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

STUDENT HANDBOOK

BY THE OFFICE OF STUDENT AFFAIRS
AT THE CRAIG NEWMARK GRADUATE SCHOOL OF JOURNALISM

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A MESSAGE FROM THE DEAN

Dear members of the Class of 2024,

Welcome to our great J-School community.

We are incredibly excited to get to work with you for the duration of your program (and beyond), and to learn from you as much as you will learn from us.

This is a tremendous time to be a journalist, to remind ourselves of the privilege and responsibility bestowed upon those who make a living by serving the public.

You are joining us at a critical moment. Our profession faces not just one, but a convergence of crises: the inadequacy of its business models, the acute dearth of diversity in personnel and leadership, the growing generational questioning of old journalistic paradigms, political polarization and the rise of authoritarianism, record levels of public mistrust, and the disinformation epidemic.

While the converging crises are threatening, they present us with an extraordinary opportunity to create a journalism that could be better than anything we've had before. This is also a moment of enormous transformation and experimentation, of self-reflection and correction. Journalists are finding new ways to reach people and earn their trust, entrepreneurs are creating original models to serve communities, new sources of revenue are being explored, and the public mission of journalism is back at the center of the conversation around news — just where it belongs.

We will give you the skills, the tools, the support, and the guidance to make that happen. We aim to help you succeed in the industry as is, but also to give you the elements you'll need to become agents of change.

You have chosen a J-School that is uniquely positioned to lead the conversation about these crises and the ways forward. We are well-adapted to the dire financial straits of the industry. Our graduates carry lower debt and earn higher wages than their peers from most J-Schools in America. We train more journalists of color and from marginalized backgrounds than probably any other competitive J-School. And we have an excellent rate of alumni employment. We offer an innovative, forward-looking, and nimble curriculum as well as unique, cutting-edge programs, including the bilingual concentration, the Engagement Journalism M.A., and the executive leadership and management initiatives. We

have solid relationships with the news media industry and a strong reputation as a leader in journalism education.

Now, let me tell you a little about you.

You are our 18th cohort. You come from many different backgrounds and lived experiences, and have widely varied journalistic experiences - or none. You come from New York, Kentucky, North Carolina, Minnesota, South Dakota, Connecticut, Virginia, New Jersey, Texas, Massachusetts, Louisiana, Michigan, and Puerto Rico, and a dozen countries of origin, beyond the United States: Bolivia, Canada, Costa Rica, Colombia, Ecuador, India, Italy, Mexico, Nicaragua, Pakistan, Russia and Trinidad and Tobago.

We are eager to exchange lessons with you to strengthen rigorous, meaningful journalism in the service of the public.

I know you will learn from each other and find inspiration and camaraderie in your fellow class members.

You will leave us carrying the knowledge, the tools, the skills, the experience, and the confidence you need to thrive in journalism- and in possession of a strong network of support and friendship that will be yours for the rest of your lives.

Welcome home.

Graciela Mochkofsky, Dean

ACADEMIC CALENDAR

FALL 2023

FRIDAY, AUG. 18	INTERNATIONAL STUDENT ORIENTATION
MONDAY, AUG. 21 - THURSDAY, AUG. 24	NEW STUDENT ORIENTATION / INTENSIVE TRAINING ACADEMY
WEDNESDAY, AUG. 23	THIRD SEMESTER ORIENTATION
THURSDAY, AUG. 24	LAST DAY TO DROP COURSES FOR 100% TUITION REFUND LAST DAY TO FILE EPERMIT REQUEST
FRIDAY, AUG 25	FALL SEMESTER BEGINS
THURSDAY, AUG. 31	LAST DAY TO ADD A COURSE WITHOUT PERMISSION. LAST DAY TO DROP FOR 75% TUITION REFUND
FRIDAY, SEP. 1	GRADE OF WD IS ASSIGNED TO STUDENTS WHO OFFICIALLY DROP A COURSE
MONDAY, SEP. 4	COLLEGE CLOSED - NO CLASSES SCHEDULED
THURSDAY, SEP. 7	LAST DAY TO DROP FOR 50% TUITION REFUND
THURSDAY, SEP. 14	LAST DAY TO DROP FOR 25% TUITION REFUND
THURSDAY, SEP. 14	LAST DAY TO DROP A COURSE WITHOUT A GRADE OF "W" APPEARING ON YOUR TRANSCRIPT LAST DAY TO ADD A COURSE WITH SPECIAL PERMISSION

FALL 2023 (CONT.)

FRIDAY, SEP. 15	GRADE OF W ASSIGNED TO STUDENTS WHO OFFICIALLY DROP A COURSE
FRIDAY, SEP. 15 - SUNDAY, SEP. 17	NO CLASSES SCHEDULED
SUNDAY, SEP. 24 - MONDAY, SEP. 25	NO CLASSES SCHEDULED
TUESDAY, SEP. 26	CLASSES FOLLOW MONDAY SCHEDULE
MONDAY, OCT. 9	COLLEGE CLOSED - NO CLASSES SCHEDULED
MONDAY, OCT. 16	SUBJECT CONCENTRATION FAIR
MONDAY OCT. 23	ELECTIVES FAIR
FRIDAY, NOV. 3	CONCENTRATION DECLARATION & COURSE INTEREST FORM DUE
SATURDAY, NOV. 4	LAST DAY TO WITHDRAW FROM A COURSE WITH A GRADE OF W LAST DAY TO FILE P/NO CREDIT (P/NC) FORM
TUESDAY, NOV. 21	SPARC COMPLETION DEADLINE
WEDNESDAY, NOV. 22 - SUNDAY, NOV. 26	COLLEGE CLOSED - NO CLASSES SCHEDULED
MONDAY, NOV. 27	EXIT SURVEY SENT
WEDNESDAY, NOV. 29	SPRING 2023 REGISTRATION BEGINS
FRIDAY, DEC. 8	EXIT SURVEY DUE
FRIDAY, DEC. 15	COMMENCEMENT

FALL 2023 (CONT.)

WEDNESDAY, DEC. 20	END OF FALL SEMESTER: LAST DAY OF CLASSES
SUNDAY, DEC. 24 - MONDAY, DEC. 25	COLLEGE CLOSED - NO CLASSES SCHEDULED
TUESDAY, DEC. 26	FINAL GRADE SUBMISSION DEADLINE
SUNDAY, JAN. 1	FALL 2022 DEGREE CONFERRAL DATE
THURSDAY, JAN. 5 - FRIDAY, JAN. 27	JANUARY ACADEMY

SPRING 2024

WEDNESDAY, JAN. 24	SECOND SEMESTER ORIENTATION STUDENT INFORMATION FORM SENT
WEDNESDAY, JAN. 24	LAST DAY TO DROP FOR 100% TUITION REFUND LAST DAY TO FILE EPERMIT REQUEST
THURSDAY, JAN. 25	SPRING SEMESTER BEGINS ADVISOR CHANGE REQUESTS BEGINS
WEDNESDAY, JAN. 31	LAST DAY TO ADD A COURSE WITHOUT PERMISSION LAST DAY TO DROP FOR 75% TUITION REFUND
WEDNESDAY, FEB. 7	LAST DAY TO DROP FOR 50% TUITION REFUND
MONDAY, FEB. 12	COLLEGE CLOSED - NO CLASSES SCHEDULED
WEDNESDAY, FEB. 14	LAST DAY TO DROP FOR 25% TUITION REFUND
MONDAY, FEB. 19	COLLEGE CLOSED - NO CLASSES SCHEDULED
FRIDAY, MARCH 1	INFORMATION UPDATE FORM DUE
FRIDAY, MARCH 15	ELECTIVES FAIR COURSE INTEREST FORM SENT

SPRING 2024 (CONT.)

FRIDAY, MARCH 29 - SUNDAY, MARCH 31	NO CLASSES SCHEDULED
FRIDAY, MARCH 29	MID-SEMESTER PROGRESS REPORTS
FRIDAY, APRIL 5	COURSE INTEREST FORM DUE
MONDAY, APRIL 22 - MONDAY, APRIL 29	SPRING BREAK
WEDNESDAY, MAY 1	FALL 2024 REGISTRATION BEGINS
WEDNESDAY, MAY 22	END OF SPRING SEMESTER: LAST DAY OF CLASSES
MONDAY, MAY 27	COLLEGE CLOSED
SATURDAY, JUNE 1	DEGREE CONFERRAL DATE

The Academic Calendar is subject to change at any time by official action of the University. Last updated: 10/7/2023
The most up-to-date Academic Calendar can be found at **http://bit.ly/CUNY-calendars**.

BUILDING HOURS & CONTACT INFORMATION

BUILDING & EMERGENCY CONTACTS

Main Line	Emergencies	Police, Fire, Ambulance
(646) 758-7800	(646) 758-7777	Dial 8, then 911 (from school phone)
Staff Hours: M-F, 9a.m.-5p.m.	Campus Building Security, 3rd Floor Security Desk	

BUILDING HOURS

Campus Regular Hours			
Monday - Thursday	Friday	Saturday	Sunday
8 a.m. - 10:30 p.m.	8 a.m. - 5:30 p.m.	8 a.m. - 5 p.m.	Closed

CAMPUS CLOSED

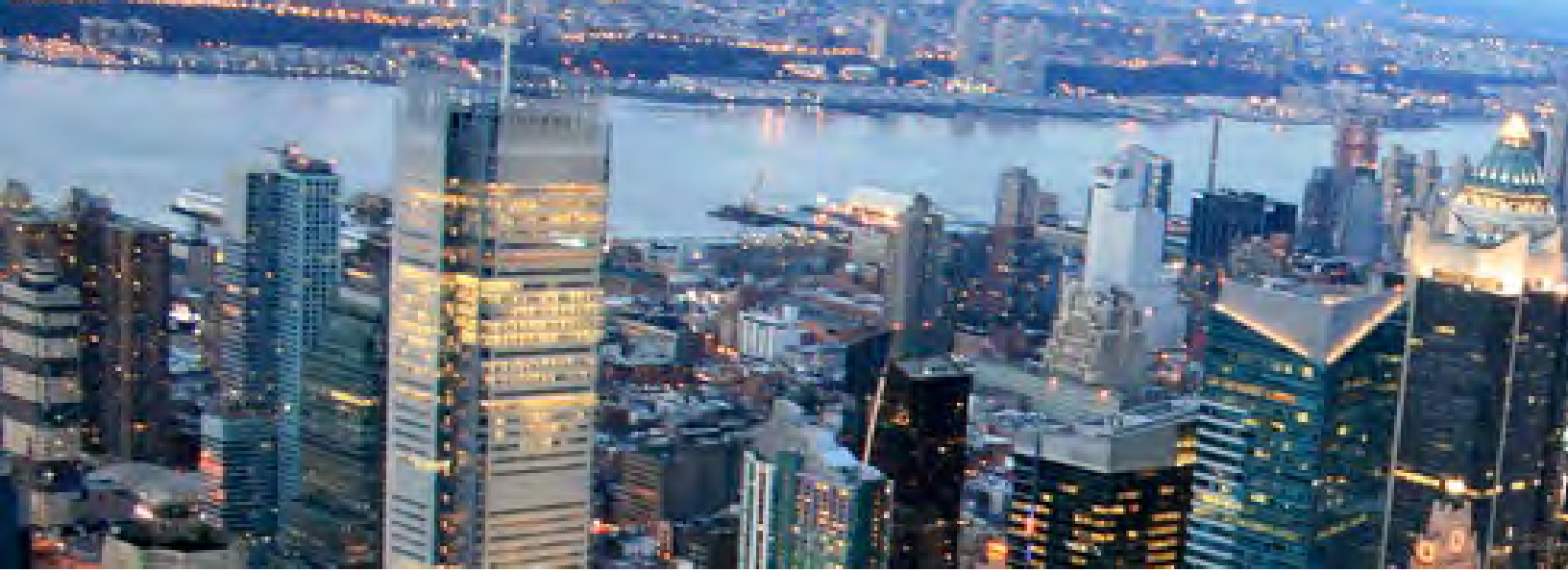
- New Year's Day
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Eve
- Christmas Day
- New Year's Eve
- Lincoln's Birthday
- President's Day

CAMPUS HOLIDAY HOURS

- Dr. Martin Luther King Jr. Day
- Indigenous Peoples Day
- Day After Thanksgiving

RESEARCH CENTER HOURS

Find the most up-to-date schedule.



THE CITY UNIVERSITY OF NEW YORK

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

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

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

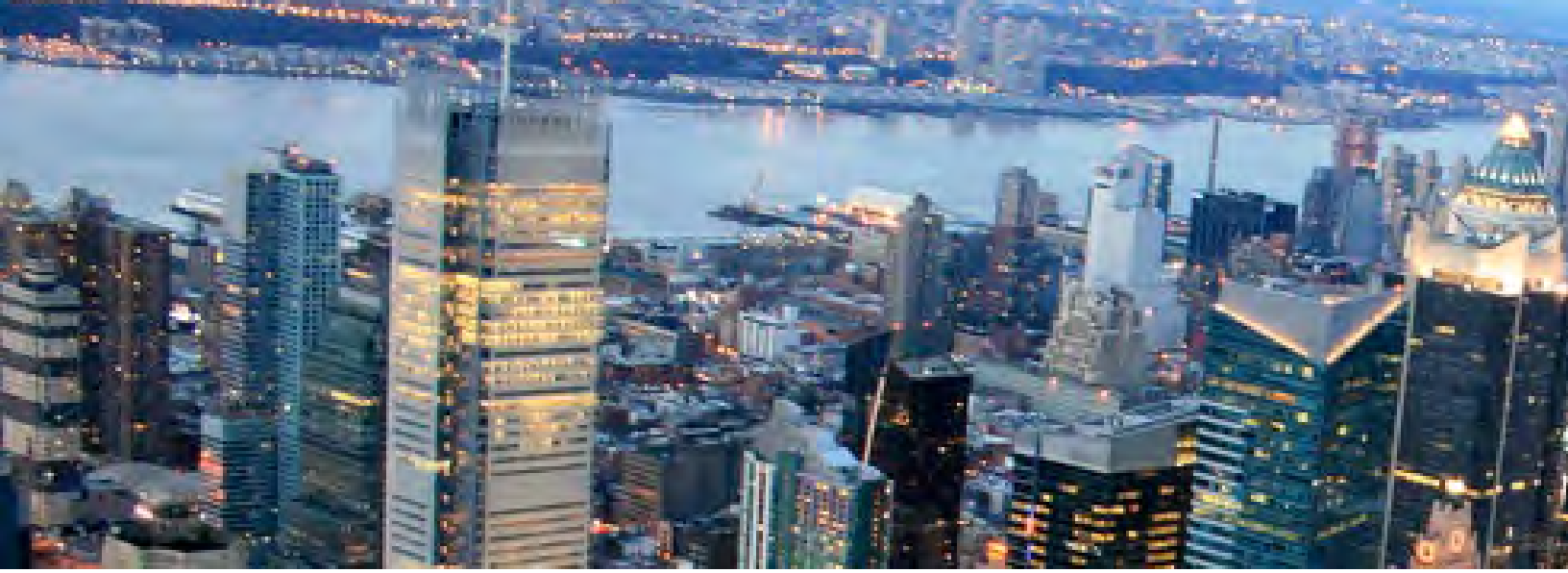
Throughout its history, the University has been an integral part of the city and state through partnerships with public schools, economic development initiatives, immigration aid and financial advice services and other community outreach programs. Today, CUNY faculty and staff members continue to benefit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

THE GRADUATE CENTER

The Craig Newmark Graduate School of Journalism operates under the umbrella of The Graduate School and University Center (also known as The Graduate Center) and its degrees are granted through The Graduate Center (www.gc.cuny.edu). Founded in 1961, The Graduate Center is the principal doctorate-granting institution of CUNY, with more than 4,200 students. Its professors pursue a shared enterprise of expanding the boundaries of knowledge in more than 30 doctoral programs and six master's programs in the humanities, social sciences and sciences. Augmenting this enterprise are 28 research centers and institutes focused on areas of compelling social, civic, cultural, and scientific concerns.

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

Since 1999, The Graduate Center's campus has been housed in a nine-story landmark building at 365 Fifth Avenue in midtown Manhattan. Formerly home to the B. Altman Department Store, the building has been redesigned as a new, state-of-the-art facility to meet the specific needs of a 21st-century institution of advanced learning. School of Journalism students have access to many of the services at The Graduate Center, including the Mina Rees Library, the Wellness Center, the Financial Aid office, and the Office of International Students.



CRAIG NEWMARK GRADUATE SCHOOL OFJOURNLISM

The Craig Newmark Graduate School of Journalism at CUNY opened its doors in the heart of the media capital in August 2006. Its goals – to expand diversity in newsrooms across the nation and provide an affordable, publicly supported graduate journalism school in the New York region. Change is in our DNA as a result of being born while the digital revolution began to transform our profession in ways none of us could have imagined.

The school offers two master's degrees: a Master of Arts in Journalism, which includes a unique bilingual (English/Spanish) concentration, and an M.A. in Engagement Journalism. More than 1,000 students have graduated from our school, going on to work for some of the biggest names in media as well as community outlets and innovative startups.

Since its inception, our school has gained a reputation for innovation in its curriculum and outlook. The Tow-Knight Center for Entrepreneurial Journalism was founded with the aim of ensuring a sustainable future for news. Our Center for Community Media supports hundreds of news outlets covering immigrants and communities of color in New York City and across the nation. The McGraw Center for Business Journalism funds investigative projects of veteran business reporters and helps train young journalists entering the field. The Ida B. Wells Scholarship Program was established to help train more investigative journalists of color.

The Executive Program in News Innovation and Leadership equips a diverse group of changemakers to lead the transformation of news business. Our Online entrepreneurial certificate program helps independent journalists develop news products.

We fashioned a school to teach the latest storytelling, entrepreneurial, and technological skills alongside reporting, writing, and ethics. Beyond that, we've crafted a culture that spurns complacency, that isn't afraid to pivot before the ground under us shifts. At a time when our profession is reeling from financial pressures and lack of trust, we are committed to producing the next generation of skilled, ethically minded, and diverse journalists.

ACADEMIC PROGRAMS

IMPORTANT NOTICE

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.

The Master of Arts in Journalism

DEGREE REQUIREMENTS AND REQUIRED COURSES

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 in three or four semesters that best reflects their interest in writing, audio, video, photo or interactive media, and their interest in a subject concentration: Arts & Culture, Bilingual Journalism, Business & Economics, Health & Science, International or Urban 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)
- Introduction to Data Journalism (recommended for first semester)
- Legal and Ethical Issues
- Fundamentals of Audio Reporting
- Fundamentals of Video Reporting
- Advanced Reporting (prerequisite for Summer Internship; must be taken in the student's second semester)
- Advanced Research Techniques

	Masters in Journalism: Program Options		
	Three-Semester Timeline	**[Modified] Three-Semester Timeline**	**Four-Semester Timeline**
First Semester (Fall)	• Craft 1 (5.5 cr) • Legal & Ethical (2 cr) • Audio (2 cr) • Video (2.5 cr) • Intro to Data (3 cr)	• Craft 1 (5.5 cr) • Audio (2 cr) • Video (2.5 cr)	• Craft 1 (5.5 cr) • Audio (2 cr)
Winter Session	• Non-credit Workshops (Januray Academy)	• Legal & Ethics Issues • Non-credit Workshops (Januray Academy)	• Legal & Ethics Issues • Non-credit Workshops (Januray Academy)
Second Semester (Spring)	• Adv. Rep. (3-7 cr) • Adv. Research (1 cr) • Subj. Conc. (3 cr) • Electives (3-6 cr)	• Adv. Rep. (3-7 cr) • Subj. Conc. (3 cr) • Electives (2-6 cr)	• Adv. Rep. (3-7 cr) • Subj. Conc. (3 cr) • Electives (0-3 cr)
Summer Session	• Summer Intership**	• Advanced Research** • Summer Internship**	• Advanced Research** • Summer Internship**
Third Semester (Fall)	• 6 credits of Subject Concentration • 6 credits of Electives	• Subject Concentration (6 cr) • Intro to Data (3 cr) • Electives (3 cr)	• Subject Concentration (3 cr) • Intro to Data (3 cr) • Video (2.5 cr) • Electives (2 cr)
Winter Session	• Non-Credit Workshops (January Academy)	• Non-Credit Workshops (January Academy)*	• Non-Credit Workshops (January Academy)*
Fourth Semester (Spring)		• 3 credits of Electives	• Subject Concentration (3 cr) • Electives (7 cr)

**Winter Intersession course will be listed on your Semester 1 schedule*

***Summer Course(s) will be listed on your Semester 3 schedule*

SUBJECT CONCENTRATIONS

Towards the middle of their first semester, students will choose a subject concentration, selecting from Arts & Culture, Business & Economics, Health & Science, International, Bilingual, and Urban Reporting. 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.

Students are required to take a minimum of nine credits of classes within their subject concentration over the course of their study. Courses within each program are listed below. All courses are three credits, unless noted otherwise. Special topics courses are sometimes offered in the specialization. The subject matter will vary depending on the instructor's expertise.

Arts & Culture

- Arts Criticism
- Cultural Issues
- Arts & Entertainment Reporting
- Sports Reporting

Bilingual

Program information on page 15

Business & Economics

- Covering the Economy
- Covering Markets and Companies (*6 credits)*

PUBLICATION REQUIREMENTS

Craft 1 and Advanced Reporting, courses all include a requirement that all students publish at least one piece of work each semester. Students can fulfill this requirement with work from any first or second-semester class.

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

Health & Science

- Introduction to Health Journalism
- Science Journalism
- Investigative Health Reporting
- Urban Environmental Reporting

International

- Intro to International Reporting
- Cross-Cultural Reporting
- Issues in International Reporting

Urban

- Covering City Government & Politics
- Covering New York's Social Issues
- Urban Environmental Reporting
- Urban Investigative Reporting

(not to be confused with Investigative Reporting, which is an elective and does not focus on any one specialization)

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 with 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.

FOURTH SEMESTER OPTION

Students have the option of declaring a fourth semester.

- To take additional media courses or electives 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 more easily accommodate a professional internship during the school year.

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 student affairs advisor. Please note that students who pursue this option must pay tuition for the extra semester. Also, courses taken outside of the Newmark J-School may not count towards the journalism degree. For example, credits taken in undergraduate language courses outside the Newmark J-School will not be counted. Any student in good academic standing may apply. Good academic standing is a 3.0 or higher GPA over one semester and a 3.0 or higher cumulative GPA over multiple semesters. For maximum flexibility, those who are interested in a fourth semester should consult the Office of Student Affairs as early as possible.

BILINGUAL JOURNALISM PROGRAM SUBJECT CONCENTRATION

Carmen Graciela Díaz,
Director of the Bilingual Journalism Program
carmen.diaz@journalism.cuny.edu

Degree Requirements and Required Courses

Students are requried to complete a total of 15 credits with the Bilingual subject concentration. The Bilingual Program 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). 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 complete a required summer internship in the U.S. or abroad. This can be at a Spanish-language news outlet or bilingual/English-language outlet whose focus is on Latino audiences. They participate in seminars with U.S. Latinx media leaders and make in-person visits to leading newsrooms in New York City.

If you have any questions regarding the number of credits or if you are in the flexible

Bilingual Concentration: Three Semester Timeline			
Semester 1 (Fall) *all required courses*	**Semester 2** (Spring)	**Summer**	**Semester 3** (Fall)
• Craft I / Redacción y Reportaje I (in Spanish) • Legal and Ethical Issues • Audio • Video • Intro to Data Journalism	• Advanced Reporting on Latino Communities / Reportaje Avanzado sobre Comunidades Latinas (in Spanish, required) • Two electives • Advanced Research Techniques / Técnicas Avanzadas de Investigación (in Spanish, required)	• Summer Internship in Spanish-language media outlet or English-language media with focus on Latinx coverage, in the U.S. or abroad (required)	• In-depth Reporting in Latino Communities / Reportaje en Profundidad Sobre Comunidades Latinas (in Spanish, required) • Covering Identity / Reportería Sobre Temas de Identidad (in Spanish, required) • Two electives

credits pathway, please reach out to Student Affairs. For questions regarding the Bilingual Program courses, please email carmen.diaz@journalism.cuny.edu.

CAPSTONE PROJECT

In their capstone project at the Newmark J-School, students delve deep into a journalism project, building on what they've learned. To qualify for graduation, each student must successfully complete a capstone, turning in a piece of professional-quality journalism. To check out past projects, visit the Research Center's archive.

Any medium can provide the base for a capstone. It can comprise one major story or a set of related smaller stories built around a theme. While one storytelling element will most likely be dominant, other elements, e.g., text, audio, video, data visualizations are encouraged. Every submission must include a strong visual.

CAPSTONE CLASSES

A capstone can be done in these upper-level courses, as part of an independent study, or outside of any class, with the support of an official capstone advisor. In many upper-level courses, students work on one reporting project all semester, and that often becomes their capstone. In a subject concentration course that allows a capstone, the capstone will count for two major assignments. If a capstone is done as an independent study, expectations for its scope will be higher and the capstone advisor and associate dean must first approve any independent study proposal.

ADVISEMENT

Capstone advisors tend to be the instructor of the course in which a student reports the capstone or they are the person overseeing an independent study. If a capstone is undertaken outside of a course, the student must find a faculty member willing to serve as the capstone advisor. The student and capstone advisor might also involve another faculty member or coach to augment the capstone advisor's expertise, e.g., a capstone completed in a health/science course in video format might involve the health instructor plus guidance from a video instructor or coach.

Students can rely on capstone advisors/supervisors for the following tasks:

- Approve the topic and direction of the project
- Provide guidance on structure and organization, including story elements
- Establish milestones
- Approve final version submitted to the
- Research Center
- Grade the project

COLLABORATION

Students can work together on a capstone, in which case:

- Each team member must document their contributions to the project.
- A group project must be a more ambitious project than one student could do individually, and should involve more than one major media element.

PLANNING YOUR CAPSTONE

Students should be thinking about capstone topics throughout their journey at the school. Sometimes a story covered for a class can offer many opportunities for deeper coverage in a capstone. Once students know which courses they will take in their final semester(s), and in which class they would like to do their capstone, they can be in touch with the instructor to discuss and get feedback on an idea. But that is not required.

TIMING

Students must file an electronic capstone declaration form, approved by the supervising faculty member, no later than the third week of the semester in which they do the capstone. Capstone supervisors must issue mid-semester written warnings to any student who falls seriously behind on their capstone, setting out steps needed to complete the project successfully. Students and their capstone advisors should agree to a timetable for drafts and the final project.

SUMMER CAPSTONE EQUIPMENT

Please use the Capstone Equipment Request Form to access production equipment over the 2023 Summer Break

SUBMITTING YOUR CAPSTONE

Students can compose their capstone on a presentation folio or website. Capstones may be published on an existing platform like Medium.com, on a custom site, or even in a Google document that includes at least one well-planned lead photo or other strong visual. All capstones should have a distinct link that can be shared privately or publicly.

For presentation purposes, every capstone should contain a compelling headline and a blurb to provide a quick synopsis. If it is an audio-, video- or data-based project, it should include a text introduction.

To complete the process and receive a grade, students must fill out a capstone archiving form with the Research Center, attaching the capstone. Students who wish to try to sell their work have the option of keeping it private for up to six months; afterwards, the project will become publicly viewable in the J-School repository.

BILINGUAL

Capstone projects developed in Bilingual Journalism Program classes are in Spanish. However, if a Bilingual Journalism student does their capstone in a class in English, outside the program's classes, the project must include a bilingual component, including but not limited to subtitles in Spanish, original material in Spanish such as audio from an interview, or texts in English and Spanish. The proposed bilingual component must be approved by the head of the Bilingual Journalism Program.

ASSESSMENT

In classes where a capstone is the ultimate product of the course, or when it is completed as an independent study, it will constitute the entire grade. If done in other courses, the capstone grade will be weighted as the equivalent of two class assignments. When the capstone is done outside of any class, the supervising faculty member must confirm to the associate dean that it met expectations as a successful capstone, i.e was worthy of at least a grade of B+.

QUALITY OVER QUANTITY

Early planning is encouraged. Suggestions: Think about timeliness and finding a news peg. Breaking some news is always good, but the best capstones often give fresh insight into well-worn or under-covered topics. Most importantly, don't confuse length for quality. Don't create a report; tell a story.

The Master of Arts in Engagement Journalism

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

DEGREE REQUIREMENTS AND REQUIRED COURSES

The M.A. in Engagement 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 with a cohort of fellow engagment journalism students. All general academic policies apply to all students, including engagement journalism. Students with any questions about what constitutes as an appropriate internship for engagement journalism students is encouraged to speak with the director.

	Masters in Engagement Journalism: Program Options		
	Three-Semester Timeline	**[Modified] Three-Semester Timeline**	**Four-Semester Timeline**
First Semester (Fall)	• Rep. for EJ (3 cr) • Community Development (3 cr) • Legal & Ethical (2 cr) • Audio (2 cr) • Video (2.5 cr) • Intro to Data (3 cr)	• Rep. for EJ (3 cr) • Community Development (3 cr) • Audio (2 cr) • Video (2.5 cr)	• Rep. for EJ (3 cr) • Community Development (3 cr) • Video (2.5 cr)
Winter Session	• Non-credit Workshops (Januray Academy)	• Legal & Ethics • Non-credit Workshops (Januray Academy)	• Legal & Ethics • Non-credit Workshops (Januray Academy)
Second Semester (Spring)	• Adv. Rep. for EJ (3 cr) • Adv. Research (1 cr) • Metrics & Outcomes (3 cr) • Social Media Tools (3 cr) • Electives (3 cr)	• Adv. Rep. for EJ (3 cr) • Metrics & Outcomes (3 cr) • Social Media Tools (3 cr) • Electives (3 cr)	• Adv. Rep. for EJ (3 cr) • Metrics & Outcomes (3 cr) • Social Media Tools (3 cr)
Summer Session	• Summer Intership	• Advanced Research** • Summer Internship**	• Advanced Research** • Summer Internship**
Third Semester (Fall)	• Community Practicum (3 cr) • Design & Development (3 cr) • Entrepreneurial Journalism (3 cr)	• Community Practicum (3 cr) • Design & Development (3 cr) • Entrepreneurial Journalism (3 cr) • Intro to Data (3 cr)	• Community Practicum (3 cr) • Design & Development (3 cr) • Entrepreneurial Journalism (3 cr)
Winter Session	• Non-Credit Workshops (January Academy)	• Non-Credit Workshops (January Academy)*	• Non-Credit Workshops (January Academy)*
Fourth Semester (Spring)			• Intro to Data (3 cr) • Audio (2 cr) • Electives (3 cr)

**Winter Intersession course will be listed on your Semester 1 schedule*

***Summer Course(s) will be listed on your Semester 3 schedule*

FIVE PILLARS OF ENGAGEMENT JOURNALISM

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

1. *Listening*: Starting with the public to discern goals and needs
2. *Journalism*: Gathering and presenting the information communities need
3. *Data*: Measuring impact reporting, and developing a better understanding of a community
4. *Technology*: Working with social media and other tools the public uses to interact, curate, crowdsource, and inform
5. *Business & Entrepreneurship*: Building a sustainable news organization and developing new products and services

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 the student 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.

EQUIPMENT, FACILITIES & TECHNOLOGY

Equipment Services

(646) 758-7860
equipment@journalism.cuny.edu

Amy Dunkin,
Director of Administrative Operations
(646) 758-7826
amy.dunkin@journalism.cuny.edu

Team Members

- *Kieran Delaney*
- *Eric Pilotti*
- *Andrew Shepard*
- *Andre Ward*

Insurance Requirements

- Students are required to submit a Proof of Property Insurance Certificate in order to have their equipment account activated.
- An insurance plan specifically tailored to the program has been arranged with Haylor, Freyer & Coon Inc. (HFC)
- The Policy Period will encompass all three semesters of the graduate program. Should the student enroll in additional coursework after this period, additional insurance must be purchased for continued equipment access.
- Enrollment, coverage, and claim information can be found at: http://www.haylor.com/college/cuny graduate-school-of-journalism/

FIRST SEMESTER

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

In order to receive these kits, students will be required to:

- Submit a HFC Proof of Property Insurance Certificate
- Login to the WebCheckout (WCO) Patron Portal
- Create and Schedule an Equipment Reservation
- Pick up the Equipment Kit at the Equipment Window (Room 329)

Specific instructions and submission forms will be provided by Equipment Services via email.

SECOND SEMESTER

In addition to the Shure MV88+ Video Kits, students will be issued equipment kits determined by their coursework. These course-specific kits will be issued for the duration of the Spring Semester and must be returned in full at its conclusion.

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

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

SUMMER BREAK & INTERNSHIPS

Equipment may be checked out over the Summer Break for Capstone coursework, pending Advisor approval. Please contact Equipment Services before May 1st for specific instructions.

Equipment may not be used to complete work assigned as part of an internship.

THIRD SEMESTER

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

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

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

ADDITIONAL SEMESTERS

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

Specific instructions will be provided by Equipment Services via email.

ADDITIONAL EQUIPMENT

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

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

LIMITS & CONDITIONS

Students will not be permitted to exceed a total of five simultaneous checkouts.

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

In the event that the replacement cost of equipment required for a student's coursework exceeds the default insurance limit, please contact Equipment Services for guidance in purchasing additional coverage.

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

GOOD STANDING

A student will be considered to be in good standing for the duration of their coursework, pending submission of an active HFC Proof of Property Insurance Certificate and in the absence of any account holds.

A student will be placed on hold and restricted from equipment access in the event of non-returns, incomplete returns, non-submission of insurance claims, non-payment, non-communication, recurring damage to equipment or in the absence of an active HFC Proof of Property Insurance Certificate.

LOSS, DAMAGE & THEFT

In the event of Equipment Loss, students will be responsible for the replacement cost of the missing items. Please note that the HFC Student Property Insurance does not provide coverage for loss.

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

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

NON-RETURNS & NONPAYMENT

In the event of non-returned equipment or nonpayment of replacement or repair costs, the student's equipment account will be placed on hold and after 30 calendar days the full replacement cost of such equipment will be charged to the student's bursar account.

DISCLAIMER

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

HOURS OF OPERATION

Mon. - Fri. 9 a.m. - 5 p.m.
(closed 1-2 p.m.)
Sat. - Sun. Closed

Note: Summer and Extended Break Hours may differ.

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

Public Safety Department

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

Francis Vargas,
Director of Public Safety
francis.vargas@journalism.cuny.edu

Officers:

- *Kia Copeland*
- *Frandy Germain*
- *Sgt. Cynthia Gonzalez*

The Department of Public Safety is staffed by trained campus peace officers who are available to assist the campus community at all times during operational hours. Campus peace officers are fully qualified to respond to emergencies.

HOW TO REPORT AN EMERGENCY

Call 911 to report emergencies that require the immediate response of the NYPD, FDNY, or Emergency Medical Services (EMS). If calling 911 from a campus phone (offices), dial 9-1 for an outside line, followed by 911. Please be advised that classroom phones do not dial out. Please call Public Safety at 87777.

Call 87777 from any campus phone to reach the Public Safety Desk during regular business hours and to expedite emergency responses.

In the case of a fire emergency, an alarm will sound and you will be given directions via the PA system by the building's 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.

For more detailed emergency procedures please go to the Public Safety webpage.

CUNY ALERT

All students are strongly encouraged to participate in the CUNY Alert system. The CUNY Alert system is designed to give you immediate and up-to-date information regarding weather, utility, and emergency situations. The system can contact you and family or friends, as you designate, via text message, cell phone, landline, and/or e-mail. The system can offer all methods of notice, a single method, or any combination. It is user friendly and can prove to be invaluable before, during, and after an emergency. Simply log onto http://www2.cuny.edu/cuny-alert and follow the instructions. Contact information for all registered students is included in the CUNY Alert system, except for the contact information for those students who affirmatively choose to opt-out of receiving CUNY Alert messages. If you have trouble accessing or modifying your contact information in CUNY Alert, please contact the IT help desk.

STAY SAFE

- Look up from time to time if you decide to text, read, etc.
- Be aware of your surroundings; try to remain in well lit and populated areas
- If you identify a potential risk, change your direction or group with others
- Make note of locations that are populated even during late hours
- Keep your cell phone charged and easily accessible
- Let someone know your travel plans.

NYCity News Service

John Mancini,
Director of Editorial Projects
(917) 951-8577
john.mancini@journalism.cuny.edu

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

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

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

In addition, students produce stories and packages throughout the year for the school's South Bronx news outlets—the Mott Haven Herald and the Hunts Point Express—as part of classes dedicated to coverage of those neighborhoods, their work in any course and during summer internships.

Technology

Josset Rawle,
Director of Technology
josset.rawle@journalism.cuny.edu

Team Members:

Help Desk
- *Julio Valerio, IT Senior Associate*
- *Ernst Elizee, IT Specialist*
- *Carmen Balan, Administrative Specialist*

Network Team
- *Scott Moulder, Senior Network Engineer*
- *Dimitri Pavlovic, Senior Network Engineer*

Web
- *Jamile Frías, Salesforce System Administrator*
- *Phanuel Llaverias, Web Developer*

The Technology Department at the Newmark Graduate School of Journalism is responsible for the physical and virtual technology systems including telecommunications, cloud and local data systems and services. The mission of this unit is to promote, facilitate, and support the effective use of technology. Organizationally, the department comprises three divisions: Networking, Help Desk, and Web.

STUDENT TECHNICAL REQUIREMENTS

For the most current information regarding technology, answers to common technical

questions and helpful instructions, you can visit the school's Tech Requirements page.

IT RESOURCES

Supported IT Resources:

- Supported software, limited to: Premiere Pro, Photoshop, Lightroom Classic, Media Encoder, Acrobat, DeScript, ProAvid Pro Tools and iLok License Manager, Audio Hijack, Microsoft Office, and the Gmail app.
- Computer Labs – Desktop computers and software
- Newmark Journalism Wired and Wireless Network, Eduroam - the City University of New York (cuny.edu)
- On-campus printing

Unsupported IT Resources:

- Operation and configuration of your home network (eg. cable modem and wireless)
- Home printing
- Mobile phones
- Third-party email apps
- Any other applications not on the supported list.

Post-graduation IT Resources:

- Your SOJ email account will remain active.
- You'll be added to the SOJ alumni mailing list.
- Facebook group
- You'll retain access to on-site IT resources, such as our computer labs.

Post-graduation Deactivations:

- Your SOJ network account will be deactivated.
- Your SOJ Office 365 account will be deactivated.
- Your Adobe Creative Cloud access will be revoked.
- Your VPN access will be revoked.
- Your Pro Tools license access will be revoked.
- Your file share access will be revoked.

Post-withdrawal IT Resources:

- Your SOJ email account will be deleted.
- Your SOJ network account will be deleted. Your SOJ Office 365 account will be deleted.
- Your Adobe Creative Cloud access will be revoked.
- Your VPN access will be revoked.
- Your Pro Tool license access will be revoked.
- Your file share access will be revoked & files deleted from the server.
- You will be removed from the various Newmark Facebook Groups

EMAIL COMMUNICATION POLICY

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

CITY UNIVERSITY OF NEW YORK PRIVACY POLICY

The City University of New York Privacy Policy applies to users of cuny.edu and is intended to explain what types of information is gathered from users and how that information is used. Members of the Newmark Graduate School of Journalism community should also refer to the City University of New York Policy on Acceptable Use of Computer Resources, which outlines CUNY's internal policy for the use and protection of CUNY computer resources.

CITY UNIVERSITY OF NEW YORK POLICY ON ACCEPTABLE USE OF COMPUTER RESOURCES

CUNY's computer resources are dedicated to the support of the University's mission of education, research and public service. In

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

Please review CUNY's policy on acceptable use of computer resources.

CUNY IT SECURITY AWARENESS COURSE

All staff, faculty and students are encouraged to take this 40 minute security awareness program.

PREFERRED NAME FOR EMAIL ADDRESSES

We understand that students may want to be addressed using their preferred name in their email address. To request this change:

- Student must download and complete the Preferred Name Request form.
- Student emails a completed form to student.affairs@journalism.cuny.edu
- Student Affairs reviews, and if the modification is approved, then communicates approval to the student and opens a ticket via help@journalism.cuny.edu

Research Center

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

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

Elizabeth Arestyl,
Interim Library Manager
Research Center Coordinator
elizabeth.arestyl@journalism.cuny.edu

Newmark J-School is the only j-school with a distinct core research methods instruction program to guide students from the time they begin reporting, spanning research basics to advanced research techniques, and offering a third-semester elective for investigative research techniques. Students tap into their Research Adjuncts and Chief Librarian and Associate Professor Barbara Gray (former director of news research at The New York Times) as news research consultants to guide them to solutions for the toughest research

questions. Newmark's Research Center is a digital and physical space (operated by Library Manager, Tinamarie Vella), solely focused on journalism databases, resources, and research instruction.

Our Research Guides for Reporters, like backgrounding people and companies, and researching nonprofits, will walk you through the research process for complex reporting topics. Newmark students have access to many journalism-specific databases, like AP Newsroom, PIPL search, Nexis, as well as personal digital subscriptions to The New York Times, and The Wall Street Journal via the Research Center.

Newmark's Research Adjuncts are world-class researchers, fact-checkers, and reporters from ProPublica, Centro de Periodismo Investigativo (CPI), New York Amsterdam News, The New Yorker, And The Aspen Institute who share their research superpowers with students within our core research curriculum.

STUDENT EXPERIENCE

The Student Experience area encompasses Admissions, Student Affairs, Career Services and Alumni Affairs. These departments were brought under one area to provide high quality services and support and to positively enhance the Newmark J-School experience for students and alumni.

Alumni Affairs

Salma Abdelnour Gilman,
Director of Alumni Affairs
salma.abdelnour@journalism.cuny.edu

Newmark J-School provides many services to its alumni, including access to job listings, workshops, an annual job fair, career counseling, and mentorship opportunities. An Alumni Homecoming is held annually and is a welcome opportunity to reconnect with fellow alumni and the school.

Newmark J-School's more than 1,300 alumni are a powerful, diverse and close knit community working at top organizations around the world. Graduates stay in touch through individual class listservs, an international listserv and an all-alumni listerv, which are maintained as a service by the alumni office. A monthly newsletter provides frequent and up-to-date news about the school and its graduates.

After graduation, alumni continue to have access to the school's lifelong learning programs, including January Academy and J+, as well as many Research Center databases.

Career Services

Adia Tucker,
Director of Career Services
(646) 758-7874
adia.tucker@journalism.cuny.edu

Yolanda Rodriguez,
Associate Director of Career Services
(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. The office also runs the required summer internship program. Our counselors help with resumes, cover letters, online portfolios and interview preparation while serving as a resource to help students find a summer internship and, later, a job. We provide:

- One-on-one career strategy sessions
- 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 develop a personalized career strategy plan. Make an appointment on Handshake, our career management platform: https://app.joinhandshake.com/

NETWORKING AND RECRUITING EVENTS

Networking, internship and recruiting events are held throughout the year. These include panel discussions with accomplished journalists, internship information sessions, and fall and spring career fairs.

NEWMARK J-SCHOOL JOBS WEBSITE

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

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

SUMMER INTERNSHIP PROGRAM

Career Services forms partnerships with media organizations to ensure that each student is compensated for the summer internship either directly from the employer or via a funding arrangement with the school. Every year, students can apply for a range of exclusive summer internships through the Newmark J-Corps Program as well as external paid opportunities.

Students receive three academic credits for the internship course. To be eligible to participate in an internship, students must have taken/passed Craft I, Advanced Reporting, Advanced Research, Legal/ Ethical, Multimedia Audio Visual and Multimedia Interactive.
Students are responsible for securing their own summer internships. The Office of

Career Services, however, works closely with each student to help them refine their application materials, find and apply for appropriate partner internships and paid opportunities, and stand out in interviews.

Program Requirements

- Students must intern for at least eight weeks, for at least 35 hours a week, for a minimum of 280 hours. Longer internships are also acceptable. Students receiving a stipend for a Newmark J-Corps summer internship have their hours capped at 280.
- For students in the documentary program only: On a limited, case-by-case basis - and subject to the approval of Career Services and the Associate Dean - a student may petition to fulfill up to half of their summer internship requirement (140 hours) on a documentary film (classified as an independent project), under the supervision of their doc mentor. To receive the 3 academic credits required, students must also complete at least 140 hours through a summer internship. For more information, contact Career Services.
- All internships must be approved by Career Services. To request approval, review the Internship Approval Checklist and launch Experiences in Handshake .
- Internships must involve meaningful news editorial work — no public relations, marketing or advertising internships. Hands-on editorial work includes reporting, writing, research, producing, fact checking, editing, social media, photo, video, interactive, data visualization, audience development and other multimedia forms of journalism.
- To start the approval process, students must launch an Experience on Handshake and select "Summer Internship." This will alert the Career Services, the internship supervisor and Student Affairs that the student is requesting approval. In order for Student Affairs to approve your internship experience, students must be registered for Advanced Reporting and Advanced Research Techniques during the spring semester. The internship is considered for approval once all parties have signed off and Student Affairs registers the student for the academic internship course.
- The summer internship course appears on the fall schedule in your third semester in CUNYfirst. The office of Student Affairs will register students for the course in CUNYfirst after the student has launched an Experience on Handshake and all required information has been provided by the student and the internship supervisor.
- The Internship Course is 3 credits. The maximum amount of credits students can be enrolled for in the Fall semester is 17. It is the student's responsibility to ensure that they do not register for more than 14 credits to allow room for the 3 summer internship credits to be included into their schedule in CUNYfirst.

Grades

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

- Uploading a professional resume to Handshake and completing the profile/bio section in the first semester. Students who do not meet this requirement will receive a mid-semester warning.
- Applying to at least the minimum number of partner internships as set forth in the course syllabus, along with applying to any external paid summer opportunities of interest. Students who do not meet this requirement will receive a mid-semester warning.
- Filing two reports during the summer internship: one midway through the summer, the other at the end. Students will receive a prompt via Handshake to complete the reports before they are due. If you do not submit the two required reports, you will receive an incomplete.

- Supervisors also submit an evaluation of the students' work toward the end of the internship. If your supervisor does not submit your evaluation, you will receive an incomplete.
- To pass the course, you must earn a positive evaluation from your supervisor. Students who do not, will receive an F and will have to take another summer internship the following year. If a student received a stipend from the school for the first internship, they are not eligible for a second stipend.

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

J-School Stipend

All summer internship stipends will be processed through your CUNYFirst account. To ensure you receive your stipend in a timely fashion, please enroll in direct deposit via your CUNYFirst account as soon as possible and no later than mid-April.

If you are already enrolled in direct deposit in CUNYFirst, you need not take any action.

Enroll in direct deposit in CUNYFirst.

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

Students traveling outside of New York

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

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

For Students Interning Abroad

We will speak to you via video chat or by phone midway through your internship. This is mandatory and will be arranged in advance. Students travelling abroad are reimbursed for their airfare after the first $500. They are also required to attend safety training before they leave.

Note for International Students

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

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

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

CPT Request Form to the Office of International Students to apply for their CPT authorization before beginning any off-campus employment. Please enroll in the appropriate CPT course indicated on the CPT Request Form prior to submitting the completed CPT Request Form to the Office of International Students.

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

CPT is issued for a specific employer. International students will need to apply for a CPT authorization for each off-campus employer. Please apply for CPT for each outside publisher as soon as a story pitch is approved by an editor. **To maintain F-1 status, it is important not to begin any work for the employer until you have received your CPT authorization.**

Please note that F-1 international students must complete two semesters enrolled full-time before they are eligible to apply for CPT.

Read further information regarding CPT.

SPRING/FALL ACADEMIC INTERNSHIPS

Academic internships for credit are not offered during the first semester. However, students who wish to intern in the second or third semesters, in addition to the required summer internship, may do so. Students must get written permission from their advisers and the director of Career Services by launching an Experience in Handshake. Additionally, Student Affairs reviews and confirms the number of hours the student is able to intern.

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

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

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

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

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

Student Affairs

Lindsey Allen,
Associate Director of Student Affairs
Room 311
Phone: (646) 758-7863
lindsey.allen@journalism.cuny.edu

Matthew Brown,
Associate Director of Student Engagement and Programs
Room 311
Phone: (646) 758-7863
matthew.brown@journalism.cuny.edu

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

The Office of Student Affairs supports and enhances students' experiences at the Newmark J-School. 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 wellnessshould know the Student Affairs Office is always here to help guide them to multiple resources that can help them succeed.

Ultimately, Newmark J-School shouldn't just be about the classroom experience. Take advantage of the myriad of events at the school. Plus, students are also welcome to partake in the Graduate Center's wide range of public events, including lectures, symposia, performances, and workshops.

CUNY is a huge network and many great CUNY- wide events are open to all students in the system. You can also sign up for a bi-weekly event newsletter.

The Office offers support to students in the following areas:

- New student, second semester and third semester orientations
- One-on-one academic advisement
- Subject Concentration and Electives Information Sessions
- Supportive liaison with Graduate Center offices, such as the registrar and financial aid

CAMPUS EVENTS

The Office of Student Affairs hosts several events/activities throughout each semester Mid-semester there is a de-stressor program, where students are able to socialize as well as partake in relaxation activities such as yoga with a certified instructor and meditation
Other events include game nights, movie nights, student club panel events, Graduate Student Council socials/town halls, as well as brown bag speaker series and more.

REGISTRATION REQUIREMENTS

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

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 Interest Worksheet and meet with Student Affairs for final review. 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 Newmark J-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 take a leave of absence, or officially withdraw

STUDENT ACCESSIBILITY SERVICES

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 they have a disability, have 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 Newmark J-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 Craig Newmark 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 Newmark J-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, you must do the following:

- Complete student accessibility form

- Attach acceptable documentation (IEPs, doctor's note, undergraduate records)
- Submit the form and all paperwork to the Office of Student Affairs

SERVICES FOR VETERANS

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

STUDENT LIFE

Governance Council

The governing body of the Craig Newmark 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 council member: 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 (Associate Director of Student Affairs) to discuss student needs and concerns every two weeks throughout the semester. The Associate Director and GSC oversees the election of 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 new council members. 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.

To learn more, visit the Student Council page on our website.

Newmark Grocery Food Pantry

The J-School launched a program to provide extra food for students in need. The Newmark Grocery is our campus food pantry. We ask students needing to visit the Grocery to fill out a form. The information provided on this form will remain confidential. Absolutely no information identifying students will be given to any other department, or entity outside the Newmark School. Please know some of these questions are required by our partner, Food Bank of NYC. Your answers to other questions may be used to direct you to social services agencies. Or, it may be used to assist in fundraising for the Grocery.

Student Affairs Newsletter

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

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

Wellness Center

Room 6422
wellness@gc.cuny.edu

Counseling Services
(212) 817-7020
Counseling Services Webpage

The Wellness Center has two services, the Student Counseling Service and the Student Health Service.

Counseling Services

When you request a clinical or academic service, a counselor contacts you within a week or two to schedule an initial meeting. At the initial meeting, we ask you about the concerns that have prompted you to request services as well as about the broader context of your life. Then, together with you, we think through what would be the best service or services to meet your needs going forward. Our services include short-term individual counseling (10-12 sessions), group counseling, academic consultations (4 sessions), and referrals for open-ended counseling and/or a medication consult. The center also offers workshops on issues specific to graduate students. Some examples are: Navigating Racial Microaggressions, The "Impostor Syndrome," and Procrastination. We also offer a Wellness Video Series on our website, where you will find self-help videos on topics such as Mindfulness, Racial Battle Fatigue, and Self-Care for Graduate Students.

You will also find articles and resources there on common concerns that graduate students have about academia, mental health, and social justice. Visit our website or email us at wellness@gc.cuny.edu for additional information.

HEALTH SERVICES

The Wellness Center's Health Service provides health and wellness education and information throughout the year, including presentations, workshops, health screening events and the yearly Wellness Festival, held during the spring. We do not currently have a medical professional on staff, so students who are ill or require routine health care should seek services outside The Graduate Center. However, we can offer information and referrals to assist you in finding the care you need. Contact us at wellness@gc.cuny.edu or visit our website.

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 or call 1-855-355-5777.

For more information about health insurance options, visit the Office of Citywide Health Insurance Access, 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
462 First Avenue, at 27th Street

CityMD West 39 Urgent Care
(646) 518-1777
1412 Broadway, New York, NY 10018

Lenox Hill Hospital
434-2000
100 East 77th Street, between Lexington and Park Avenues

Mount Sinai Health Systems
241-6500 or 590-3300
Various locations

MedRite Urgent Care
695-4444
330 W 42nd Street, between 8th and 9th Avenue

New York Presbyterian Hospital at Cornell Weill Medical Center
746-5454
525 East 68th Street, at York Avenue

NYS Aids Hotline/Counseling/Testing
(800) 541-2437
New York University College of Dentistry
998-9800
345 East 24th Street, at First Avenue

NYU Langone Medical Center
(646) 929-7815
Various Locations and Specialties

Centers for Disease Control (CDC) (800) 232-4636

Gay Men's Health Crisis (GMHC)
(800) 243-7692
446 W. 33rd St

Veteran's Services
(888) 838-7697

NYC Department of Health and Mental Hygiene
Dial 311

Al-Anon Family Groups
941-0094

Samaritans (Suicide) hotline Suicide Prevention Hotline Special Victims Liaison Unit (877) 870-4673

Suicide Prevention Hotline
(800) 273-8255

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

Housing

The CUNY Graduate Center offers housing to students. Please note housing is CUNY-sponsored/not affiliated with Newmark J-School, and we make no representation/ warranties for external entities. For more information on available apartments, visit the Graduate Center website.

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 following locations:

The Summit Apartments at Queens College
Contact: housing@qc.cuny.edu

The Graduate Apartments
Contact: Eric Brown

The Towers at City College Towers
Contact: Seth Grossman, Director of Housing

Some students also choose to live in the International House. For more information, visit The International House site.

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.

There is also an active group within the CUNY journalism community on Facebook.

Office of International Students

Linda Asaro,
Director of International Student Services

Graduate Center,
365 Fifth Avenue,
Room 7200
intstu@gc.cuny.edu
(212) 817-7490

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

Services Available through the Graduate Center:

Graduate Center, 365 Fifth Avenue, Room 7200 intstu@gc.cuny.edu (212) 817-7490 requires immediate reporting of any changes in an international student's personal or academic information. In particular, this includes the following:
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.

ON-CAMPUS EMPLOYMENT

Federal regulations allow F-1 status students to work on campus for up to 20 hours per week during the semester. There is no hourly limit for on-campus employment during vacation periods when school is not in session. F-1 status students at the Graduate Center are authorized to work at any of the CUNY campuses and the 20 hours per week limit applies to all combined on-campus employment.

J-1 status students must receive on-campus employment authorization in SEVIS prior to commencing on-campus employment.Please submit your on-campus employment letter to the Office of International Students to receive such authorization.

OFF-CAMPUS EMPLOYMENT

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

regulations pertaining to your student status is from an International Student Counselor in the Office of International Students at The Graduate Center.

ON-CAMPUS EMPLOYMENT

Federal regulations allow F-1 status students to work on campus for up to 20 hours per week during the semester. There is no hourly limit for on-campus employment during vacation periods when school is not in session. F-1 status students at the Graduate Center are authorized to work at any of the CUNY campuses and the 20 hours per week limit applies to all combined on-campus employment.

J-1 status students must receive on-campus employment authorization in SEVIS prior to commencing on-campus employment. Please submit your on-campus employment letter to the Office of International Students to receive such authorization.

OFF-CAMPUS EMPLOYMENT

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

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

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

PAYING FOR SCHOOL

Tuition

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

M.A. IN JOURNALISM

	2023-2024 Tuition & Fees		
	In-State	**Out-of-State**	**International**
Fall 2023	$6,136.45	$13,416.45	$13,416.45
Spring 2024	$6,336.45	$11,906.45	$11,906.45
Fall 2024 *(third semester only)*	$6,136.45	*$6,136.45	$13,416.45
Total Tuition *(includes student fess)*	$18,609.35	$31,459.35	$38,739.35

Out-of-state residents who are U.S. citizens or permanent residents may qualify for in-state tuition in their third semester, if they become legal residents of New York State. If you don't qualify for in-state residency in the third semester the out-of-state rate will apply.* ***Click here for the City University Residency form**. This form will provide you a list of required documentation to verify your New York State residency status.*

Please note that the tuition and fees listed above for the M. A. in Journalism Program is based on 15 credits in the fall and 13 credits in the spring. Out-of-state and international students pay $855 per credit, plus $100 per credit Excellence fee for all billable credit hours for the 2023-2024 academic year. For more information on cost per credit, please view the Graduate Center's Tuition and Fees page.

Student Fees

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

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

- **January Academy Fee:** will cover the costs of workshops offered between the first and second semesters.
- **Consolidated Fee:** ensures the continuation, expansion, and establishment of critical university-wide services including but not limited to: the processing of financial aid applications, the immunization program, the job location/development program and other services.
- **Technology Fee:** will help defray the cost of electronic databases, computer hardware and software, help desk service, and computer and network maintenance.
- **Program Supplement Fee:** covers the cost of state-of-the-art multimedia packs, equipment, and other program materials for students' use.
- **Student Activity Fee:** will cover costs associated with extracurricular education programs such as a speaker series, a journalism film series, special skills workshops and other events requested by students.

- **Equipment Insurance Fee*:** will cover costs of lost or damaged equipment loaned to students.
- **Student Senate Fee:** is allocated to the University Student Senate.

NON-INSTRUCTIONAL FEES

For non- instructional fees, such as duplicate 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.

The following special charges may also apply:

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

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

Tuition and Fees Rate, Residency and Accessing Your CUNYfirst Account

1. ***Where do I find information on Tuition and Fees rates charged by the School?***
   - Tuition and Fees estimates can be found on the School's website.
   - Note that tuition and fees rates are estimated and are subject to CUNY Board of Trustees approval each academic year, and that the school's website will be updated in the Spring term or shortly thereafter.

2. ***Does the tuition rate increase annually?***
   - All tuition rates are initiated and increased only by the CUNY Board of Trustees and implemented by the CUNY Central Office
   - There is no tuition increase by the Board of Trustees for the 2023-2024 academic year.
   - The tuition and fees estimates on the school's website includes the annual increase and is subject to CUNY Board of Trustees' approval every fall semester. Note: The Fall 2021/Spring 2022 incremental tuition increase was not approved by the Board, therefore, Fall 2023 has been updated to reflect the same incremental tuition increase as Fall 2021 pending Board approval.

3. ***How do I access my CUNYfirst account to see my tuition and fee charges and balance due?***
   - Navigate to CUNY.edu
   - 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.

4. ***When am I charged the non-resident vs. resident tuition rate and what is the impact on my School scholarship?***
   - Click here (& scroll down) for residency information and Tuition & Fee Rates. At least one month prior to the first day of classes, please ensure that your residency status is reflected correctly in CUNYfirst and that you are being charged the correct tuition rate based on your residency status.

- The 3rd semester portion of scholarships awarded to students by the school, is usually based on the in-state residency tuition rate and the student scholarship recipient filing for residency in that 3rd semester. This does not apply to international students who may have received a full scholarship from the school.

5. ***When am I charged the Program Change Fee?***
   - Students are required to pay an **$18** Program Change Fee each time they make certain program changes, on or after the first day of classes (except for students who only drop courses), based upon the official CUNY calendar.
   - The fee is charged per occurrence per day, but no more than once per day
   - The fee(s) charged will cover one or more program changes made at the same time. Examples of changes incurring a fee:
     - Addition of a course or courses; changing from one course to another; changing from one section of a course to another section of the same course.
   - A Program Change Fee is not applicable to college-initiated changes. Examples are:
     - The college cancels or withdraws a course, whether or not the student substitutes another course; the college changes the hours of the course or makes other substantive changes that provides the student with justification for a change, or the college requests the student to transfer from one section to another section.

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

7. ***When am I charged the Intercession Fee/ January Academy Fee?***
   The school charges every student once every spring semester, a $200 Intercession/ January Academy fee. Click here to learn more about the January Academy.

8. ***If I return for a 4th Semester, in addition to the tuition charges, will I also be charged mandatory fees including the intercession/ January Academy fee (spring term only)?***
   Yes - once you register for your 4th semester, all of the above fees as well as other fees such as fees for program changes (where applicable) will be applied as a charge to your account for payment.

Deadline and Options for Paying Your Tuition and Fees

1. ***When is the deadline for paying my tuition and fees each semester? And how can I make a payment?***
   Your tuition and fees are due before the first day of classes each semester, EXCEPT if 100% of your tuition and fees will be paid

by any of the following or a combination thereof:

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

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

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

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

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

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

   - Enroll in the CUNY/Nelnet Installment Payment Plan.
     - Navigate to CUNY.edu
     - 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, click on the **Enroll/Manage Payment Plan** link

     For help with making a payment via Nelnet please contact the Nelnet Student Call Center at 1-888-470-6014.

     Click here for more information on the CUNY/Nelnet installment payment plan (Click on "Enroll Today" - top right).

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

   - Pay via eCheck or a one-time Credit Card payment through your CUNYfirst Account
     - Navigate to CUNY.edu
     - 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, click on the **Make a Payment** link

     Note that for one-time credit card payments there is a service fee charged equal to 2.65% of the amount that you are paying via a one-time credit payment.
   - Payment Plan with the Graduate Center Bursar: At least 5 days before the first day of classes, you may also request to set up a Payment Plan with the Graduate Center Bursar by sending an email to Bursar@GC.cuny.edu with a copy to Finance@journalism.cuny.edu.
   - By Check, Money Order, or Cash at the Graduate Center Bursar's Office located at 365 Fifth Avenue, New York, NY 10016, Room 8105.07 (between 34th and 35th Streets). Contact the Bursar at bursar@gc.cuny.

edu for more information. ***Make all checks and money orders payable to the Craig Newmark Graduate School of Journalism at CUNY*** and be sure to include your full name and your emplid# on the memo line. Please note that mail may be delayed due to COVID-19, therefore we encourage you to use the other payment options described above and below.

- Via Bank Wire Payment to the Newmark J-School's Citibank account. Contact the Newmark J-School's Finance Department at Finance@journalism.cuny.edu for the bank account wire information and include your CUNYFirst Emplid in your email. A follow up email should also be sent to Finance@journalism.cuny.edu confirming completion of the wire transfer and indicating the transfer amount, date of transfer, name of the account holder, and CUNYfirst EmplID. *Note also that students are responsible for covering any of their bank's fees when sending a wire payment to the school and only the amount received by the J-School will be applied to your balance.*

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

3. ***Can I pay my out-of-pocket balance via more than one method above?***
   Yes, providing that your payments are made or you have set up a payment plan by or before the first day of classes (**August 25, 2023**) for the Fall 2023 semester and/or as indicated above.

4. ***How do I pay for ID Card Replacement and Press Pass Replacement, Library Fines, Equipment Fines, Application Fees, and Commitment Deposit?***
   - ID Card Replacement and Press Pass Replacement: Students should notify the Newmark J-School Finance Department by email at finance@journalism.cuny.edu for paying the fine. Please include your CUNYfirst EmplID in the email. The Newmark J-School Finance Department will then reply to the email with a link to an invoice from Square (online payment vendor) to pay the fine by credit/debit card online. After payment, the student should provide a paid receipt to the Public Safety Desk (3rd Floor) in order to request a replacement ID Card or Press Pass. Public Safety general email is public.safety@journalism.cuny.edu
   - Library Fines: Students need to visit the Research Center 3rd floor, Room #313 to determine the amount owed for the library fine. The Research Center will then submit to the Newmark J-School Finance Department the student name, CUNYfirst EmplID, and the amount owed. The Finance Department will send the student a bill through Square to pay the fine by credit/debit card online. After payment the student should provide a paid receipt to the Research Center in order to clear the student account. For more information on Library fines contact tinamarie.vella@journalism.cuny.edu.
   - Equipment Fines: Students can swipe their credit card to pay the fine in the Equipment Room, 3rd Floor Rm#329A. The Equipment Room can also inform the Finance Office to bill to the student. Finance will bill the student through Square. The student will receive a link from Square to pay the fine online by credit/debit. For more information contact Equipment@journalism.cuny.edu.

Note: All of the above payments can be paid by check, money order, or cash, only at the Graduate Center Bursar's Office

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

Note: The student is responsible for any processing fees charged by ***Square****.* ***The current fee is 2.9% plus $0.30 per transaction****. Such fees are subject to be changed by Square.*

- Application Fees: Prospective students should apply to attend the Newmark J-School through the J-School's Apply Yourself application system. Upon completion of the application the prospective student will be alerted to either:
  - Pay the application fee via credit or debit card through a 3rd party vendor payment system connected to the Apply Yourself application system. The school is responsible for all associated 3rd party vendor system fees.
  - Pay by check or money order. Checks or money orders should be made payable to Craig Newmark Graduate School of Journalism at CUNY and mailed to:

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

    Craig Newmark Graduate School of Journalism at CUNY
    Attn: Admissions Department
    219 West 40th Street
    New York, NY 10018
- Refund of Commitment Deposit: Based on CUNY's Tuition and Fee Manual, an incoming graduate student for the Fall term has until April 1 immediately prior to the start of the Fall term to which they've committed to attend to request a refund of their commitment deposit. If a refund is not requested by that date, then the commitment deposit becomes non-refundable. If the student is enrolled, then the commitment deposit goes toward payment of the student's tuition and fees.

Policy for Non-payment

What is the Newmark J-School's policy for non-payment of my tuition and fees balance?
If you owe 100% tuition and fee charges, or a partial balance on your tuition and fees charges after you have deducted any expected scholarships, loans, 3rd party payments, and/or Nelnet or other payment plans (with School/Bursar), please note that you will be required to pay said balance in full, or make payment arrangements. Said payment arrangements must both be made and Finance must be informed (via Finance@

journalism.cuny.edu) at least **5 days** before the first day of classes. **By the end of the second day of classes 8/26/23**, if you have not made such arrangements, you will receive an email from the Newmark J-School Finance Department, followed by an email from the Associate Dean, if applicable, indicating the following ramifications:

- If by the end of the fourth day (**8/30/2023**) of the semester, arrangements to pay your tuition have not been made, the Dean/ Associate Dean, at their discretion may cancel your class schedule. Schedules can be reinstated when payment plans have been made, as long as there remains space in classes. Keep in mind you must re-enroll in classes before the add deadline (**8/31/2023**) for the semester, Click here for CUNY add/drop dates.
- If by the add deadline date (**8/31/2023**), payment arrangements still have not been made, you will no longer be considered enrolled in the Newmark J-School. Thus your Newmark J-School ID Card will be deactivated and you will not have access to the building or the campus. Additionally, you will need to file a readmission form to re-enroll. Students should note readmission will be considered for the semester following the one a student's enrollment was canceled, i.e. if a student's schedule is canceled in the Fall, a student can be readmitted in the Spring.
- If you still have an unpaid balance at the end of the semester, the school will take next steps to send your account to an external collection agency per CUNY's policy.

Refund of Tuition Paid, and Withdrawals & Deferrals from Classes

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

How will refunds be processed under CUNYFirst?

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

How will I receive my refund?

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

1. *Direct Deposit to your bank account.* You can enroll by logging into your CUNYFirst Student Center module and, under Financials, choose Enroll in Direct Deposit or click on this link.
   Note that Direct Deposit should be set up at least two weeks prior to your scheduled refund date in order to receive your refund via this method. If direct deposit is not set up by the time the refund process is run your refund will be issued via check.
2. *A Check from the NYS Comptroller's Office* is mailed to your address on file in CUNYFirst. (There is no action required on your part for this method.) However, given the pandemic, we encourage you to sign up for direct deposit as indicated above.

What about a financial aid loan refund?

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

Agency.

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

What if I overpaid on my Nelnet payment plan, how do I obtain a refund?
Nelnet refunds will be returned to the same credit card used for payment. These refunds are processed each Wednesday and should show on your credit card account within 7 to 10 business days from the date processed.

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

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

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

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

Please refer to the Academic Calendar for more details and deadlines for the Fall 2023 semester.

Note: Colleges may impose more stringent deadlines if they so choose. The Academic Calendar is subject to change at any time by official action of the University.

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

Other Tuition and Fees Related Questions

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

For loan verification, please submit an email request to the Graduate Center Financial Aid Office to financialaid@gc.cuny.edu.

A 3rd Party will be paying my tuition and fees and I need to obtain an official bill or written confirmation of my registration, how do I obtain said information?
To obtain an official bill, submit an email request to Bursar@gc.cuny.edu. Indicate the 3rd party's name, address and/or email where the bill should be sent.

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

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

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

How do I sign up for Work Study to work on campus?
Students must indicate on their FAFSA (federal loan application) (check the box) if they are interested in work-study. Please contact the Students Affairs Alexa.Maura@journalism.cuny.edu for more information and to determine if you qualify and can be assigned to work.

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

Scholarships, Federal Aid, and Work-Study

J-SCHOOL SCHOLARSHIPS

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

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

EXTERNAL SCHOLARSHIPS

We encourage all students to apply for outside scholarships and awards. Students can find more information regarding journalism-related scholarships on our website. As soon as you accept an outside scholarship, please inform the journalism school's director of student affairs 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 AND FEDERAL WORK STUDY

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

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

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

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

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

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

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

FEDERAL WORK-STUDY PROGRAM

Federal Work-Study awards are based solely on financial need as defined by federal law. Federal Work- Study awards are packaged each summer for the following academic year. Because Federal Work-Study funds are limited, only students who have their FAFSA on file by the priority deadline (March 1) are initially considered for awards.

Each semester, student employment opportunities will be shared with the campus community and will note FWS eligibility in the position descriptions.

Second Semester Students

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

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

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.

Graduation Requiments

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

- ***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.

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

- ***At what point in the application process do I request the loan amount needed for the academic year?***
  When accepting the loan on CUNYfirst.

- ***I've received my financial aid award letter- what must I do in order to accept the amount loaned?***
  Accept the award in CUNYFirst.

- ***Do you borrow what you will need or 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 financialaid@gc.cuny.edu as soon as possible to make that arrangement.

- ***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.

- ***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. A student who withdraws may not be eligible to keep some or all of their federal student loans. A calculation is performed to determine how much federal student aid was "earned" within thirty days of withdrawal.

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. Click here to sign up for direct deposit.

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

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

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 15 percent of your discretionary income, but never more than the 10-year Standard Repayment Plan amount. Repayment period is 25 years.

New Income-Based Repayment (New IBR)
Generally 10% of your discretionary income, but never more than the 10- year Standard Repayment Plan amount. Repayment period is 20 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 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, 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/, 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 courses, you may be asked to work in parts of the city that may be unfamiliar to you and to cover incidents and events that may unexpectedly present dangerous situations. Instructors will never knowingly put students at undue risk, but conditions can become unsafe quickly. If you feel you have been asked or are required to cover an event or story that makes you uncomfortable about your safety, discuss the assignment with your instructor or with staff from the 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.

Police departments do not always recognize the right of journalists to cover stories. Lately, there have been increasing confrontations with officers who want to prevent reporting. If you are threatened by law enforcement, calmly and politely display your press pass and explain your presence. If you are ordered by law enforcement personnel to leave or move, do so.

If you are arrested or detained while covering a story, your first call should be to an attorney. We have a couple of options for you:

1. The National Lawyers Guild has lawyers (and law students supervised by experienced lawyers) available to represent (pro bono) people arrested or charged for participating in or covering demonstrations. The arrest/jail support hotline is (212) 679-6018. Most likely, once you are brought to the precinct and present identification, you will be released with a return date, rather than being held and arraigned. More information here.
2. 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. Associate Carlisle Overbey, (212.878.8504, cell 704.299.3579, carlisle.overbey@cliffordchance.com) has agreed to take calls from students needing legal assistance.

After you speak to an attorney, you should, if you are able to, contact someone at the school: your instructor; Anthony LaViscount, director of Student Affairs (646-758-7853); John Mancini, Director of Editorial Projects (917-951-8577); or John Scully, director of Public Safety (201-906-4084).

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 MetroCard balance.
- Think about what you are wearing and what you are carrying. Would these items stand out and make you a potential target for theft or assault? Carry only the equipment you need.
- Research neighborhoods in which you will be reporting so you have a sense of the community

In the field

- If you are in the field at night, take a buddy.
- Don't leave equipment or other valuables in view. It's an invitation for thieves.
- 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.
- Avoid secluded locations. As much as possible, do your reporting and interviews in well-lit, public areas.
- Walk with a self-assured stride. Look confident and in control. Keep your head up and look around; make brief eye contact. Always project that you have a destination or a purpose.
- If you hear someone walking behind you, change direction & pace. Walk towards an open business, another group, or traffic. Avoid isolation and confrontation.

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 when crossing streets.
- If biking, always wear a helmet and observe traffic rules and keep a safe distance from vehicle doors that may swing open.
- Always 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 other staff members at the school.
- 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. 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:

1. **Bring credentials (and wear them!).** Every student journalist covering the event should have something that clearly identifies them 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.). Also carry a government ID, such as a driver's license, and a credit card or cash (in case you need to post bond). Keep in mind that a press ID may still be ignored.
2. **Identify an emergency contact in advance.** Memorize or write their number with a Sharpie on your arm. Work out a plan in advance of what they will do in the event you are arrested or injured. Call and text them the moment that it appears things are escalating, because it may be hours before you can get access to a phone if you're

jailed (and this provides a written record – with timestamp – of what is happening). Use Twitter and other publicly accessible channels to get the word out widely so people will know where to look for you.

3. **Write the number of a lawyer with a Sharpie on your arm** so if you lose your phone or it is confiscated then you still have the number.
4. **Recognize that demographic characteristics, including race, gender, sex, etc., as well as how you are dressed, may affect how you are treated by members of the police.** We wish this were not so, but it plainly is.
5. **In NYC, know which NYPD precinct is located where you are reporting.** Locate your local precinct by entering your location in the address box or zoom in to location.
6. **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.
7. **Students who are not US citizens, whether documented or undocumented, need to be mindful of the collateral immigration consequences of being arrested.**
8. **If arrested or detained, act immediately.**
    - 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 them to contact their superior officer before they take any action against a member of the press.
    - If police insist on arresting or detaining you, let them know that you wish to contact a lawyer (see above) 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."
    - Under the 4th amendment you do not have to show images or recordings if asked to do so by police. They cannot seize your camera unless they believe that you have captured a crime. Police cannot view content without a warrant. They cannot delete images or files. Password protect your phone and do not use facial recognition, as the police cannot force you to tell them your password.
9. **Bear witness.** 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 as soon as possible.

Adapted from: https://jschoollegal.wordpress.com/student-safety/

CODE OF ETHICS

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

Many news organizations require employees to sign codes of ethics. Because the Newmark J-School is preparing students to enter the media world and because integrity is so important to our profession, we too shall require all students to read, sign and heed this Code of Ethics. Students who violate this Code may face appropriate sanctions, up to and including expulsion, in accordance with CUNY Bylaws and the CUNY Policy on Academic Integrity and professional journalism standards.

BASIC PRINCIPLES

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

It is not possible to codify all good behavior. But we should subject everything we do to the twin tests of honesty and fairness — and remain accountable for the results. Some of this is obviously easy to state. For example, we should take great care to avoid errors of any kind. We should admit mistakes and promptly correct them in a manner likely to reach those who read, saw or heard the erroneous piece. We should tap multiple sources for information, identifying them and their motivations whenever feasible. We should be reasonable, judicious, and unbiased in setting forth and interpreting facts. We should distinguish between news reporting and analytic forms of journalism, including opinion pieces and commentary. Other "best practices" often depend on the circumstances and require prudent judgment and the wise counsel of experienced colleagues. When in doubt, please seek guidance. This is, after all, an educational institution.

WHAT NOT TO DO

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

1. **Fabricate.** No student shall knowingly present false information or invent information, data, quotations, or sources in a journalistic presentation or academic exercise. No student shall show reckless disregard for factual accuracy. No student shall manipulate or falsify images or video or audio in a manner that creates false impressions or compromises accuracy.
2. **Plagiarize and Use Others' Content.** No student shall knowingly represent the words or ideas or photography or video or audio produced by another person as their own. Such information must be fully credited to the original source by attribution, quotation marks, footnotes, and/or other established journalistic practices and professors must be apprised of the use of any material that is not the student's own independent work. Be advised that all student work may be analyzed electronically for violations of this code and may be checked against a database for plagiarized content. Please ask your instructor if you have any questions about how to distinguish among acceptable research, attribution and plagiarism.
3. **Cheat.** No student may engage in any form

of academic cheating, for example on tests, journalistic exercises or otherwise, or help another student to cheat. No student may submit work previously submitted in another course without the knowledge and permission of the instructor.

4. **Engage in Conflicts of Interest.** All students must avoid any conflicts of interest between their appropriate role as student journalists and any other outside role. Such conflicts include preparing journalistic assignments on subjects or institutions in which the student has a financial, family, or personal involvement. When in doubt, consult with your instructor. You must disclose all potential conflicts to the appropriate faculty member or to the Associate Dean before you begin the journalistic assignment.
5. **Misrepresent yourself.** Students must be forthright and honest about how they identify themselves to subjects and sources and should never represent themselves as anything other than journalists or journalism students. Students must obtain approval in advance in writing from the appropriate faculty member and dean for any proposed "undercover" activity.
6. **Conduct yourself Inappropriately.** No student may engage in conduct during class or on assignment that brings discredit to the school or University. Such misconduct includes disruptive behavior, physical abuse, safety threats, property damage, theft, lewd or obscene behavior, or discrimination by word or deed on the basis of race, gender, religion, place of origin, age, disability, or sexual orientation.
7. **Misuse Social Media.** Students must be responsible in their use of social media and should not violate professional journalism standards in their social media activities.
8. **Break the Law.** No student may break the law, including laws relating to trespassing, theft of information, breaking into email or voicemail, or any other violation of civil or criminal laws. If you believe you have been wrongly excluded from a news scene by law enforcement, please notify your instructor and/or dean to discuss whether legal follow-up is warranted.
9. **Accept Gifts and Freebies from Sources.** Students may not accept gifts, free tickets or travel, special meals or favors, or anything of value that could potentially compromise or appear to compromise their independence of their news sources or news subjects. However, it may be acceptable to accept press tickets, with the approval of the professor, to performances and screenings directly related to a class assignment. In delineating between what is compromising and what is within permissible parameters for journalists seeking access to newsworthy information, according to Reuters' Handbook of Journalism, "In the course of gathering news, journalists are often invited to breakfasts, luncheons or dinners. As long as such occasions are newsworthy, it may be appropriate to accept the hospitality provided it is within reason. We do not accept 'junkets' — events that have little if any value to our newsgathering such as . . . an evening's entertainment or a sporting event at the expense of a news source." When in doubt, either politely decline or seek ADVANCE permission and guidance from your instructor or the Newmark J-School dean.
10. **Pay for Access to News or Sources.** Students may not pay sources or provide sources with anything of value in exchange for interviews or access.

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

for the Code of Conduct.

MORE ON PLAGIARISM AND FABRICATION

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

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

You have plagiarized if you:

- Copied text from the Web and pasted it into your story without quotation marks or citation
- Presented facts without stating where you found them
- Repeated or paraphrased words or phrases without acknowledgement
- Took someone's unique or particularly apt phrase without acknowledgment

To avoid plagiarism:

- List the sources and contact numbers used in your reporting and use the list to double check the material in your story
- While taking notes, keep separate your own ideas, summaries of others' ideas or exact wording from other people's work
- Identify the sources of all exact wording, paraphrases, ideas, arguments, images and facts that you use
- Ask your instructor if you are uncertain about your use of sources
- Be prepared to describe how you got the story

FABRICATION

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

VERACITY OF PHOTOS AND GRAPHICS

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

PURCHASING OF ACADEMIC PAPERS

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

FALSIFICATION OF RECORDS

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

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 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.

CUNY STUDENT CODE OF CONDUCT

- CUNY Policy on Academic Integrity
- Article XV Policy (Student Conduct)

OTHER STUDENT RESOURCES

Copyright

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

Email Accounts

Each student at the Craig Newmark 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 Newmark 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 Newmark J-School via email. All email addresses are in this format: firstname.lastnameXX@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.

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 Newmark 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 Newmark J-School or other City University buildings or when using any Newmark J-School facilities. You will also be given a library barcode sticker, to use both in the Newmark 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 Craig Newmark 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 Craig Newmark Graduate School of Journalism will set up a variety of listservs to be used for electronic communication purposes.

Lockers

Each student will be assigned a locker and will be able to program their own combination code. These lockers, installed for the convenience of students, are the property of the Craig Newmark Graduate School of Journalism 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.

Name Changes

STUDENT PREFERRED NAME CHANGES

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

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

CUNYfirst Preferred Name Change Instructions:

- Visit the CUNYfirst Webpage
- Log into your account
- Go to Student Center
- Scroll down to Personal Information and Click "Names" on the left hand side
- On that page you should be able to add a name and indicate that it is your preferred name.
- Please note that this will only change your name on CUNYFirst, it is not a legal name change. After making this update your preferred name will also be shown on class rosters and Blackboard.

STUDENT LEGAL NAME CHANGES DUE TO COURT ORDER AND TYPOGRAPHICAL ERRORS

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

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

Official Transcript Requests

Newmark J-School provides a service which allows students to request and pay for an official transcript online. Students using this online service are responsible for the $7 transcript fee (unless it is going directly to another CUNY campus), plus a convenience service charge. Payment is available by any major credit card or debit card. Upon receipt of requests, transcripots are processed in 2-4 business days.

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

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

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

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

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). Please check the CUNY academic calendar to review the course drop refund schedule. 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 $18.00 may be assessed for any program changes made after a student's original schedule has been processed.

Address Changes

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

Advising

In the first semester, each incoming student will be assigned a Faculty Mentor and a Student Affairs Advisor.

Your Faculty Advisor is available to assist you with the transition to J-School, provide advice and guidance and support you in your educational pursuits.

Your Student Affairs Advisor will assist you with class selection and registration each semester, provide academic program information and ensure you are meeting degree requirements on your path to graduation.

In the second and third semester, in addition to their Student Affairs Advisor, students will be able to choose their own Faculty Mentor from a core group of professors.

All students must meet with their Student Affairs advisor before registering each semester. During this meeting, students can discuss academic and professional goals, and seek guidance in selecting courses.

- Meet with your Student Affairs advisor to discuss course selections
- Complete a course interest worksheet emailed from the Office of Student Affairs
- Advisor must approve course selections in order for your registration hold to be lifted.

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 Newmark J-School has the same expectations for professional behavior as a news organization.

Reporters are expected to show up every day ready to work and Newmark J-School students are expected to attend every one of their classes. 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 Newmark 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.

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 on our website.

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.

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.

ePermit

ePermit facilitates the process of CUNY students obtaining permission to register for courses offered at other CUNY colleges. Prior to taking courses at another institution a student should inquire at the Host College for registration dates and procedures governing visiting CUNY students on ePermit To see the class schedule at all colleges please visit the Global Class Search

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

Disputes Concerning Academic Grades

The Newmark 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.

In the case of disputes over a graded assignment and final course grades, the student should discuss the matter with the instructor. The student may be accompanied by a student or other member of the Newmark J-School community in discussion with the instructor 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 this means, the student may appeal the grade in writing to the Academic Appeals Committee via the Associate Dean. This appeal must be made within three weeks of final grade filing and be to resolve a dispute regarding grades posted to a student's formal transcript. The appeal should 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 their appeal is turned down and providing the student with a refund for that semester's tuition. This consideration, however, is not an option if the student has taken a federal loan for that semester unless the loan is repaid prior to the withdrawal.

Disputes Concerning Academic Termination/ Dismissal

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

Newmark J-School degree candidates will be graded in all courses creditable toward the degree as follows: *GPA quality point is calculated to two decimal points.

SP: Satisfactory Progress

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

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

Letter Grade	Quality Point Value
A+	4.00
A	4.00
A-	3.70
B+	3.30
B	3.00
B-	2.70
C+	2.30
C	2.00
C-	1.70
F	0.00
W	Withdraw
WU	Unofficial Withdrawn (0.00)
INC	Incomplete
INF	Incomplete/Failure (0.00)

WN: Unofficial withdrawal
If the student has never attended a class and there is no documented evidence of the student's participation in a course, the unofficial withdrawal grade reported would be a 'WN.' This grade is calculated into the GPA in the same way a 'W' is calculated.

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

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

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

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

INCOMPLETE GRADES

To qualify for an incomplete, a student must either have a medical or family emergency, or be unable to complete projects due to unforeseen circumstances. For the latter reasons, the student must have been showing satisfactory progress in the class and have completed at least 75% of the coursework by the last day of classes.

First semester students are not eligible to use the incomplete policy. Students are required to complete their first semester assignments/courses to progress to second semester advanced courses.

If granted a temporary incomplete, second and third semester students have up to 30 days from the last day of classes to complete their pending assignments. This also includes Capstone submissions. If you do not meet this deadline, you will be assigned an incomplete failure (INF) grade. This means you will receive no credit for the course.

Students with two or more open grades ("INC", "INF") at the end of the semester will be placed on academic probation.

Leave of Absence

Because of the nature of the Newmark 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.

Maintenance of Matriculation

Graduate (Masters Degree) students, who are not enrolled in any graduate courses or any undergraduate courses which are part of their graduate program and wish to

maintain matriculation, are required to pay a maintenance of matriculation fee. This fee should be paid during the semester of absence.
Maintenance of matriculation fees are not required for summer session unless the students are obtaining their degrees in that session. Students on maintenance of matriculation should not be charged student activity fees. Students must be either registered or on maintenance of matriculation in the semester they obtain their degree. The maintenance of matriculation fee cannot be waived. Maintenance of Matriculation students do not pay the Consolidated Service Fee.

Rate Schedule

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

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 faculty advisors to review this mid-semester evaluation and discuss a development plan for the remainder of the semester. It is optional to meet with your Student Affairs advisor.

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 should discuss and formulate a plan of action.

Non-Matriculated Student Policy

If a potential student would like to take a class as a non-matriculated student before applying to the program, you should contact The Office of Student Affairs at studentaffairs@journalism.cuny.edu to learn which classes may be open to students who are not enrolled in the master's program.
The Office of Student Affairs will contact the professor teaching the class to share your interest. You should be prepared to submit work samples so the professor can evaluate how prepared you are for a graduate-level course. If the professor decides the work samples show the appropriate level of preparedness and allows you to take the class, you will need to obtain an application for non-matriculated students from studentaffairs@journalism.cuny.edu. The application must be submitted at least six weeks prior to the beginning of the semester in which you are taking the class. You are not guaranteed a spot while you are going through the application process. Please review the latest tuition cost.

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 informing them of their probationary status. Letters will be sent via email. 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 (please refer to the Title IX section for additional information), disability accommodations, and discrimination. One area not generally covered by other procedures concerns student complaints about faculty conduct in the classroom or other formal academic settings. The University respects the academic freedom of the faculty and will not interfere with it as it relates to the content or style of teaching activities. Indeed, academic freedom is and should be of paramount importance. At the same time the University recognizes its responsibility to provide students with a procedure for addressing complaints about faculty treatment of students that are not protected by academic freedom and are not covered by other procedures. Examples might include incompetent or inefficient service, neglect of duty, physical or mental incapacity and conduct unbecoming a member of the staff.

DETERMINATION OF APPROPRIATE PROCEDURE

If students have any question about the applicable procedure to follow for a particular complaint, they should consult with the Director of Student Affairs. In particular, the Student Affairs office should advise a student if some other procedure is applicable to the type of complaint the student has.

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 dean to facilitate informal resolution.

FORMAL COMPLAINT

If the student does not pursue informal resolution, or if informal resolution is unsuccessful, the student may file a written complaint with the Associate Dean or, if the Associate Dean is the subject of the complaint, with the Dean. (This person will be referred to below as the "Fact Finder.")

The complaint shall be filed within 30 calendar days of the alleged conduct unless

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

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

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

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

At the end of the investigation, the Fact Finder shall issue a written report setting forth their findings and recommendations, with particular focus on whether the conduct in question is protected by academic freedom, and send a copy to the complaining student, the faculty member, and the chief student services officer. In ordinary cases, it is expected that the investigation and written report should be completed within 30 calendar days of the date the complaint was filed.

APPEALS PROCEDURE

If either the student or the faculty member is not satisfied with the report of the Fact Finder, the student or faculty member may file a written appeal to the Dean within 10 calendar days of receiving the report. The Dean shall convene and serve as the chairperson of an Appeals Committee, which shall also include the chief student services officer, two faculty members from the school's Academic Appeals committee and one student from the Academic Appeals committee. The Appeals Committee shall review the findings and recommendations of the report, with particular focus on whether the conduct in question is protected by academic freedom. The Appeals Committee shall not conduct a new factual

investigation or overturn any factual findings contained in the report unless they are clearly erroneous. If the Appeals Committee decides to reverse the Fact Finder in a case where there has not been an investigation because the Fact Finder erroneously found that the alleged conduct was protected by academic freedom, it may remand to the Fact Finder for further proceedings. The committee shall issue a written decision within 20 calendar days of receiving the appeal. A copy of the decision shall be sent to the student, the faculty member, the department chairperson and the president.

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

Readmission

Readmission following a withdrawal is at the discretion of the Newmark J-School. A special Application for Readmissions, along with a personal statement must be filed in the office of Student Affairs. Academic work completed before the student withdrew from the School will be reevaluated upon readmission and will be credited toward completion of a degree at the program's discretion. A $20 readmission fee will be assessed.

Standards for Retention, Graduation, and Commencement Ceremony Participation

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

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

The Office of Student Affairs at the Craig Newmark Graduate School of Journalism reviews each student's record every semester and matriculation may be terminated for unsatisfactory academic performance—generally considered less than "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 credits they attempt in order

to be in good academic standing. If you are not in good academic standing, your financial aid can be suspended. Students can appeal this decision by logging on here: https://cuny-soj.studentforms.com/. Students whose petitions are approved are considered to be making satisfactory progress toward the degree and are eligible to receive financial aid.

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

Graduation is dependent upon completing the required course of study with a GPA of at least 3.0 and submitting a Capstone project. Students who complete the course of study and have not attained a 3.0 may have one or more additional semesters in which to take coursework to bring their GPA up to the 3.0 standard, upon the approval of the Associate Dean. Students who have no more than six (6) credits pending (e.g. Incompletes) or remaining to degree completion may participate in their class year commencement ceremony. Students with more than six pending or remaining credits may participate in the commencement ceremony the following December.

Student Immunization Requirements

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

In addition, Public Health Law 2167 requires that all college and university students enrolled for at least six semester hours return a Meningococcal Meningitis Vaccination Response Form before they may register. All matriculated students (both new and continuing) should have received a form by mail. Additional forms are available in the Wellness Center, Room 6422 of The Graduate Center and online. The MMR form must be submitted to the Wellness Center well in advance of the first day of semester classes. If the form is not received, a hold will be placed on your account, preventing you from registering for next semester classes.

Student Policy for Sexual Misconduct

CHANGES TO PROCESSES

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

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

CHANGES TO POLICY DEFINITIONS

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

APPEALS 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.

DETERMINING A CONTINUING THREAT AND STUDENT INTERIM SUSPENSION

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

Anonymous Reporting

To facilitate easier communication about sensitive issues involving diversity, equity and inclusion (DEI) at the school, we've created an online tool that any member of the school community can utilize. Here is the link to that form under the Current Students's Policies section on our website.

With this tool, you can either provide your name or submit your comments anonymously. The school's chief diversity officer (CDO) will review submissions on a weekly basis. The nature of a submission will determine what path the CDO takes to investigate and address it. The CDO will bring all submissions and additional information about them to the attention of Associate Dean Andy Mendelson (who oversees faculty), Assistant Dean Colleen Leigh (who oversees HR), Assistant Dean Yahaira Castro (who oversees the

student experience), and Dean Sarah Bartlett. If any of them are the subject of a concern or complaint, that person will be excluded from the conversation. Those who include their names with their submissions will get a direct response from the CDO within two weeks. In addition, the CDO will report the aggregated results of this tool to the school every two months.

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 complete annual training on sexual harassment. 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 E-SPARC for employees.

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. Newmark J-School students are obligated to assist in defending against legal claims brought against them and/or the school or university (arising out of their work), even after they are no longer affiliated with the school.

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

Students' Rights Concerning Education Records (FERPA)

The federal Family Educational Rights and Privacy Act 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 Craig Newmark 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 their 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 their tasks. A school official has a legitimate educational interest if access is reasonably necessary in order to perform their 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: http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html

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 their 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 Craig Newmark Graduate School of Journalism 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 Newmark J-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 Newmark 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 Newmark J-School.

OTHER INSTITUTIONAL POLICIES

As a school within The City of New York (CUNY) system, all general CUNY policies apply to the Craig Newmark Graduate School of Journalism, including such issues as follows. For more detailed information, please see the bulletin of the CUNY Graduate Center.

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

The Craig Newmark Graduate School of Journalism has the following policy regarding the posting of flyers and other materials around the building. In addition to saving trees, the goals of the 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 Newmark J-School 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 Newmark J-School reserves the right to take down all postings that do not comply with the policy or those displayed for more than two weeks from the posting date or the advertised event or deadline.

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 listserves or facebook groups to disseminate information whenever possible.

Here is the most current flyer information.

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 Newmark 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 Craig Newmark Graduate School of Journalism website in the Campus Security and Public Safety section.

In accordance with the federal Campus Sex Crimes Prevention Act, registered sex offenders now are required to register the name and address of any college at which they are a student or employee. The New York State Division of Criminal Justice 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, 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.

Code of Conduct for Digital Engagement

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

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

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

than those explicitly approved
- one knows to be factually erroneous or misleading
- are political ads or solicitation of support for any political candidate
- include personally identifiable information such as SSN, DOB, and bank account information.

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

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

Disability Nondiscrimination Policy

The Craig Newmark Graduate School of Journalism does not discriminate on the basis of disability in the admission and retention of students or the employment of faculty and staff. For information regarding services, accomodations, and facilities for students with disabilities, please refer to the section "Services for Students with Disabilities" in this handbook. An internal grievance procedure provides for prompt and equitable resolution of complaints alleging any action prohibited by the Office of Civil Rights under section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act of 1990. Grievances should be addressed to Anthony LaViscount, Director of Student Affairs at the Craig Newmark Graduate School of Journalism; Telephone: (646) 758-77853.

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

Persons who are experiencing problems with drug or alcohol use may receive free,

confidential health counseling and referral services at two locations at the CUNY Graduate Center: the Student Health Services (212) 817- 7020, and the Wellness Center Student Counseling Services (212) 817-1602.

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

Policy with Regard to Students who are Breastfeeding

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

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

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

Rules and regulations for the maintenance of public order on college campuses and other college property used for educational purposes were adopted by the Board of Trustees of The City University of New York

(formerly the Board of Higher Education) on June 23, 1969, in compliance with Chapter 191 of the Laws of 1969 of the State of New York. These rules and regulations are in effect at all campuses of The City University of New York. The full text may be found in the Graduate Center handbook. The following is an excerpt from these rules and regulations:
The tradition of the university as a sanctuary of academic freedom and center of informed discussion is an honored one, to be guarded vigilantly. The basic significance of that sanctuary lies in the protection of intellectual freedoms: the rights of professors to teach, of scholars to engage in the advancement of knowledge, of students to learn and to express their views, free from external pressures or interference. These freedoms can flourish only in an atmosphere of mutual respect, civility and trust among teachers and students, only when members of the university community are willing to accept self-restraint and reciprocity as the condition upon which they share in its intellectual autonomy. Academic freedom and the sanctuary of the university campus extend to all who share these aims and responsibilities. They cannot be invoked by those who would subordinate intellectual freedom to political ends, or who violate the norms of conduct established to protect that freedom.

Statement of Nondiscrimination

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

Student Rights Religious Observances

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

1. No person shall be expelled from or be refused admission as a student for the reason that they are unable, because of their religious beliefs, to register or attend classes or to participate in any examination, study, or work requirements on a particular day or days.

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

3. It shall be the responsibility of the faculty and of the administrative officials to make available to each student who is absent from school because of religious beliefs an equivalent opportunity to register for classes or to make up any examination, study, or work requirements which they have missed because of such absence on any particular day or days.

4. If registration, classes, examinations, study, or work requirements are held on Friday after 4 p.m. or on Saturday, similar

or makeup classes, examinations, study, or work requirements, or opportunity to register shall be made available on other days, where it is possible and practicable to do so. No special fees shall be charged to the student for these classes, examinations, study, or work requirements held on other days.

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

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

Title IX Sexual Assault Policy

Combating Sexual Assault and Other Unwelcome Sexual Behavior

Anyone of any gender, sexual orientation, religious affiliation, citizenship status, race, class or educational level can suffer from sexual harassment, including sexual violence. Our goal is to help foster an environment learn and/or work free from sexual harassment, and connect you with people in the campus community and at CUNY who can help if you or others experience it. We want to make sure you understand your rights as a student, CUNY's policies, and other issues related to sexual harassment and assault.

On every CUNY campus there is a person who has special training in helping students who are facing issues related to sexual harassment and/or assault. In an emergency, please call ext. 7777 for public safety if you're on campus. If you're off-campus, please call 911 right away for help. For more help and guidance, please contact Amy Dunkin and/or our Public Safety Director, the school's interim Title IX liaisons, for guidance or information. Or, visit the website for more information.

Tobacco Free CUNY Policy

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

Workplace Violence Policy

CUNY prohibits workplace violence. Violence, threats of violence, intimidation, harassment, coercion, or other threatening behavior towards people or property will not be tolerated. Complaints involving workplace violence will not be ignored and will be given the serious attention they deserve. Individuals who violate this policy may be removed fromUniversity property and are subject to disciplinary and/or personnel

action upto and including termination, consistent with University policies, rules, and collective bargaining agreements, and/or referral to law enforcement authorities for criminal prosecution. Complaints of sexual harassment are covered under the University's Policy Against Sexual Harassment. The University, at the request of an employee or student, or at its own discretion, may prohibit members of the public, including family members, from seeing an employee or students on University property unless necessary to transact University-related business. This policy particularly applies where the employee or student suspects that an act of violence will result from an encounter with said individual(s).

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