid/Loans/17-18-Federal-Direct-Loan-Procedures). For information on maximum amounts awarded, interest rates and repayment terms please visit https://studentaid.ed.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 then must and should submit their loan request to the Graduate Center’s Office of Financial Aid. 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 in order to be processed. When in doubt, email Rebecca Dent at rdent@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 your loan to the DOE.

Award letters, which students should read carefully for messages from the Office of Financial Aid, will begin to be mailed in June, if not earlier, provided that the student has filed the FAFSA. After the initial award letter all subsequent communication will be through email. 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: The Office of Financial Aid cannot process loans for students until they have registered for classes during orientation in August. Registration confirms that students are indeed attending the program. Financial aid is not disbursed until the week following the end of the drop/add period (See academic calendar). Therefore, students who arrive early to New York City should plan an alternative means of financing living expenses until then. Applications for emergency loans of up to $1,500 are accepted only on the first day of classes. The check will arrive in the journalism school's Office of Student Affairs 3-4 days after that initial request date. Students must first complete the emergency loan agreement form with the Graduate Center Financial Aid Office. Approved completed forms are submitted to Avril George-Robinson at the J-School.

SECOND SEMESTER STUDENTS
Financial aid is not disbursed until 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) and a new loan request (available in June) to receive financial aid for their final semester(s).

Students who want to continue as fourth semester students must inform the journalism school’s Office of Student Affairs by the end of their second semester. Students will not be considered for financial aid for the fourth semester if they are not on the list of students provided by the Office of Student Affairs to the Office of Financial Aid. Interested students should meet with the Office of Student Affairs to discuss their plans, and address any questions they have regarding their academic goals for their final semester. This consultation is required if you need financial aid to help cover fourth semester living or tuition expenses.

STUDENTS IN THEIR FINAL SEMESTER
Students in their final semester get their disbursements in two waves. Usually, the first one is in mid-September and the second one comes about 30 days after that. So, if you are due to receive $10,000 in loans for the semester, you will see $5,000 in September and the remaining amount in October.

However, that first wave will cover tuition. So, if you owe $5,340, you will not receive any money for living expenses with that first wave.

If you need money before October, you can apply for an emergency advance. Students can receive up to $1,500 to help cover their living expenses. Students must first complete the emergency loan agreement form with the Graduate Center Financial Aid Office. Approved completed forms are submitted to Avril George-Robinson at the J-School.

GRADUATION REQUIREMENTS
Every student who receives a loan MUST complete an online exit interview at www.studentloans.gov or schedule an appointment with the Graduate Center’s Office of Financial Aid. 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.

Frequently Asked Questions

1. Are Perkins Loans or subsidized Stafford Loans available?
   Subsidized Stafford loans are no longer available to graduate students as of July 1, 2012. Unfortunately, we are no longer able to offer to Perkins loans as the program is discontinuing.

2. Is work-study available?
   Federal work-study is awarded based on a student EFC of zero, the date you completed the FAFSA, and availability of funds. Filing your FAFSA earlier increases your chances of receiving work study.

3. At what point in the application process do I request the loan amount needed for the academic year?
   When filling out the loan request form.

4. I’ve received my financial aid award letter—what must I do in order to accept the amount loaned?
   Nothing. When you filled out the loan request, you were asked to request the loan amount needed for the academic year. That request is your acceptance of the loan that will be awarded Do you borrow what you will need and no more. While it is best for all involved if students properly anticipate their needs, we recognize that this is not always the case. Students wishing to increase or decrease their loans should contact Rebecca Dent as soon as possible to make that arrangement.

5. How will the Office of Financial Aid communicate with me and vice versa?
   Primarily through CUNYfirst and email. E-mails will be sent to students’ journalism.cuny.edu accounts only.

6. What happens to my financial aid if I withdraw?
   An exit interview is required when the student no longer registers for least six credits, withdraws or graduates.

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 spring 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. Federal Work-Study positions are coordinated on campus by the Assistant Director of Student Affairs.

Undergraduate Loan Deferment Information

If students borrowed federal student loans as an undergraduate, they will be eligible for an in-school deferment as long as they are enrolled at least half-time (6 credits). To request this, students should contact the lender to request a deferment form and submit the deferment form to the University Registrar’s Office at the Graduate Center. The City University of New York participates in the National Student Loan Database Clearinghouse. Students should check with the lender to determine if they are able to access the Clearinghouse information. If they are, students will not need to submit a deferment form and the lender will be able to confirm enrollment status after the third week of classes.

Direct Deposit

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

Repayment Information

You don’t have to begin repaying most federal student loans until after you leave college or drop below half-time enrollment.

Your loan servicer or lender must provide you with a loan repayment schedule that states when your first payment is due, the number and frequency of payments, and the amount of each payment. Keep in mind that your loan
may have a grace period. Once the loan enters repayment, students may have options in terms of their repayment plan. These may include:

**Standard Repayment**

*Non-Consolidation Loans:* Under this plan, you will pay a fixed amount of at least $50 each month for up to 10 years. This plan results in the lowest total interest paid of any repayment plan. If you have not selected a repayment plan by the time repayment begins, your loan(s) will be placed on the Standard Repayment Plan.

**Extended Repayment Plan**

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

**Graduated Repayment Plan**

*Non-Consolidation Loans:* Under this plan, you will pay a minimum payment amount at least equal to the amount of interest accrued monthly for a period between 10 and 30 years. Your payments start out low, and then increase every two years. Generally, the amount you will repay over the term of your loan will be higher under the Graduated Repayment Plan than under the Standard Repayment Plan. This plan may be beneficial if your income is low now but is likely to steadily increase.

**Income Driven Plans**

Under all three plans, any remaining loan balance is forgiven if your federal student loans are not fully repaid at the end of the repayment period. For any income-driven repayment plan, the repayment period includes periods of economic hardship deferment and periods of repayment under certain other repayment plans. Whether you ultimately have a balance left to be forgiven at the end of your repayment period depends on a number of factors, such as how quickly your income rises and how large your income is relative to your debt. Because of these factors, you may fully repay your loan prior to the end of your repayment period.

- **Income-Based Repayment Plan (IBR)**
  Generally 10-15 percent of your discretionary income, but never more than the 10-year Standard Repayment Plan amount. Repayment period is 20-25 years.

- **Pay As You Earn Repayment Plan (PAYE)**
  Generally 10 percent of your discretionary income, but never more than the 10-year Standard Repayment Plan amount. Repayment period is for 20 years.
  - **Revised Pay As You Earn (RePAYE)**
    Generally 10% of your discretionary income with no cap.

- **Income-Contingent Repayment Plan (ICR Plan)**
  The lesser of the following:
  - 20 percent of your discretionary income or what you would pay on a repayment plan with a fixed payment over the course of 12 years, adjusted according to your income. Repayment period is for 25 years.

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

**Financial Aid for International Students**

International students do not qualify for federal loans and work-study eligibility, and school scholarships are very limited. Eligibility for off-campus employment is also limited due to immigration regulations. These students can apply for journalism-related scholarships as well as be considered for college assistant positions on campus, and we also recommend visiting the International Journalists’ Network website, [https://ijnet.org/](https://ijnet.org/), for a list of web links to scholarships and fellowships. International students may be eligible to borrow an alternative loan from a bank. International students will need to find a credit-worthy co-signer who is a U.S. citizen or Permanent Resident (green card holder).
Student Safety

As a regular part of your course requirements, you will be asked to venture into unfamiliar parts of the city and to cover incidents or events that may unexpectedly erupt into uncomfortable or dangerous situations. While instructors never knowingly put students at risk, occasionally situations may become unsafe.

If you feel you have been asked or are required to cover an event or story that makes you uncomfortable or nervous about your safety, discuss the assignment with your instructor or with Office of Student Affairs. If you find yourself in a situation in which you fear for your safety, get out. There will be other stories.

While journalists have a right to cover stories, police departments do not always recognize this. Lately, there have been increasing confrontations between reporters and officers who want to prevent legitimate coverage. If you are threatened by law enforcement, calmly and politely display your press pass and explain your presence. If you are ordered by legitimate law enforcement personnel to leave or move, do so. You will not get your story from a lockup.

If you are arrested or detained while covering a story, call your instructor, NYC News Service Director Jere Hester (917-697-8529), and/or Yahaira Castro (646-758-7726).

Student Safety Protocols

Before you leave

- Make sure someone knows where you are going and what you are doing. Leave your cell phone number with someone who knows you are in the field.
- Be sure your cell phone is charged.
- Make sure you have some money on you, but don’t carry too much.
- Always know where you are going. Just in case there is a problem with getting maps on your phone, print out a map of the area where you are going before you leave.
- Always travel with an adequate Metro Card balance.
- Think about what you are wearing and what you are carrying. Would these items stand out in the neighborhood in which you are reporting and make you a potential target? Carry only the equipment you need.
- Use the buddy system, especially if you are reporting in an area known to have higher crime rates or if you are doing any reporting at night.
- If reporting in a neighborhood that is known to be dangerous, contact the police precinct for that area ahead of time. Get information about spots that are dicey and let them know when you will be in the area.

In the field

- Try not to do reporting at night unless it’s absolutely necessary. If you are in the field at night, take a buddy. Avoid isolated areas including in the subway system.
- Don’t leave equipment or other valuables in view. It’s an invitation for thieves.
- When reporting in a neighborhood where you feel unsafe or that is unfamiliar, connect with a person or business in the area. Restaurants are often good places to start. Talk to people in the restaurant or other business. That can serve the purpose of enlisting them in watching out for you or being a place to come for help, if needed.
- Don’t wander around looking lost. Always project that you have a destination or a purpose.
- Avoid secluded locations. Do your reporting and interviews in well-lit, public areas.
- When walking around, stay alert to your surroundings. Don’t walk around while you are talking on the phone or listening to music on headphones. Be conscious of who is around you.
- Walk with a self-assured stride. Look confident and in control. Keep your head up and look around; make
brief eye contact.
  • If you hear someone walking behind you, turn around and look at them.

Adapted from USC-Annenberg Student Safety Protocols with changes in recognition of the fact that NYC students take subways rather than driving cars.

For tips on crime prevention and personal safety and safe subway riding, please review these links from the NYPD:

Additional Student Safety Tips
  • Be particularly mindful when entering subway stations, on subway platforms and crossing streets.
  • If biking, always wear a helmet and observe traffic rules and keep a safe distance from vehicle doors that may swing open.
  • Never arrange to meet sources in isolated or private places. (This is a bit repetitive but we want to emphasize not only that students should not travel in isolated places but also that they should not agree to meet sources in isolated places).
  • Do not text or be otherwise distracted while walking around New York City, especially near traffic, steps and subways.
  • In addition to students leaving their phone numbers and locations with someone, they should have cell phone contacts in case of a problem, but should be instructed to first dial 911 in the event of any kind of emergency.
  • Students should try to anticipate any safety issues in advance and should always feel comfortable discussing and troubleshooting safety concerns in advance with faculty members and with deans and Office of Student Affairs.
  • These safety tips are not meant to anticipate every type of unsafe situation or safety concern that can arise, but to provide some useful guidance on a few measures to promote student safety while reporting. From the journalism school's standpoint, student safety is a paramount priority.

Student-Police Interactions
There is often a tension between the role of the journalist and the role of the police officer, which can lead to disputes. We do not expect students on assignment to engage in confrontations with law enforcement officers. And, in fact, a CUNY student was arrested covering a protest in 2016.

Simply put, you do need to follow lawful orders of a police officer. And, in fact, you may need to follow unlawful orders of a police officer and challenge the order later to vindicate your rights.

If you are planning to cover a news event that could provoke a confrontation with law enforcement, please keep in mind the following guidelines (offered by the Student Press Law Center and modified for CUNY):

1) Bring credentials (and wear them!). Every student journalist covering the event should have something that clearly identifies him or her as a member of the press. A personalized credential from your local, county or state police department may be the best identification. If that isn't available or cannot be obtained in time for the event, an official credential document issued by the publication or school, identifying the journalist by name and photo as a member of the staff, may be the next best alternative. (In New York, students are not entitled to Police Department-issued press credentials, and law enforcement officers do not always recognize the CUNY-issued student press pass as valid identification.)

2) Avoid the appearance of being a participant in the protests. Wearing insignias, carrying signs or joining in chants with protest participants (or counter-protesters) increases the likelihood that a journalist will be perceived as there for a purpose other than to collect information and cover the news. Please inform your editors and/or professors to ensure they know you are there to cover an event. This way, your editor or professor can immediately identify you as a journalist and not a protester.

3) Bring a cell phone and a small amount of cash. If detained or threatened with arrest, the ability to contact outside help quickly is important. Have a means for contacting your professor, editor, adviser or an attorney if
necessary. It might be wise to make a plan for all journalists on the scene to check in periodically with a professor or a colleague outside of the protest area who will be on-call.

4) **Obey all police orders.** If ordered by police to leave an area or disperse, move outside the crowd and find a place to observe and cover as close as possible. If possible, identify yourself as a journalist to the officer in charge and ask for guidance as to where you can continue your job without interfering with theirs. If you believe police are acting unlawfully or unreasonably in orders given to you, do your best to document the names and titles of those involved as well as the names and contact information of other witnesses. If possible, take photos or video of the police misconduct and, as soon as possible, write down what happened. It is generally not a wise idea to disobey a police order on the scene, but you can ask them to reconsider if you make clear that you do not want to interfere with their efforts and will ultimately obey an order given. However, as soon as is practicable, contact an attorney for guidance on how to file a formal complaint.

5) **If arrested or detained, act immediately.** First, inform the police officers in question that you are a journalist there to cover the events and show them your press credentials. If they disregard your status, encourage that they contact their superior officer before they take any action against a member of the press. Second, contact your professor, NYCity News Service Director Jere Hester or Director of Student Affairs Yahaira Castro to let us know what’s happening. Third, if police insist on arresting or detaining you, let them know that you wish to contact a lawyer and do so immediately. Do not agree to plead guilty to any charge without first talking to legal counsel or fully understanding what you are doing. If you believe you are not guilty, you preserve all of your legal rights only by pleading “not guilty."

6) **Bear witness.** If you’re doing what you’re supposed to — and if the police are not — video, still photos or audio of the event can prove an invaluable ally in making your case. Journalist Amy Goodman of Democracy Now and her crew confirmed this when they were awarded a $100,000 settlement after being roughed up and detained by police -- much of it caught on video -- while covering the 2008 Republican National Convention in Minneapolis. If you or a colleague are being arrested by police or otherwise prevented from doing your job as a journalist, ask that those around you record the event and send their material to your professor or NYCity News Service Director Jere Hester as soon as possible.

It sometimes – but not always -- helps if you show the officer your student press card. Thus far, negotiations on behalf of the school with the Public Information office of the New York Police Department have been unsuccessful in getting the department to recognize the validity of our identification cards.

If the occasion arises where you are arrested, taken into custody, or otherwise detained or cited for illegal conduct, there are lawyers we have identified who will represent you, promptly and efficiently, at no charge.

The Student Press Law Center, in Washington, D.C., specializes in the legal rights of student journalists. They maintain a network of volunteer media lawyers throughout the country -- many in New York -- who are willing to represent student journalists without charge. Frank D. LoMonte, the executive director and a media lawyer, can be reached 24/7 at (202) 872-1704, or (202) 785-5450. He can also be reached at director@splc.org or through Twitter at @SPLC. (CUNY professor Geanne Belton is the vice chair of this organization.)

Clifford Chance, an international law firm with a large office in New York, has also volunteered to assist any student with a legal problem, without charge. Associates John D. Friel, (212) 878-3387, cell (917) 214-1373, email John.friel@cliffordchance.com, and Carlisle Overbey, (212) 878-8504, cell (704) 299-3579, email carlisle.overbey@cliffordchance.com have agreed to take calls from students needing legal assistance.
Code of Ethics

Our society grants journalists and the news media enormous freedom and privilege. With that freedom comes great responsibility. The Graduate School of Journalism expects all members of its community to act according to the highest ethical standards of academia and the journalism profession.

Many news organizations require employees to sign codes of ethics. Because the Journalism School is preparing students to enter the media world and because integrity is so important to our profession, we too shall require all students to read, sign and heed this Code of Ethics. Students who violate this Code 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 Journalism School’s Code of Ethics, https://www.journalism.cuny.edu/current-students/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 his or her own. Such information must be fully credited to the original source by attribution, quotation marks, footnotes, and/or other established journalistic practices 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 CUNY Journalism 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 of 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.

**Recommended Reading on Ethical Standards**

- The Augusta Chronicle Newsroom Ethics Policy
- The Denver Post Ethics Policy (http://www.denverpost.com/ethics)
- Chattanooga Times Free Press Ethics Policy (www.timesfreepress.com/ethicspolicy/)

**Purchasing of Academic Papers**

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

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

Procedures in Instances of Academic Dishonesty or Code of Ethics Violations

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

Faculty are encouraged to discuss the matter with the student, including possible resolution, but no student may be assigned a grade as a sanction without the student’s agreement or a due process determination. Any such resolution must be reported to the Director of Student Affairs and the Associate Dean.

The Director of Student Affairs, upon receiving an allegation of academic dishonesty, works with the Associate Dean to determine whether sufficient evidence exists to warrant levying formal charges against a student or whether an effort should be made to resolve the issue through conciliation.

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

The disciplinary committee first decides guilt or innocence on the charges and then the appropriate penalty in the instance of a guilty finding. The committee chair notifies the Associate Dean and the Director of Student Affairs of the committee’s decision.

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

Email Accounts

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

It’s easy to figure out how to contact anyone at the J-School via email. All email addresses are in this format: firstname.lastname@journalism.cuny.edu. Students will keep their email account after graduation and also have access to an alumni listserv. To resolve any problems related to your email account, please open a ticket using the online Help Desk: http://help.journalism.cuny.edu

Facebook and Online Directory

All students, first semester faculty, and program directors will be included in the photo facebook, which will be distributed at the beginning of each academic year. Staff photos can be found at the end of this handbook.

Identification Card and Press Card

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

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

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

Lockers

Each student will be assigned a locker and will be able to program his or her own combination code. These lockers, installed for the convenience of students, are the property of the Graduate School of Journalism and the School has the right to access them at any given time. The School accepts no responsibility for the loss of anything kept in a locker. Lockers must be kept in a secured lock 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 of value that remains unclaimed after a 30-day period must be submitted to the New York City Police Department. Should you need assistance resetting your locker combination, please visit the Public Safety desk at the 3rd floor lobby.

Lost and Found

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

Official Transcript Requests

Academic enrollment records for the School of Journalism are maintained by the CUNY Graduate Center. At the end of each semester, students may view their grades online at the Graduate Center ‘CUNYfirst’ website at: https://ssologin.cuny.edu/cuny.html

To request an official transcript, please fill out the Transcript Request Form (available online at https://www.gc.cuny.edu/CUNY_GC/media/CUNY-Graduate-Center/PDF/Forms/Transcript-Request-Form-031516.pdf?ext=.pdf) and deliver it to the registrar’s office at the Graduate Center.

Photocopying and Printing

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

Social Media Policy

While the school has not adopted a formal social media policy (as many journalistic outlets have) and we encourage the use of social media in reporting, keep in mind that legal and ethical rules do not change because the Internet is a different medium. You are still required to identity yourself completely and accurately. You are still required to verify the identity of any source that you plan to use. And you must always keep uppermost in your mind that you represent the CUNY Graduate School of Journalism, CUNY, and the profession. Do not express opinions or biases that would cast doubt on your impartiality as a reporter, even if you think you are in a “private” realm. And be wary of posting anything that you would not be comfortable having future employers see.
Academic Policies, Procedures and Services

Adding and Dropping Courses

During the first three weeks of each semester, students have the option of adding and dropping elective courses. (Adds after the first day of class each semester will require the permission of the Director of Student Affairs and the course instructor). Required courses may not be dropped and students must amass at least 43 credits to graduate. After the first three weeks of the term, if a student elects to withdraw from a non-required course, a “Course Withdrawal” form should be submitted to the Office of Student Affairs. A grade of “W” will be assigned, and the student remains liable for tuition. A fee of $10 may be assessed for any program changes made after a student’s original schedule has been processed.

Advising

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

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

- Meet with advisor to discuss course selections
- Complete a course selection worksheet emailed from the Office of Student Affairs
- Advisor must approve course selections and inform the Office of Student Affairs of approval
- Meet with Office of Student Affairs to discuss course plan and receive registration pin number

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

Attendance Policies and Deadlines

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

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

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

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

Change of Address

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 J-School and from the Graduate Center via the information in a student's CUNYfirst account. Submit any updates in writing, to the Office of Student Affairs via email as well as change their address with the Graduate Center via their CUNYfirst account. An old address will delay notification of important information students may need to act upon.

Coaches

Coaches work one-on-one with students to guide them on projects and help problem-solve. Students are advised to consult a coach if they have tried something themselves and it hasn’t worked to their satisfaction. Coaching Hours are updated early each semester [https://www.journalism.cuny.edu/current-students/coaching-hours/](https://www.journalism.cuny.edu/current-students/coaching-hours/)

Course and Faculty Evaluations

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

Credit Limit

Students may not register for more than 17 credits a semester without the permission of their academic advisors and the Associate Dean. Students who register for more than 17 credits will be charged additional tuition.

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: reporting for a text/photo story for Craft class may also be used for a video or data or audio story for another class. The exact same story is never acceptable for two different classes. Permission must be given ahead of time by professors from all classes involved.

Denial of Student Services

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

Policy

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

Procedures

In the case of disputes 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 J-School community in discussion with the instructor or advisor. Under the federal Family Educational Rights and Privacy Act (FERPA), students have the right to review their examinations. If the matter is not resolved, the student may register a formal complaint with the Office of Student Affairs. A representative from that office shall consult with the instructor and/or the student’s advisor and attempt to resolve the matter. If the matter is not informally resolved through these 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 state the basis for the student’s belief that the grade was given without reasonable or adequate basis. That committee will hear the appeal, including reviewing evidence and statements to the committee from the student and the faculty member involved and may make such further investigation as it deems appropriate. The Academic Appeals Committee shall make a recommendation to the Dean, whose decision will be final. 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 Student 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 his or her appeal is turned down and providing the student with a refund for that semester’s tuition. This consideration, however, is not an option if the student has taken a federal loan for that semester unless the loan is repaid prior to the withdrawal.

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 for Student 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.

Faculty Office Hours

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

Grading System

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

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Quality Point Value*</th>
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<tbody>
<tr>
<td>A+</td>
<td>4.00</td>
</tr>
<tr>
<td>A</td>
<td>4.00</td>
</tr>
<tr>
<td>A-</td>
<td>3.70</td>
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<tr>
<td>B+</td>
<td>3.30</td>
</tr>
<tr>
<td>B</td>
<td>3.00</td>
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<tr>
<td>B-</td>
<td>2.70</td>
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<tr>
<td>C+</td>
<td>2.30</td>
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<tr>
<td>C</td>
<td>2.00</td>
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<tr>
<td>C-</td>
<td>1.70</td>
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<tr>
<td>F</td>
<td>0.00</td>
</tr>
<tr>
<td>W</td>
<td>Withdrew</td>
</tr>
</tbody>
</table>

*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.

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.

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. Retaking a course will not replace the grade of ‘F’. This grade is calculated into the GPA in the same way other letter grades are calculated.

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.
Incomplete Grades

Only at the discretion of the instructor and in cases of medical or family emergency will students be permitted to receive an incomplete grade in a course. A student must complete an “Incomplete Form” in consultation with the instructor they are working with and have it approved by the Associate Dean. To resolve incomplete grades, students must fulfill their obligations within a time period that is determined by the faculty member. After one year, an incomplete (“INC”) will automatically be transformed into an “INP” (permanent incomplete); extensions will be granted only in exceptional circumstances upon written application and with the permission of the faculty member, the Director of Student Affairs, and the Associate Dean. Permanent incompletes will accrue no credit. Students with more than one incomplete course at the end of a semester will be brought to the attention of their academic advisor and the Director of Student Affairs to determine whether or not they are making satisfactory progress.

Leave of Absence

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

Each leave request should be made in writing to the Director of Student Affairs prior to the semester or academic year during which the leave will be taken. If approved, requests for leave will be forwarded to the Office of the Registrar. The leave must then be cleared by the Offices of Financial Aid, International Students (if applicable), as well as the Libraries, the Bursar, and the Business Office. Leaves of absence are not counted toward the time limit for completion of degree requirements. Any student subject to induction or recall into military service should consult the veterans’ certifying officer before applying for an official leave. Any international student with F-1 (student) or J-1 (exchange visitor) status should consult the Office of International Students before applying for a leave. A $20 readmission fee will be assessed when the student completes the Application for Readmission indicating intent to return, http://www.gc.cuny.edu/CUNY_GC/media/CUNY-Graduate-Center/PDF/Forms/Readmission.pdf

Registration Requirements

There are elective and concentration info sessions offered prior to registration to learn more about courses students can choose from. Check the school calendar for dates for these information sessions.

Each student must meet with their academic advisor prior to registration in order to discuss course selections for the coming semester. Each student will complete the Course Selection Worksheet and meet with Student Affairs for final review and to receive your pin number. 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 our website.

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

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

Students delinquent in their financial accounts or obligations to the library or with respect to any equipment loans from the 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 register, take a leave of absence, or officially withdraw.
Mid-Semester Reviews

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

In addition, in all three semesters, students at risk of receiving below a B in any course will receive a notification of that fact by the instructor and will be told explicitly what they must do to raise their grade. The student’s faculty advisor will be notified along with the Office of Student Affairs. The student should discuss and formulate a plan of action.

Petition to Change 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 Student 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.

Probation

Students whose GPAs fall below 3.0 will be placed on academic probation. (Please see Standards for Retention and Graduation above.) The student will receive a letter from the Associate Dean informing them of their probationary status. Letters will be sent via email and to the address on file at the school. To continue in the program, students must submit a letter and/or email to the Associate Dean, copying the Director of Student 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 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.

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, 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.

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

Formal Complaint. If the student does not pursue informal resolution, or if informal resolution is unsuccessful, the student may file a written complaint with the 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 of the complaint 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, he or she 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 his or her 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, he or she shall issue a written report dismissing the complaint and setting forth the reasons for dismissal and send a copy to the complaining student, the faculty member, 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, he or she may meet again with the student and faculty member after completing the investigation in an effort to resolve the matter. The complaining student and the faculty member shall have the right to have a representative (including a union representative, student government representative or attorney) present during the initial meeting, the interview and any post-investigation meeting.

At the end of the investigation, the Fact Finder shall issue a written report setting forth his or her findings and recommendations, with particular focus on whether the conduct in question is protected by academic freedom, and send a copy to the complaining student, the faculty member, 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, he may decide to place a report in the faculty member’s personnel file or bring disciplinary charges against the faculty member. Disciplinary charges may also be brought in extremely serious cases even though the school has not completed the entire investigative process described above; in that case, the bringing of disciplinary charges shall automatically suspend that process.
Readmission

Readmission following a withdrawal is at the discretion of the Journalism School. A special Application for Readmission must be filed in the Office of the Registrar at the Graduate Center. Academic work completed before the student withdrew from the School will be reevaluated upon readmission and will be credited toward completion of a degree at the program's discretion. A $20 readmission fee will be assessed.

Standards for Retention and Graduation

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

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

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

If 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 Director of Student Affairs. 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.

Student Immunization Requirements

Public Health Law 2165 requires that all full- and part-time students who were born on or after January 1, 1957, must present proof of immunization against measles, mumps, and rubella in order to register, attend classes, or use University facilities. The Journalism School is required to bar registration or administratively withdraw students who do not comply. Students administratively withdrawn incur full tuition liability. A copy of Public Health Law 2165 may be found in all Student 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 https://www.gc.cuny.edu/CUNY_GC/media/CUNY_Graduate-Center/PDF/Forms/MeningitisResponseForm.pdf?ext=.pdf
### Student Policy of Reporting Alleged Misconduct

Persons with knowledge of conduct or conditions that pose an imminent threat to the health or safety of any member of the CUNY community or the public should immediately call 911 or Public Safety.

CUNY urges all persons to report conduct or suspected conduct that they, in good faith, believe may violate the law or CUNY policy, so that CUNY may investigate and take appropriate action. CUNY will not retaliate against anyone who makes such a report. The University’s Policy on the Reporting of Alleged Misconduct is available online for all members of the CUNY community. You are encouraged to familiarize yourself with the guidelines on what is involved in the reporting process, and the protection from retaliation.

### Student Policy for Sexual Misconduct

#### 1. 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 to 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).

#### a. 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.

#### b. Appeals Processes

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.

iii. Determining a Continuing Threat and Student Interim Suspension

When deciding whether to place a respondent student on interim suspension pending an investigation for sexual misconduct, the college must first determine whether the student presents a continuing threat to the health and safety of the community. The various stakeholders at the college, including Public Safety, the Title IX Coordinator, and Chief Student Affairs Officer, must jointly consider whether the student constitutes a continuing threat to the health and safety of the community. The determination should be made based on factors including: (a) whether the respondent has a history of violent behavior or is a repeat offender; (b) if the incident represents escalation in unlawful conduct by the accused; and (c) the risk that accused will commit additional acts of violence.

An interim suspension of a student cannot last longer than 12 days. The decision to place a student on interim suspension pending an early Faculty-Student Disciplinary Committee ("FSDC") hearing is within the discretion of the college president, and cannot be appealed. If the suspension is based on a complaint of sexual misconduct, the Title IX Coordinator must complete the Title IX investigation report before the suspension ends, and before the Office of Student Affairs conducts the FSDC Hearing. The college cannot hold a disciplinary hearing based on charges of violating the Policy if the investigation report is not complete.

Employee suspensions pending an investigation for sexual misconduct are unchanged in the new Policy, and continue to be covered by applicable collective bargaining agreements, as with other types of misconduct.

d. Informal Resolution Process

In response to new guidance from OCR, excluding allegations involving sexual assault, parties may engage in informal resolution process to resolve a dispute. After completing an investigation, the Title IX Coordinator or designee may attempt to resolve the conflict in a manner agreeable to all parties. Any resolution agreement between the complainant and respondent must be approved by the Title IX Coordinator before the agreement becomes final.

e. Disciplinary Process and Procedures

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.

II. Education and Training

As you are aware, CUNY’s campuses must provide comprehensive education and awareness programs for all incoming students and new employees. While this obligation has not changed, because of Section 201-G of the amended NYS Labor Law, all employees must now receive annual training on sexual harassment prevention. Additionally, members of the special subcommittee of the Faculty Student Disciplinary Committee hearing and deciding charges of sexual misconduct against students must receive annual specialized training before they participate in a hearing.
You will be receiving additional information shortly about your campus training obligations as well as available resources including the online education module SPARC for students and an upcoming online education module being developed for employees.

III. Education Plans, Record Keeping, and Reporting
   a. Education Plans and Annual Progress Reports

   Beginning in academic year 2015-16, all campuses have submitted mandatory annual Education Plans for the upcoming academic year, and Annual Progress Reports for the previous year. You will receive additional guidance on 2018-19 Education Plans and Progress Reports, which will be due December 1, 2018, for the 2018-19 academic year to Rodney L. Pepe-Souvenir, Associate Director for Diversity and Compliance/University Title IX Coordinator.

   b. Annual Aggregate Data Reporting to NYS Education Department

   This academic year, New York State Education Department ("NYSED") issued regulations defining the requirements for college aggregate data reporting to NYSED established in EIE. NYSED performed a voluntary interim aggregate data collection in June 2018 for which all campuses submitted reports.

   Beginning October 1, 2019, colleges must report annually to NYSED information concerning incidents of sexual assault, violence, etc. that were reported to the college during the prior calendar year. The NYSED aggregate data reporting now follows the Clery campus crime reporting schedule.

   Colleges are to continue to utilize the Sexual Misconduct Log to keep track of incidents of sexual misconduct on their campus as well as any resulting adjudication.

   c. Coordination in Education Plans, Record Keeping, and Reporting

   In alignment with the University's protocol on responding to all incidents of sexual misconduct, the campus Title IX Coordinator, Chief Student Affairs Officer, Director of Public Safety, Human Resources Director, Legal Designee and others as appropriate, must continue to consult and work together to provide these educational plans and progress reports, as well as to ensure that Clery reports accurately reflect allegations of reported crimes relating to sexual misconduct. Those crimes include rape, fondling, incest, statutory rape, domestic partner and dating violence, stalking and hate crimes that include crimes based on sexual orientation and gender identity.

   If you have questions about any of these policies or their implementation, please contact Rodney Pepe-Souvenir, Associate Director for Diversity and Compliance/University Title IX Coordinator, at (646) 664-3314; Roberta Nord, University Director of Advocacy and Referral, at (646) 664-8753; or Dan Simonette, Associate General Counsel, at (646) 664-9215.

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. CUNY Journalism 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.

Students’ Rights Concerning Education Records (FERPA)

The federal Family Educational Rights and Privacy Act (http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html) affords students certain rights with respect to their education records. The FERPA rights of students are as follows:

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

(2) The right to request the amendment of the student’s education records that the student believes are inaccurate or misleading.

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

(3) The right to consent to disclosure of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position; a person or company with whom the University has contracted; a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if access is reasonably necessary in order to perform his or her instructional, research, administrative, or other duties and responsibilities. Upon request, the college discloses education records to officials of another school in which a student seeks or intends to enroll.

(4) The right to appeal the alleged denial of FERPA rights to:

General Counsel and Vice Chancellor for Legal Affairs
The City University of New York
535 East 80 Street
New York, NY 10021.

(5) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the college to comply with the requirements of FERPA.

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

For additional information:

(6) The following “directory information” may be made available concerning current and former students by the college to those parties having a legitimate interest in the information:

- name
- attendance dates (periods of enrollment)
- address
- telephone number
- date and place of birth
- photograph
- email address
- full or part-time status
- enrollment status (undergraduate, graduate, etc.)
- level of education (credits) completed
- major field of study
- degree enrolled for
- participation in officially recognized activities and sports
- height and weight of athletic team members
By filing a form with the Registrar’s office and the Office of Student Affairs, any student or former student may request all of the information stated above not be released without his or her prior written consent. This form is available in the Registrar’s office and may be filed, withdrawn, or modified at any time.

Taking Classes at Other CUNY Campuses

Students at the Journalism School benefit from being a part of the CUNY system, which makes up 11 senior colleges, 7 community colleges, the Macaulay Honors College and five graduate and professional schools located throughout NYC. Depending on the school and program, Journalism students may need to seek permission to take courses at the intended school before they can register. As of August 2016, students can either register through CUNYfirst for courses at the Graduate Center, or through e-permit for courses in most of the other colleges. The e-permit system is accessible through the CUNY portal. For more information, students are welcome to visit the Director of Student Affairs at the Journalism School.

Withdrawal

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

As a school within The City of New York (CUNY) system, all general CUNY policies apply to the Graduate School of Journalism, including such issues as follows. For more detailed information, please see the bulletin of the CUNY Graduate Center, http://www.gc.cuny.edu/About-the-GC/Institutional-Profile/Bulletin-of-the-GC-2016-17.

Access and Use Policy at the Journalism School

Posting of Literature
The CUNY 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 new 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.

The posting of flyers and other materials is limited to designated bulletin boards which can be found near the restrooms on the 3rd floor of the building as well as the plastic inserts found on both 3rd and 4th floor restroom doors. Notices are not permitted on surfaces in public areas of the building, including walls, classroom/seminar doors, lockers, windows, partitions and bathroom stalls.

All materials displayed on bulletin boards in the building must include 1) the name of the CUNY Journalism student, faculty or staff member or organization/office responsible for the posting and 2) the date of the event, deadline or the day of the posting. The individual or organization named on the posting is responsible for taking down the material. Postings by anyone else will be permitted at the discretion of the Office of Student Affairs.

The Journalism 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.

The administration would also like to remind everyone that announcement of events and deadlines are appropriate for posting to the class listserve (@journalism.cuny.edu). We encourage that in lieu of paper postings, community members use either class listerves or facebook groups to disseminate information whenever possible.


Security and Public Safety Measures

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

Access to Campus Crime Statistics, Campus Security Report, & Registered Sex Offenders

The College Advisory Committee on Campus Safety will provide upon request all campus crime statistics as reported to the U.S. Department of Education, as well as the annual campus security report. For a list of what the security report includes, see the Graduate Center handbook, pages 79-80. The campus crime statistics and the annual campus security report are available on the CUNY Graduate School of Journalism website in the Campus Security and Public Safety section, http://www.journalism.cuny.edu/about/campus-safety/

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

Disability Nondiscrimination Policy

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

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, http://www.gc.cuny.edu/Prospective-Current-Students/Student-Life/Health-Wellness/

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.
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 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 journalism school has identified the printer/pantry room in the 3rd floor Office of Admissions and Student Affairs, and the 14th-floor Server Room 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 Journalism 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 129-A of the Education

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

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

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

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

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

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 you understand what sexual harassment means and let you know that there are people at CUNY and in the community 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 assault. In an emergency, please call ext. 7777 if you're on campus for public safety. If you're off-campus, please call 911 right away for help. For more help and guidance, please contact Amy Dunkin, the school's Title IX Coordinator, for guidance or information. Or, go here for more information, https://www.journalism.cuny.edu/title-ix/

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 student on University property unless necessary to transact University-related business. This policy particularly applies in cases where the employee or student suspects that an act of violence will result from an encounter with
said individual(s).

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