Contents

The Student Handbook is available at https://slu.cuny.edu/current-students/

Welcome to CUNY School of Labor & Urban Studies ................................................................. 4
Four Pillars of Education ............................................................................................................. 5
Institutional Learning Goals ...................................................................................................... 5
Academic Governing Council .................................................................................................... 6

Academic Calendar .................................................................................................................... 7

CUNY Alert Emergency Notification System ........................................................................... 7
Student Email Communication Policy ....................................................................................... 7
Identification Card ..................................................................................................................... 7
Notice of Non-Discrimination .................................................................................................... 8
CUNY Privacy Policy ................................................................................................................ 9
CUNY Policy on Acceptable Use of Computer Resources ..................................................... 9
CUNY Policy on Submission of Fraudulent Documents in Admission .................................... 9

Library ......................................................................................................................................... 9

Student Affairs & Student Services ........................................................................................... 10

Academic Advising ................................................................................................................... 10
Accessibility/Disability Services ................................................................................................. 10
Counseling and Wellness ........................................................................................................ 11
Career Services ........................................................................................................................ 11
Veteran Services ....................................................................................................................... 11
International Student Services ................................................................................................. 11

YLB Emergency Fund .............................................................................................................. 11
New Student Orientation .......................................................................................................... 12
Voter Registration ..................................................................................................................... 12
Lactation Room ........................................................................................................................ 12

Reflection/Meditation/Prayer Space ......................................................................................... 13

Student Resources ................................................................................................................... 13

Writing Center .......................................................................................................................... 13
Computer Lab & Printing .......................................................................................................... 13
Laptop Loan ............................................................................................................................... 14
IT Help Desk ............................................................................................................................. 14
Microsoft Office 365 for Students .......................................................................................... 14
SLU Scholarship Opportunities ............................................................................................... 17
Student Discounts ..................................................................................................................... 18
The Murphy Institute for Public Engagement .......................................................................... 18

Student Rights & Student Policies ........................................................................................... 19

Student Right to Know ............................................................................................................. 19
CUNY Policies on Student Requests for Name/Gender Changes .......................................... 19

Student Conduct ...................................................................................................................... 19

CUNY Policy on Sexual Misconduct ......................................................................................... 19
SEXUAL AND INTERPERSONAL VIOLENCE PREVENTION AND RESPONSE COURSE (SPARC) ................................................................. 20
RESOURCES FOR COMBATING SEXUAL HARASSMENT/SEXUAL ASSAULT (TITLE IX) ........................................................... 20
CUNY STUDENT SEXUAL MISCONDUCT COMPLAINANTS BILL OF RIGHTS ........................................................................... 20
RULES FOR THE MAINTENANCE OF PUBLIC ORDER & CAMPUS CODE OF CONDUCT (“Henderson Rules”) ...................................... 21
STUDENT DISCIPLINARY POLICY AND PROCEDURES (ARTICLE XV) ....................................................................................... 22
MEDICAL WITHDRAWAL AND RE-ENTRY POLICY ...................................................................................................................... 22

ACADEMIC PROGRAMS ......................................................................................................................................................... 23

ACADEMIC POLICIES & PROCEDURES ................................................................................................................................. 23

GENERAL EDUCATION .............................................................................................................................................................. 23
TRANSFER CREDIT EVALUATION ........................................................................................................................................ 25
TRANSFER CREDIT POLICY FOR BACHELOR OF ARTS ............................................................................................................... 25
TRANSFER CREDIT POLICY FOR MASTER OF ARTS .................................................................................................................... 25
GRADING POLICIES – UNDERGRADUATE ................................................................................................................................. 26
SATISFACTORY ACADEMIC PROGRESS ................................................................................................................................ 27
GRADING POLICIES – GRADUATE ............................................................................................................................................. 27
SATISFACTORY ACADEMIC PROGRESS & APPEALS .................................................................................................................... 28
INCOMPLETE GRADE POLICY .................................................................................................................................................. 28
UNDERGRADUATE ACADEMIC PROBATION AND DISMISSAL POLICY ...................................................................................... 28
ACADEMIC INTEGRITY ................................................................................................................................................................. 29
FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT .................................................................................................................. 33
LEAVE OF ABSENCE .................................................................................................................................................................. 34
WITHDRAWAL ........................................................................................................................................................................... 34
READMISSION ............................................................................................................................................................................ 34
RELIGIOUS OBSERVANCES ........................................................................................................................................................ 35

ACADEMIC HONORS AND AWARDS ....................................................................................................................................... 36

DEAN’S LIST ................................................................................................................................................................................ 36
DEGREE HONORS FOR GENERAL EXCELLENCE .......................................................................................................................... 36

STUDENT APPEALS POLICIES & PROCEDURES ........................................................................................................................ 36

GRADE APPEALS ........................................................................................................................................................................ 36

STUDENT COMPLAINTS ................................................................................................................................................................. 37

    Academic Complaints .............................................................................................................................................................. 37
    Non-Academic Complaints ..................................................................................................................................................... 38

REGISTRAR .................................................................................................................................................................................... 38

IMMUNIZATION RECORDS .......................................................................................................................................................... 38
CHANGE OF ADDRESS ................................................................................................................................................................. 39
CUNYFIRST .................................................................................................................................................................................... 39
REGISTRATION .............................................................................................................................................................................. 39
ePERMIT .................................................................................................................................................................................... 40
DEGREE WORKS ........................................................................................................................................................................... 40
GRADUATION ................................................................................................................................................................................ 40

TEXTBOOKS AND COURSE MATERIALS ..................................................................................................................................... 41

ACADEMIC RECORDS AND TRANSCRIPTS ................................................................................................................................... 41

CREDIT HOURS ............................................................................................................................................................................. 41
Welcome to CUNY School of Labor & Urban Studies

Dear Students,

Welcome to the new CUNY School of Labor and Urban Studies (SLU), the only interdisciplinary program in Labor and Urban Studies in the nation. We are pleased you have made the decision to join the SLU community. SLU is driven by a set of core values: access to education, diversity at every level, social justice, and equality for all. Our goals are to expand higher education opportunities for workers; prepare students for careers in public service and movements for social justice; promote civic engagement; provide leadership development for union and community activists; and help workers achieve greater economic security.

The Office of Student Affairs is an integral part of student success at SLU. Throughout your educational journey, the dedicated student affairs staff is here to guide and support you to achieve your academic and professional goals. The Office of Student Affairs offers a range of programs and student services, including writing assistance, advisement, career services, counseling and wellness, emergency grants, veteran services, accessibility services and more to meet student’s needs. We encourage you to take advantage of the resources and opportunities available at SLU.

The Student Handbook is a supplement to the SLU Catalog and serves as your guide to SLU. The handbook provides information about student rights, University and School policies, rules and regulations that all students at SLU are required to adhere to, as well as the academic and student services available at SLU. We hope that you will use the Student Handbook throughout your time at SLU.

We are excited to welcome you into our community and look forward to helping you achieve your goals.

Sincerely,

RPCuffie

Rochel Pinder-Cuffie
Director of Student & Community Affairs

Important Notice of Possible Changes

The City University of New York (CUNY) reserves the right, because of changing conditions, to make modifications of any nature in the academic programs and requirements of the University and its constituent colleges without 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 University regrets any inconvenience this may cause.

Every effort has been made to make the material presented in the Student Handbook timely and accurate. As changes occur, they will be communicated via traditional media and reflected on the School’s website. Students are encouraged to check the website to determine the most up-to-date information. Critical points of fact or interpretation should be considered subject to confirmation by the appropriate office or department of the School.
The CUNY School of Labor and Urban Studies is accredited by the Middle States Commission on Higher Education through the Graduate School and University Center. Last accreditation 2015, reaccreditation scheduled for 2019-2020.

The School of Labor and Urban Studies (established 2018) is an outgrowth of the Joseph S. Murphy Institute for Worker Education and Labor Studies (JSMI). Named in honor of former CUNY Chancellor Joseph Murphy, a leader in adult and worker education for nearly 35 years. JSMI was established in collaboration with three New York City unions and began with 52 students. Today, the leaders of 26 labor and community organizations serve on its Advisory Board. More than 1,200 adult and traditional-aged students are currently enrolled in undergraduate and graduate degree and certificates programs in Labor and Urban studies and workforce development programs. The Joseph S. Murphy Institute will continue within the new School, focusing on workforce development programs and housing the School’s Community Service unit, with its public programming, research and publications.

The mission for the School derives from its core values: access to education, diversity at every level, social justice, and equality for all. It seeks to expand higher education opportunities for workers; prepare students who aspire to careers in public service and movements for social justice; promote civic engagement; provide leadership development for union and community activists; and help workers achieve greater economic security. Its perspective is unique, addressing the needs of its constituents while helping New York City and State fulfill their needs for a well-educated, highly skilled public and private workforce.

Four Pillars of Education
To accomplish its goals, the School has four units – or foundation pillars: Labor Studies, Urban Studies, Workforce Development, and Community Service. Of equal importance, these pillars support a range of intellectual aspirations and practical needs and serve as a gateway to college for many workers and working-class communities.

Institutional Learning Goals

**Intellectual and Practical Skills, Including**
- Inquiry and analysis
- Critical and creative thinking
- Written and oral communication
- Quantitative literacy
- Information literacy
- Teamwork and problem solving

*Practiced extensively,* across the curriculum, in the context of progressively more challenging problems, projects, and standards for performance

**Personal and Social Responsibility, Including**
- Civic knowledge and engagement—local and global
- Intercultural knowledge and competence
- Ethical reasoning and action
- Foundations and skills for lifelong learning

*Anchored* through active involvement with diverse communities and real-world challenges

**Integrative and Applied Learning, Including**
- Synthesis and advanced accomplishment across general and specialized studies

*Demonstrated* through the application of knowledge, skills, and responsibilities to new settings and complex problems

**Academic Governing Council**
The governing body of the CUNY School of Labor & Urban Studies pursuant to the Bylaws of the Board of Trustees is the Academic Governing Council (AGC). The AGC consist of all full-time, jointly-appointed, and consortial faculty. The Dean, the Associate Dean for Academic Affairs, and the two Higher Education Officers (HEOs) who have primary responsibility for administration of the School’s two academic programs serve as ex-officio members without vote. At least one student from each department is elected in accordance to rules established by the student governing body; the ratio of student to faculty representation on the council shall not exceed 1:3. Students serve for up to three years; student elections shall be staggered to produce overlap between new and experienced student representatives. Initially, the AGC has the following standing committees: Steering and Elections Committee, Curriculum Committee, Admissions and Awards Committee, and Student Academic Appeals Committee. Students elect their representative members of each standing or ad hoc committee. All meetings of the Academic Governing Council are open to all members of the CUNY School of Labor & Urban Studies community. For more information about the CUNY School of Labor & Urban Studies AGC, visit [https://slu.cuny.edu/about/governance-policies-and-procedures/](https://slu.cuny.edu/about/governance-policies-and-procedures/)
**Academic Calendar**

The CUNY School of Labor and Urban Studies Academic Calendar lists important dates throughout the academic year.

**CUNY Alert Emergency Notification System**

SLU students and faculty should sign up for CUNY Alert using their SLU emails, to be notified of any SLU emergencies or weather related closings on campus. CUNY Alert is a secure, Web-based emergency notification system that allows you to receive text or voice notifications of campus emergencies or weather-related closings. You can sign up for CUNY Alert at [http://www.cuny.edu/news/alert.html](http://www.cuny.edu/news/alert.html). You will then be able to select the best way to get messages: cell phone, home phone, email, instant message, or any combination of these. The process takes only a few minutes and everyone is encouraged to sign up for this free service as it will be an important part of SLU’s Emergency Operations Plan.

**Student Email Communication Policy**

**New Students:**

Please be advised that all CUNY School of Labor and Urban Studies (SLU) students are required to utilize their SLU email address for School business. **Students should note that all official communications from the School of Labor and Urban Studies will be sent only to your SLU email address.**

**Current Students:**

Please be advised that effective March 1, 2019, you will be required to utilize your SLU email address for all School business. SLU administration will no longer send emails to your SPS email account or any personal email address.

For directions on how to set up and access your email account, visit the website [here](http://www.cuny.edu/news/alert.html).

**Identification Card**

All students of the CUNY School of Labor and Urban Studies are required to carry a CUNY School of Labor and Urban Studies identification (ID) card. CUNY policy requires members of the college community to show their identification cards when requested to do so by public safety officers or other officials of the college. All students enrolled at the CUNY School of Labor and Urban Studies will be issued an identification card that may be used for entry to the Mina Rees Library at the Graduate Center and various CUNY libraries. Students may be asked to show the card when entering the CUNY School of Labor and Urban Studies or other CUNY buildings.

There is no replacement fee for lost ID cards during the CUNY School of Labor and Urban Studies’ inaugural year. ID replacement fees will be implemented in accordance with the CUNY Tuition and Fee Manual once the CUNY School of Labor and Urban Studies implements its permanent ID infrastructure.

To obtain your SLU ID card, you must:

1) Be registered for classes
2) Bring a form of identification

ID cards can be picked up two weeks from the date picture was taken from the IT Service Desk on the 18th floor. For additional assistance please contact the SLU Service Desk @ ITHelpdesk@slu.cuny.edu or call 212-642-2084.
Notice of Non-Discrimination

It is the policy of The City University of New York-applicable to all colleges and units- to recruit, employ, retain, promote, and provide benefits to employees and to admit and provide services for students without discriminating on the basis of actual or perceived race, color, creed, national origin, ethnicity, ancestry, religion, age, sex, sexual orientation, gender, gender identity, marital status, partnership status, disability, genetic information, alienage, citizenship, military or veteran status, pregnancy, status as a victim of domestic violence/stalking/sex offenses, unemployment status, caregiver or familial status, prior record of arrest or conviction, or any other legally prohibited basis in accordance with federal, state and city laws. This policy is set forth in CUNY’s Policy on Equal Opportunity and Non-Discrimination.

CUNY’s Policy on Sexual Misconduct prohibits all forms of sexual misconduct, including sexual harassment, gender harassment and sexual violence. Inquiries concerning sexual misconduct or sex discrimination may be made to the individuals specified in that Policy or may be referred to the U.S. Department of Education, Office for Civil Rights.

It is also the University’s policy to provide reasonable accommodations and academic adjustments, when appropriate, to individuals with disabilities, individuals observing religious practices, individuals who have pregnancy or childbirth-related medical conditions and victims of domestic violence/stalking/sex offenses. The process for addressing these issues is set forth in CUNY’s Procedures for Implementing Reasonable Accommodations and Academic Adjustments.

Retaliation for reporting or opposing discrimination, cooperating with an investigation of a discrimination complaint, or requesting an accommodation or academic adjustment is also prohibited.

To access CUNY’s Policy and Procedures on Equal Opportunity and Non-Discrimination, Policy on Sexual Misconduct, and Procedures for Implementing Reasonable Accommodations and Academic Adjustments, please visit these links:

- The City University of New York Policy on Equal Opportunity and Non-Discrimination
- The City University of New York Policy on Sexual Misconduct
- Reasonable Accommodations and Academic Adjustments

The following person(s) has/have been designated at School of Labor and Urban Studies to handle inquiries and complaints relating to CUNY’s Policy on Equal Opportunity and Non-Discrimination and to ensure compliance with CUNY’s Procedures for Implementing Reasonable Accommodations and Academic Adjustments:

Michael J. Valente, Esq.
Chief Diversity Officer & Title IX/504/ADA Coordinator
CUNY Central Office
395 Hudson Street, Room 5-090
New York, New York 10014
Tel: 646-664-3310 Email: Michael.Valente@cuny.edu

The following federal, state, and local agencies enforce laws against discrimination:
CUNY 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 SLU community should also refer to the City University of New York Policy on Acceptable Use of Computer Resources which outlines CUNY’s internal policy for the use and protection of CUNY computer resources.

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

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

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

CUNY Policy on Submission of Fraudulent Documents in Admission
The submission of documents in support of applications for admission such as transcripts, diplomas, test scores, references, or the applications themselves, that are forged, fraudulent, altered from the original, materially incomplete, obtained under false pretenses, or otherwise deceptive (collectively referred to as fraudulent documents) is prohibited by The City University of New York (CUNY) and may be punishable by: a bar on applying for admission, suspension, and/or expulsion. The term “applications for admission” includes transfer applications.

CUNY Policy on the Submission of Fraudulent Documents and the Omission of Information in Support of an Application for Admission can be found here.

Library
The home library for the CUNY School of Labor and Urban Studies is the Mina Rees Library at the Graduate Center located at 365 Fifth Avenue at 34th Street. The Graduate Center Library provides students with an easy, quick way of accessing computer-based library materials through its internet-based resources. These include electronic research databases and an E-Reserve system where professors can post class related content.

In addition to the Graduate Center Library, students of the CUNY School of Labor and Urban Studies with a valid SLU ID have access to the 20 libraries of The City University of New York system. To enter any of the libraries, including the Graduate Center Library, students must present their SLU ID Card.
Student Affairs & Student Services

The CUNY School of Labor and Urban Studies (SLU) offers a comprehensive array of services to assist students to achieve their academic goals. From writing assistance, advisement, career services, veteran services, accessibility services, and counseling, the Student Services Division is here to work with students to meet their needs.

If you need to contact the Office of Student Services, please send an email to: StudentServices@slu.cuny.edu

Academic Advising

Academic advisement is an integral part of student success at the School of Labor and Urban Studies (SLU). The advisement relationship serves as a space for students to identify their academic, professional and activist goals, and connect them to strategic program points, such as research, internship, fieldwork, organizing and leadership courses. Advisors serve as a resource for support in navigating the degree and certificate programs, and a wide range of academic and professional opportunities. Students can also work with their advisors in assessing their developing skillsets, and draw on related student support through the writing center, career services and counseling.

The guiding principles of Academic Advisement at SLU are the following:

- Facilitate student development through academic plans created in collaboration with the student, advisor, and faculty.
- Support a student-centered process that takes into account different levels of the student’s prior experience to support achievement of educational and personal goals.
- Foster smooth transitions by creating academic support initiatives that are continuously adjusted to fulfill different needs as students successfully navigate degree completion, as well as fulfilling their personal and professional goals. Events like New Student orientation, Student Forum, as well as customized advising sessions, and referrals to program support services help students navigate our educational institution.

Accessibility/Disability Services

The CUNY School of Labor and Urban Studies (SLU) is committed to making higher education accessible to students with disabilities by removing architectural barriers and providing programs and support services necessary for them to benefit from the instruction and resources of the University.

Through assistance from the Graduate Center, we provide and coordinate reasonable accommodations and support services to students with disabilities, as mandated by the Americans with Disabilities Act of 1990 (ADA) and Section 504 of the Rehabilitation Act of 1973, and strive to increase the level of disability awareness among all members of the SLU community.

Early planning is essential for many of the resources and accommodations provided. Please contact us at the earliest possible date in order for us to assist with your needs at: accessibility@slu.cuny.edu

For more information about disability related resources at CUNY and beyond, please visit the CUNY Central Office of Student Affairs webpage: http://www.cuny.edu/about/administration/offices/sa/services/disabilities.html
Counseling and Wellness
The CUNY School of Labor and Urban Studies offers counseling services to provide a safe space for students to talk about personal issues or challenges that prevent personal and academic growth. Counseling Services provides individual counseling, crisis intervention, and referral to the CUNY School of Labor and Urban Studies student body. To contact counseling services, please send an email to counseling@slu.cuny.edu.

Career Services
The CUNY School of Labor and Urban Studies offers career services to help career goal setting and assist students in obtaining necessary resources in support of their career plans. We work with students in creating and developing resumes, cover letters, portfolios, interviewing skills and other tools required to conduct a successful job search. Career services present workshops and seminars in resume writing, interviewing techniques, job search strategies, communication, employer expectations, networking and social media, and other career-related topics. To contact Career Services, please email careerservices@slu.cuny.edu.

Veteran Services
Advisement for veterans is handled through the Office of the Enrollment Services and Registrar. Veterans and active duty military personnel are encouraged to contact Veteran Services Coordinator, Padraig O’Donoghue at veterans@slu.cuny.edu or 212-642-2068.

The CUNY Office of Veterans Affairs is dedicated to fostering a sense of community and to developing a channel of communication among veteran and reservist students, and with faculty, staff and administration. The City University of New York welcomes and supports veterans and reservists on its campuses and recognizes the contribution that they make as citizens and students. CUNY is proud of the level of diversity and academic excellence that veterans and reservists bring to our campuses.

The Veterans Affairs section of cuny.edu is a virtual one-stop source of information regarding services for veterans, reservists and their dependents and survivors. It is a guide to educational benefits, entitlements, counseling and advocacy resources, which will assist veterans in pursuing their academic and civilian careers. Download CUNY’s comprehensive brochure for veterans.

International Student Services
The Office of International Students at the Graduate Center provides international student services to the CUNY School of Labor & Urban Studies international students. For more information, contact the Office of International Students (Graduate Center, 365 Fifth Avenue, room 7200) at 212-817-7490 or intstu@gc.cuny.edu.

YLB Emergency Fund
Thanks to the generous contribution of an anonymous donor, students enrolled at the CUNY School of Labor and Urban Studies (SLU) are eligible to apply for emergency financial assistance. The YLB Fund is designed to help SLU students at risk of dropping out of college due to unexpected circumstances. The fund is a one-time award given to current students who are experiencing a temporary financial crisis to enable them to remain in school and it will be awarded in a timely fashion. Awards may be given up to $1,000.
Grants will be awarded to current students who have short-term, non-recurring emergencies. Examples of circumstances that will be considered include, but are not limited to:

- Temporary loss of job or income
- Homelessness, sudden loss of housing, or threat of eviction
- Unexpected medical expenses
- Loss of child care for dependents
- Discontinuance of necessary utilities or services
- Safety needs or legal expenses associated with domestic violence
- Replacement of essential belongings due to theft or natural disaster
- Travel costs related to a death or illness in the immediate family. The YLB Fund will NOT be awarded for, including but limited to, the following:
  - Full or partial tuition or fee costs.
  - Previous educational debts.
  - Textbooks.
  - Credit card debts or loan payments.
  - Legal representation or services.

Students should contact Padraig O'Donoghue, Manager of Student Support and Retention before applying for a Grant at 212-642-2068 or at studentservices@slu.cuny.edu. Only complete applications with valid supporting documentation will be considered. Students who have submitted a complete application will receive notice of their award within 7-10 business days.

New Student Orientation
Each fall and spring semester, the CUNY School of Labor and Urban Studies has orientation for new students to introduce them to the school, our programs, services, policies, and procedures, all to help students in their path to success. This opportunity also gives students a chance to meet their peers, faculty, advisors, and other important support staff. Knowing what to expect from this new challenge not only helps alleviate stress, it creates a positive learning space and a chance to start building student community.

If you want to know more about new student orientation, please email StudentServices@slu.cuny.edu.

Voter Registration
Under the National Voter Registration Act (NVRA) of 1993, in connection with the provision of student disability services by the Student Services office, the office of disability services, is an agency-based voter registration site where voter registration application forms and information are available, and where students will be offered the opportunity to register to vote. If you would like more information on voter registration application forms or voter registration assistance of any kind, please call at (212) 642-2068 or email at accessibility@slu.cuny.edu. Voter registration information and application forms are also available at the website for the State Board of Elections of the State of New York.

Lactation Room
In recognition of the importance and benefits of breastfeeding for mothers and infants and in compliance with applicable law, CUNY supports the rights of employees and students who are nursing mothers. CUNY is dedicated to accommodating the needs of nursing mothers for break time and a private space to express breast milk on campus. This lactation policy incorporates the new lactation laws in New York City, Int. No 879-

The CUNY School of Labor & Urban Studies has established Room 1801 on the 18 Fl as an available lactation room. Students will have access to the lactation room based on availability and on a first-come, first-served basis, and will need to schedule access ahead of time.

To gain access to the room, please contact studentservices@slu.cuny.edu or call (212) 642-2081.

**CUNY Lactation Room Policy**

**Reflection/Meditation/Prayer Space**
Weekdays, 9:00am-5:00pm, room 19A at the CUNY School of Labor & Urban Studies is reserved as a quiet space for reflection/meditation/prayer. If you have any concerns regarding the use of this space, please contact studentservices@slu.cuny.edu or call (212) 642-2081.

**Student Resources**

**Writing Center**
The SLU Writing Center offers students one-to-one help on any writing project, at any stage of the writing process.

One of just a few writing centers in the country designed specifically to meet the needs of working adults, the SLU Writing Center is staffed by professional consultants who encourage your work and help you build on your strengths.

A Writing Center consultation can take many forms – from brainstorming an argument to polishing a references page. Usually, though, a writing consultant will read and respond to your work, offering concrete advice and, crucially, encouragement. Our writing consultants are all experienced classroom teachers, but, unlike your professors, they won’t give you a grade. Instead, they’ll give you what almost any writer needs in order to do his/her best work – a compassionate first read that identifies strengths as well as areas to develop. Consultations can be in-person, on the phone, or online, via chat. Students enrolled in any SLU program are welcome to use the Writing Center and its resources. The Writing Center is located at 25 West 43rd Street. For additional information contact (212) 642-2014.

**Computer Lab & Printing**
Students have access to two computer lab work spaces, where printing services are available. Located at 25 West 43rd Street, CUNY School of Labor and Urban Studies has computer lab access on a drop-in basis. Our on campus lab is located on the 19th floor directly, on the classroom side of the building. Our workstations have all the latest applications necessary for completing coursework. Just present your ID to the receptionist and then use our lab. Remember, there are no reservations. Use is on a first come, first serve basis.

Additional computer workstations are available in the Mina Rees Library at the Graduate Center. These workstations have Microsoft Office applications, internet access for access to research databases and an E-Reserve system where professors can post class related content. As with on campus workstations, there are no reservations. It is first come, first serve.
Additional computer workstations are available in the Mina Rees Library at the Graduate Center. These workstations have Microsoft Office applications, internet access for access to research databases and an E-Reserve system where professors can post class related content. As with on campus workstations, there are no reservations. It is first come, first serve.

Laptop Loan
SLU has a loaner inventory of laptops, available for use at the Self-Serve Kiosk on the 18th FL. The SLU IT Helpdesk is staffed to provide assistance as needed.

IT Help Desk
The CUNY School of Labor and Urban Studies IT Helpdesk can be reached at ithelpdesk@slu.cuny.edu or 212-642-2084. You may also use our Helpdesk Portal.

Help Desk Hours of Operations: 8:45AM - 10:00PM
Blackboard Administrator hours in person and online: Tuesday, Wednesday and Thursday, 5:00PM - 9:00PM

Microsoft Office 365 for Students
As part of the CUNY enterprise agreement with Microsoft, every CUNY student with a CUNY Office 365 email account is entitled to a full copy of the Microsoft Office suite of applications. The latest version of Microsoft Office suite — including Word, Excel, PowerPoint, OneNote, and more — will be available to you for offline and online use. All you need are your SLU3 Student Email to log in and download up to 5 copies on your PCs, Macs, and other mobile devices, including Windows tablets and iPads. This suite of applications is available to all students from campuses participating in the Office 365 offering.

To download a complimentary copy of Microsoft Office, have your SLU3 email credentials ready and complete the following steps:

**From your computer:**

1. Open a web browser and type in www.office.com and press enter.
2. Click Sign In.
3. Type in your @slu3.cuny.edu email.
4. For example, John.Doe12@slu3.cuny.edu
5. The numbers after your last name is the last 2 digits of your 8 digit EMPL-ID.
As always, you can also access and use Microsoft Office Applications via Web Browser after you have logged into office.com with your SLU3 Student Email credentials.

From your mobile device:
1. Open your mobile device app store.
2. Search and select your desired Office application (Word, Excel, PowerPoint, OneNote).

3. Click “Download/Install” to install the application.

4. Once installed, launch the application.

5. Go to your Account Settings and sign in using your CUNY email credentials. **Username:** Firstname.Lastname(\text{Last 2 digits of your empl})@slu3.cuny.edu
   \text{Ex: John.Doe22@slu3.cuny.edu}

6. Enter your password

---

**Enter password**

\[\text{********}^3\]

Forgot my password
Sign in with another account

Sign in
SLU Scholarship Opportunities

Joseph S. Murphy Scholarship for Diversity in Labor Program
The Joseph S. Murphy Scholarship for Diversity in Labor Program is dedicated to the purpose of fostering diverse leadership in the labor movement and in the academic discipline of labor studies.

In supporting students committed to diversity and excellence, the scholarship program seeks to make a significant contribution toward redressing existing imbalances in these fields.

Scholarship Application
The Scholarship application is available to both current students at the CUNY School of Labor and Urban Studies and other applicants currently not enrolled at SLU. To be eligible for this scholarship, admission to the CUNY School of Labor and Urban Studies is required prior to scholarship application.

The Joseph S. Murphy Scholarship awards two-year scholarships of up to $30,000 (graduate students) and up to $20,000 (undergraduate students), pro-rated on the basis of enrollment status. This scholarship is open to students applying to the MA in Labor Studies program or the BA in Urban and Community Studies program with a concentration in labor studies. To be eligible, undergraduate students must have earned 60 or more credits at a prior college with at least a 2.5 GPA, and graduate students must have earned at least a 3.0 cumulative GPA in their prior undergraduate level work. Questions about the application process should be directed to the Murphy Scholarship Coordinators Janet Leslie at Janet.Leslie@slu.cuny.edu or Rose Imperato at Rose.Imperato@slu.cuny.edu or scholarships@slu.cuny.edu

Master’s Degree Tuition Scholarship
Full and part-time students enrolled in a Master's Degree Program at SLU are eligible to apply for a tuition scholarship. For consideration students must complete a FAFSA. Scholarship amounts vary and are dependent on financial need. Scholarships are credited directly to recipient’s tuition liability by the SLU Bursar.
Student Discounts
As a CUNY student you can take advantage of special discounts on computers, office supplies, clothing, fitness club memberships, theater, movie tickets and a variety of other goods and services through the CUNY e-Mall. To access the CUNY eMall, you must log in to your CUNY Portal Account.

A SLU ID card also grants students free or discounted admission to various NYC cultural venues, discounts on Broadway tickets, transportation discounts (NJ transit, General Motors), retail discounts (BestBuy), and more.

The Murphy Institute for Public Engagement
The Murphy Institute for Public Engagement at SLU was established approximately 30 years ago to stimulate discussion and debate within the labor and allied organizations and to contribute to the body of knowledge about work, workers, and working-class communities.

Public Programming
Throughout the semester, the Institute organizes public programs including monthly forums and annual conferences. SLU’s conferences and forums take on the most important challenges of the day with the candor and intellectual rigor they deserve. A list of upcoming events can be found at https://slu.cuny.edu/public-engagement/public-programming/.

New Labor Forum
New Labor Forum is SLU’s award-winning journal published by SAGE Press three times a year, in January, May, and September. Established over 20 years ago, the journal provokes debate and informed discussion on the most crucial challenges confronting workers, working-class communities and organized labor. Students are offered discount subscriptions at nearly 50% off. For recent articles, poetry, and debates visit: https://slu.cuny.edu/public-engagement/new-labor-forum/

Civic Participation Programs
With the goal of elevating the participation of poor and working-class people in local and national politics, SLU offers a range of non-credit civic participation education and training programs. Workshop and course topics include:

- **Pivotal Movements at Pivotal Moments in U.S. History**
- **Engaging Power Mapping as a Guide to Action and Analysis**
- **Advocacy, Organizing, and Coalition-Building in Electoral & Non-Electoral Contexts**
- **Engaging Political Parties in the Policymaking Process**

For more information visit: https://slu.cuny.edu/public-engagement/celd/

International Program on Labor, Climate Change, & the Environment
The International Program for Labor, Climate Change & the Environment serves as a hub for education, research, dialogue, and projects concerning organized labor and the environment. The program engages the international and domestic labor community around economic alternatives, environmental sustainability, and climate protection. For more information visit: https://slu.cuny.edu/public-engagement/iplce/
Community and Worker Ownership Project
The Community and Worker Ownership Project is intended to support a range of efforts percolating around
the nation and the city focused on worker-owned cooperatives, economic democracy and community
planning. The Project (CWOP) provides research, public forums, training and education in collaboration with
University partners and a broad array of organizational stakeholders, including unions, worker centers,
community-based organizations, businesses and worker cooperatives. For more information visit:
https://slu.cuny.edu/public-engagement/cwop/

Immigration Counseling
In collaboration with the CUNY Citizenship Now! Network and the NYC Central Labor Council, SLU offers free
immigration consultations to any CUNY or non-CUNY New York City residents. For more information visit:
https://slu.cuny.edu/public-engagement/immigration-counseling/

Student Rights & Student Policies
The rights and responsibilities of students are listed in numerous University policies and procedures. Students
should familiarize themselves with these policies so that they understand their rights and are aware of their
responsibilities as a member of the CUNY School of Labor & Urban Studies and CUNY community.

Student Right to Know
The Consumer Information page on the CUNY School of Labor & Urban studies website provides prospective
and current students access to information to make informed decisions about higher education opportunities
at the CUNY School of Labor & Urban Studies.

https://slu.cuny.edu/current-students/student-right-to-know/

CUNY Policies on Student Requests for Name/Gender Changes
With respect to students’ names on official records, the law continues to require use of students’ legal names.
Official records include academic records such as diplomas and transcripts. For non-official records, however,
students must be permitted to select a preferred first and middle name. This policy is required by laws
protecting against gender identity discrimination, including the New York City Human Rights Law. In addition,
the law requires that students should be able to change their gender in CUNY records.


Student Conduct
CUNY Policy on Sexual Misconduct
CUNY’s Policy on Sexual Misconduct prohibits all forms of sexual misconduct, including sexual harassment,
gender harassment, and sexual violence. Inquiries concerning sexual misconduct or sex discrimination may be
made to the individuals specified in that policy or may be referred to the U.S. Department of Education, Office
for Civil Rights.

Sexual and Interpersonal Violence Prevention and Response Course (SPARC)
As part of New York State Education Law 129-b, also called the Enough is Enough (“EIE”) statute, requires that all NYS colleges provide students with ongoing education and training about sexual misconduct, including domestic violence, dating violence, stalking, sexual harassment, gender-based harassment and sexual violence.

CUNY has implemented a program called SPARC (Sexual & Interpersonal Violence Prevention And Response Course) to provide students with this training. SPARC is an online training module that educates students about sexual misconduct, ways to prevent it, and a campus’ response to a complaint.

All incoming students (first-year and transfers) are required to complete SPARC training as are student government members, student leaders and members of other student groups designated by the University and/or College.

To access the SPARC course, log onto Blackboard. On the Home page, look for My Organizations and the Training course will be listed as “School of Labor & Urban Studies Students SPARC.” If you do not see the course, please contact SLU’s Chief Student Affairs Officer at rochel.pinder-cuffie@slu.cuny.edu or Title IX Coordinator at Eileen.Hawkins-Bauman@slu.cuny.edu.

https://slu.cuny.edu/current-students/sparc-training-program/

Resources for Combating Sexual Harassment/Sexual Assault (Title IX)
Anyone – of any gender, gender identity, sexual orientation, religious affiliation, citizenship status, race, class or educational level – can suffer from sexual harassment, including sexual violence. The goal of this website is to help you understand what sexual harassment means and let you know that there are people at CUNY and in the community who can help if you or others experience it. We want to make sure you understand your rights as a student, CUNY’s policies, and other issues related to sexual harassment, gender harassment and sexual violence.

On every CUNY campus there is a person who has special training in helping students who are facing issues related to sexual harassment and sexual violence. We urge you to contact this person (who is known as the “Title IX Coordinator”) for guidance, information, or an explanation of options including filing a report and receiving information about supportive services.

For more information: http://www1.cuny.edu/sites/title-ix/homepage/campus/cuny-school-of-labor-and-urban-studies/

The School of Labor and Urban Studies’ Title IX Coordinator’s contact information is listed below.

Eileen Hawkins-Bauman
Eileen.Hawkins-Bauman@slu.cuny.edu
(212) 642-2045

CUNY Student Sexual Misconduct Complainants Bill of Rights
CUNY students who experience campus-related sexual or gender-based harassment or sexual violence, including sexual assault, stalking, domestic violence, intimate partner violence or dating violence, are entitled to certain rights.
For more information regarding CUNY Student Sexual Misconduct Complainants Bill of Rights visit:


Rules for the Maintenance of Public Order & Campus Code of Conduct (“Henderson Rules”)
The CUNY School of Labor & Urban Studies functions under the City University of New York system and follows the Henderson Rules to Maintain Public Order. The Board of Trustees, in compliance with Chapter 191 of the Laws of 1969 (Henderson Act) adopts the following rules and regulations for the maintenance of public order on college campuses and other college property used for educational purposes:

1. A member of the academic community shall not intentionally obstruct and/or forcibly prevent others from the exercise of their rights. Nor shall he interfere with the institution's educational processes or facilities, or the rights of those who wish to avail themselves of any of the institution's instructional, personal, administrative, recreational, and community services.
2. Individuals are liable for failure to comply with lawful directions issued by representatives of the University/College when they are acting in their official capacities. Members of the academic community are required to show their identification cards when requested to do so by an official of the college.
3. Unauthorized occupancy of University/College facilities or blocking access to or from such areas is prohibited. Permission from appropriate college authorities must be obtained for removal, relocation, and use of University/College equipment and/or supplies.
4. Theft from, or damage to University/College premises or property, or theft of or damage to property of any person on University/College premises is prohibited.
5. Each member of the academic community or an invited guest has the right to advocate his position without having to fear abuse, physical, verbal, or otherwise, from others supporting conflicting points of view. Members of the academic community and other persons on the college grounds shall not use language or take actions reasonably likely to provoke or encourage physical violence by demonstrators, those demonstrated against, or spectators.
6. Action may be taken against any and all persons who have no legitimate reason for their presence on any campus within the University/College, or whose presence on any such campus obstructs and/or forcibly prevents others from the exercise of the rights or interferes with the institution's educational processes or facilities, or the rights of those who wish to avail themselves of any of the institution's instructional, personal, administrative, recreational, and community services.
7. Disorderly or indecent conduct on University/College-owned or controlled property is prohibited.
8. No individual shall have in his possession a rifle, shotgun, or firearm or knowingly have in his possession any other dangerous instruments or material that can be used to inflict bodily harm on an individual or damage upon a building or the grounds of the University/College without the written authorization of such educational institution. Nor shall any individual have in his possession any other instrument or material which can be used and is intended to inflict bodily harm on any individual or damage upon a building or the grounds of the University/College.
9. Any action or situation which recklessly or intentionally endangers mental or physical health or involves the forced consumption of liquor or drugs for the purpose of initiation into or affiliation with any organization is prohibited.
10. The unlawful manufacture, distribution, dispensation, possession, or use of illegal drugs or other controlled substances by University students or employees on University/College premises, or as part of any University/College activities is prohibited. Employees of the University must also notify the
College Personnel Director of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction.

11. The unlawful possession, use, or distribution of alcohol by students or employees on University/college premises or as part of any University/college activities is prohibited.

For more information regarding the Henderson Rules visit
http://www2.cuny.edu/about/administration/offices/ovsa/policies/rules-for-maintenance-of-public-order/

Student Disciplinary Policy and Procedures (Article XV)
Each student enrolled or in attendance at the CUNY School of Labor & Urban Studies and every student organization, association, publication, club or chapter shall obey (1) the laws of the city, state and nation; (2) the bylaws and resolutions of the board, including the rules and regulations for the maintenance of public order pursuant to article 129-a of the education law (“Henderson rules”); and (3) the governance plan, policies, regulations, and orders of the CUNY School of Labor & Urban Studies. Students who violate article 129-a of the education law or other policies of the City University or the CUNY School of Labor & Urban Studies, may be brought before the Faculty-Student Disciplinary Committee, pursuant to the Student Disciplinary Policy and Procedures.

The rights and responsibilities of students have been codified by the CUNY Board of Trustees and are posted as Article XV of the Bylaws here: https://policy.cuny.edu/bylaws/article-xv/

Medical Withdrawal and Re-entry Policy
The City University of New York (“CUNY”) is committed to the academic success and personal growth of its students. As part of that commitment, CUNY and its constituent campuses are responsible for providing a safe learning and working environment for students, faculty, staff and other members of the University community. Some students may, because of a medical condition, engage in behavior that presents a direct threat of harm to themselves or to others, or substantially disrupts the learning or working environment of others. In such situations, the safety and security of the campus community, including the individual student, is paramount. This policy does not replace or supersede reasonable and appropriate security and health and safety measures, such as calling 911 or taking other immediate action in case of imminent threat to life or limb.

In addition to taking action to protect the security and safety of the campus community, a college may address the student’s conduct to determine if action under this policy or under the student disciplinary process is appropriate. When a student’s conduct that directly threatens or substantially disrupts the learning or working environment of others appears to relate to a medical condition, the campus may, at its option, address the student’s conduct either in accordance with this policy, or through the student disciplinary process. If the student’s conduct constitutes a threat solely to him or herself, it should be addressed under this policy rather than the disciplinary process.

For more information regarding CUNY Medical Withdrawal and Re-entry Policy visit:
Academic Programs
The CUNY School of Labor & Urban Studies offers undergraduate and graduate degree and certificate programs in the following areas. The CUNY School of Labor and Urban Studies Catalog describes the academic programs and requirements, course descriptions, as well as information regarding academic policies and procedures for undergraduate and graduate SLU students. The Catalog is available at https://slu.cuny.edu/current-students/registrar/course-catalog/

<table>
<thead>
<tr>
<th>DEGREE</th>
<th>HEGIS</th>
<th>CIP</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Undergraduate Programs</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bachelor of Arts in Urban and Community Studies</td>
<td>BA</td>
<td>45.1201</td>
</tr>
<tr>
<td><strong>Graduate Programs</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Master of Arts in Labor Studies</td>
<td>MA</td>
<td>52.1004</td>
</tr>
<tr>
<td>Master of Arts in Urban Studies</td>
<td>MA</td>
<td>45.1201</td>
</tr>
<tr>
<td><strong>Certificate Programs</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Advanced Certificate in Community Leadership</td>
<td>ADVCT</td>
<td>44.0201</td>
</tr>
<tr>
<td>Advanced Certificate in Health Care Policy and Administration</td>
<td>ADVCT</td>
<td>51.0702</td>
</tr>
<tr>
<td>Advanced Certificate in Labor Relations</td>
<td>ADVCT</td>
<td>52.1002</td>
</tr>
<tr>
<td>Advanced Certificate in Labor Studies</td>
<td>ADVCT</td>
<td>52.1002</td>
</tr>
<tr>
<td>Advanced Certificate in Public Policy Administration &amp; Public Policy</td>
<td>ADVCT</td>
<td>44.0401</td>
</tr>
<tr>
<td>Certificate in Community Leadership</td>
<td>CERT</td>
<td>44.0201</td>
</tr>
<tr>
<td>Certificate in Health Care Policy &amp; Administration</td>
<td>CERT</td>
<td>51.9999</td>
</tr>
<tr>
<td>Certificate in Labor Relations</td>
<td>CERT</td>
<td>52.1002</td>
</tr>
<tr>
<td>Certificate in Labor Studies</td>
<td>CERT</td>
<td>52.0201</td>
</tr>
<tr>
<td>Certificate in Public Policy Administration &amp; Public Policy</td>
<td>CERT</td>
<td>44.9999</td>
</tr>
</tbody>
</table>

Academic Policies & Procedures
General Education
The General Education Curriculum, also called Common Core Curriculum, is an educational experience shared by all CUNY School of Labor and Urban Studies (SLU) students. The SLU General Education Curriculum is part of CUNY’s Pathways General Education Framework, requirements that undergraduate students across CUNY
must satisfy. The three elements of this framework: the Required Common Core, the Flexible Common Core, and the SLU College Option Core, foster knowledge of human culture and the natural world (in science, social science, mathematics, humanities and the arts), intellectual and practical skills (in communication, quantitative reasoning, information literacy, critical thinking and inquiry), and individual and social responsibility (civic engagement, ethical reasoning, and intercultural awareness). Students may discuss with their advisor other courses from other CUNY schools that may fulfill their General Education requirements.

<table>
<thead>
<tr>
<th>Categories</th>
<th>Overview &amp; Curriculum</th>
<th>Credits</th>
</tr>
</thead>
</table>
| Required Core            | The Required Core classes provide a foundation in vital critical thinking skills. They develop your ability to write clearly, problem-solve, analyze, interpret information, research, apply numerical data to a range of situations, and think creatively while using different methodologies. These courses prepare you for the challenges of higher level coursework.  
  English Composition (2 courses)  
  Mathematical and Quantitative Reasoning (1 course)  
  Life and Physical Sciences (1 course)                                                                      | 12      |
| Flexible Core            | The Flexible Core classes continue to develop your critical thinking and communication abilities as you learn about not only the amazing diversity within our own country but also study the interactions between the U.S. and other nations and cultures around the world. You’ll look at a range of issues while exploring the role of individuals in society, the significance of creativity to human life, and how scientific methods, discoveries, principles, and tools impact us on numerous levels.  
  World Cultures and Global Issues (1 course)  
  U.S. Experience in Its Diversity (1 course)  
  Creative Expression (1 course)  
  Individual and Society (1 course)  
  Scientific World (1 course)  
  Students must also complete three credits in any of the above categories (1 course)                        | 18      |
| College Option Core      | As a central part of the new curriculum, each senior CUNY college offers special courses relevant to its mission. College Option Core is the heart of our General Education curriculum, with courses designed to focus on digital literacy, writing, critical thinking, and quantitative reasoning.                                                                 | 3-12    |
Transfer Credit Evaluation

Undergraduate transcripts from other institutions are carefully evaluated to give applicants credit for courses taken elsewhere that fulfill Common Core requirements. If you have concerns about how courses completed at another institution have been evaluated for transfer credit, please contact your advisor to review your Transfer Evaluation Credit Report. If, after appealing your Transfer Evaluation Credit Report, SLU determines that additional credit is not warranted, SLU will issue its decision in writing within fifteen business days. If you wish to appeal SLU’s decision, you may submit your appeal to CUNY’s Office of Academic Affairs.

For more information about student rights and responsibilities under the Pathways Common Core Curriculum, click here.

Transfer Credit Policy for Bachelor of Arts

All bachelor’s degree candidates are eligible to transfer up to 90 academic credits from previous educational institutions. Students must successfully complete at least 30 academic credits after matriculation to the degree in the BA in Urban and Community Studies at the CUNY School for Labor and Urban Studies.

During the transfer evaluation process, courses taken at other institutions are used to fulfill SLU requirements, where possible. The credit value of transferred courses is assigned to match the credit value of the equivalent course. Other acceptable forms of transfer credit include credit for college-level subject-area examinations such as CLEP, UExcel or DANTES/DSST; and credit for ACE-evaluated corporate or military training.

Official transfer credit evaluations are made after SLU has received all final and official transcripts from all institutions attended, and a student is accepted into the program. All transfer credit evaluations must be approved by the Chair of the Department of Urban Studies. Students can expect to receive the official transfer credit evaluation prior to registering for their first term of enrollment. Transfer credit grades do not compute into the bachelor’s degree grade point average.

Transfer Credit Policy for Master of Arts

Once admitted into the MA in Labor Studies or Urban Studies, students may transfer from 3 to 12 academic credits from previous graduate programs into the degree, provided that the courses were completed with a grade of B or higher within five years of the time of application and are equivalent to comparable courses in the program.

Newly-enrolled students should work with their academic advisor in the first semester to complete the transferal process. Students applying to transfer credits must provide a course description and syllabus. The Department Chair will review these materials and evaluate transfer credits for their equivalence to specific courses and consistency with program learning objectives, standards, and norms.
Exceptions to these requirements may be considered under special circumstances, but students must present authoritative evidence of sufficient and current competence in the learning objectives of the courses whose credits the student wishes to transfer.

**Grading Policies – Undergraduate**

The undergraduate grades reflect assessment by the instructor of key course components. The following grades are assigned with their corresponding point values:

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Ranges %</th>
<th>GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>93-100</td>
<td>4</td>
</tr>
<tr>
<td>A-</td>
<td>90 - 92.9</td>
<td>3.7</td>
</tr>
<tr>
<td>B+</td>
<td>87 - 89.9</td>
<td>3.3</td>
</tr>
<tr>
<td>B</td>
<td>83 - 86.9</td>
<td>3</td>
</tr>
<tr>
<td>B-</td>
<td>80 - 82.9</td>
<td>2.7</td>
</tr>
<tr>
<td>C+</td>
<td>77 - 79.9</td>
<td>2.3</td>
</tr>
<tr>
<td>C</td>
<td>73 - 76.9</td>
<td>2</td>
</tr>
<tr>
<td>C-</td>
<td>70 - 72.9</td>
<td>1.7</td>
</tr>
<tr>
<td>D</td>
<td>60 - 69.9</td>
<td>1</td>
</tr>
<tr>
<td>F</td>
<td>&lt;60</td>
<td>0</td>
</tr>
</tbody>
</table>

AUD - Auditor, listener.

INC - Incomplete. This is a temporary grade. The outstanding work must be completed by end of the following fall or spring semester. If the work is not completed by the end of the following semester, the INC is converted to a permanent grade of FIN on the record. When the course work is completed and the final grade received, the INC grade will be replaced.

W - Withdrawal. A permanent grade requested by the student after the Add/Drop period, and before the deadline in the academic calendar.

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

WN - Never attended. Calculated as the equivalent of a "W" in the GPA.

WU - Unofficial Withdrawal. Used when class participation has been established at least once in a term. Calculated as the equivalent of "F," in the GPA.

Note: Some programs have additional grade requirements. Refer to the program curriculum pages for specific requirements.

**University Policy Concerning the Repeat of Courses In Which A Student Has Earned A Grade Of "F" or "WU"**

When an undergraduate student receives the earned academic grade of "F," "FIN," "WU," or an administrative failing grade, and that student subsequently retakes that course and receives a grade of "C" or
better, the initial grade of "F" will no longer be computed into the cumulative grade point average. The "F" will remain on the transcript. The number of failing credits that can be deleted from the grade point average calculation shall be limited to 16 for the duration of the student’s undergraduate enrollment in the institutions of The City University of New York (CUNY).

**Satisfactory Academic Progress**

Students are expected to make satisfactory academic progress. Generally, undergraduate programs throughout CUNY expect applicants to present an academic record with a minimum 2.0 GPA. A student is considered in good academic standing and making good academic progress when he/she has completed all coursework and exams in accordance with faculty instructions, no later than the last day of the examination period and has earned a GPA of at least 2.0. In certain circumstances, a student may find it necessary to request a grade of Incomplete (INC), in accordance with the rules above. All INC grades must be completed by the end of the following fall or spring semester or the grade will be converted to FIN. If the course is repeated, it will be a new registration and a second grade on the academic record.

When a student has accumulated more than one incomplete or a GPA below 2.0, he or she may be ineligible to continue in the program since satisfactory academic progress is not being made. Under certain circumstances, a student may be required to carry a reduced course load to improve the GPA or be required to postpone further registration until the INC grades are completed. Typically, students may register for additional courses with one INC grade. Of course, all such academic reviews take into consideration individual circumstances and the potential for improvement.

In addition to academic consequences, failure to make satisfactory academic progress may have implications for the award of financial aid.

**Grading Policies – Graduate**

The graduate student's SLU grade (A, B, C, or F) reflects assessment by the instructor of key course components. The following grades are assigned:

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Ranges %</th>
<th>GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>93-100</td>
<td>4</td>
</tr>
<tr>
<td>A-</td>
<td>90 - 92.9</td>
<td>3.7</td>
</tr>
<tr>
<td>B+</td>
<td>87 - 89.9</td>
<td>3.3</td>
</tr>
<tr>
<td>B</td>
<td>83 - 86.9</td>
<td>3</td>
</tr>
<tr>
<td>B-</td>
<td>80 - 82.9</td>
<td>2.7</td>
</tr>
<tr>
<td>C+</td>
<td>77 - 79.9</td>
<td>2.3</td>
</tr>
<tr>
<td>C</td>
<td>73 - 76.9</td>
<td>2</td>
</tr>
<tr>
<td>F</td>
<td>&lt;70</td>
<td>0</td>
</tr>
</tbody>
</table>

**AUD - Auditor, listener.**

**INC - Incomplete.** This is a temporary grade. The outstanding work must be completed by end of the following fall or spring semester. When the course work is completed and the final grade received, the INC grade will be replaced. A graduate student has until the last day of final exams after two regular semesters to finish an outstanding INC
grade. Specifically, Fall incomplete grades should resolve by the end of the following Fall, Spring by the end of the following Spring, and Summer by the end of the following Spring as well.

W - Withdrawal. A permanent grade requested by the student after the Add/Drop period, and before the deadline in the academic calendar. This grade is assigned by the Registrar and Student Services at the written request of the student. It does not affect the grade point average.

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

WN - Never attended. Calculated as the equivalent of a "W" in the GPA.

WU - Unofficial Withdrawal. The grade is calculated as an "F" and the student may be barred from future registrations. It is assigned by the instructor if the student stops participating.

Satisfactory Academic Progress & Appeals
The minimum passing grade in a graduate course is a C. Students need a B or better average in order to graduate with a master's degree at CUNY, and must maintain a B or better average every semester attending. If the GPA in any semester falls below a B, the student will be placed on probation until such time as the average is raised above a B. Conditions for students on probation that will enable them to raise their GPA will be determined by the graduate degree program they are seeking.

Students who receive a failing grade (F, WU, or an INC that reverts to an FIN if not completed) can repeat the same course at SLU. If the grade obtained is a B or better, the student may petition the Registrar to drop the grade of F from the computation of the GPA. The failing grade remains on the transcript. The F-Replacement option can be used for only one graduate course at SLU. This F-Replacement option cannot be used for an F resulting from an academic integrity violation.

Incomplete Grade Policy
A student may request a grade of incomplete for a course from their faculty member. To be eligible, the student must have completed over 50 percent of the work required for the course by the time the request is made. If the faculty member agrees to grant an incomplete, the student and faculty member must fill out a form stating the due date for the remaining material owed in the class. The faculty member will submit an incomplete grade ("INC") for that semester.

An INC is a temporary grade. If the work is not completed on time, the INC is converted to a permanent grade of FIN on the record. The course instructor may grant the INC at the request of the student if participation requirements have been met and the only outstanding work is a paper, project, or examination.

Undergraduate Academic Probation and Dismissal Policy

Good Academic Standing
The cumulative grade point average (GPA) is the numerical equivalent of a letter grade. Students are expected to maintain a cumulative 2.0 GPA. Students whose cumulative GPA falls below 2.0 will be placed on Academic Probation.
Academic Probation
Students will be placed on academic probation at the end of the fall/spring semester in which the cumulative GPA falls below 2.0. While on academic probation, students may only register for 2 courses per semester until the cumulative GPA is raised to 2.0 or higher.

Academic Dismissal
Students whose cumulative GPA remains below 2.0 for three consecutive semesters will be dismissed at the end of the fall/spring semester for a period of one academic year. Students may apply for readmission at the end of the academic year.

Academic Integrity
Academic dishonesty is prohibited in The City University of New York. Penalties for academic dishonesty include academic sanctions, such as failing or otherwise reduced grades, and/or disciplinary sanctions, including suspension or expulsion. Faculty who suspect violations of academic integrity should complete the Faculty Report Form and email the completed form to academic.integrity@slu.cuny.edu

1. Definitions and Examples of Academic Dishonesty

1. Cheating is the unauthorized use or attempted use of material, information, notes, study aids, devices or communication during an academic exercise.

Examples of cheating include:

- Copying from another student during an examination or allowing another to copy your work.
- Unauthorized collaboration on a take home assignment or examination.
- Using notes during a closed book examination.
- Taking an examination for another student, or asking or allowing another student to take an examination for you.
- Changing a graded exam and returning it for more credit.
- Submitting substantial portions of the same paper to more than one course without consulting with each instructor.
- Preparing answers or writing notes in a blue book (exam booklet) before an examination.
- Allowing others to research and write assigned papers or do assigned projects, including using commercial term paper services.
- Giving assistance to acts of academic misconduct/dishonesty.
- Fabricating data (in whole or in part).
- Falsifying data (in whole or in part).
- Submitting someone else's work as your own.
  - Unauthorized use during an examination of any electronic devices such as cell phones, computers or other technologies to retrieve or send information.

2. Plagiarism is the act of presenting another person's original ideas, research or writings as your own.

Examples of plagiarism include:
• Copying another person's actual words or images without the use of quotation marks and footnotes attributing the words to their source.
• Presenting another person's ideas or theories in your own words without acknowledging the source.
• Failing to acknowledge collaborators on homework and laboratory assignments.
• Internet plagiarism, including submitting downloaded term papers or parts of term papers, paraphrasing or copying information from the internet without citing the source, or "cutting & pasting" from various sources without proper attribution.

3. Obtaining Unfair Advantage is any action taken by a student that gives that student an unfair advantage in his/her academic work over another student, or an action taken by a student through which a student attempts to gain an unfair advantage in his or her academic work over another student. Examples of obtaining unfair advantage include:
   • Stealing, reproducing, circulating or otherwise gaining advance access to examination materials.
   • Depriving other students of access to library materials by stealing, destroying, defacing, or concealing them.
   • Retaining, using or circulating examination materials which clearly indicate that they should be returned at the end of the exam.
   • Intentionally obstructing or interfering with another student's work.

4. Falsification of Records and Official Documents

Examples of falsification include:
   • Forging signatures of authorization.
   • Falsifying information on an official academic record.
   • Falsifying information on an official document such as a grade report, letter of permission, drop/add form, ID card or other college document.

2. Methods for Promoting Academic Integrity

1. Packets containing a copy of the CUNY Policy on Academic Integrity and, if applicable, the college's procedures implementing the Policy, and information explaining the Policy and procedures shall be distributed to all current faculty and, on an annual basis to all new faculty (full and part-time) These packets also shall be posted on each college's website. Orientation sessions for all new faculty (full and part-time) and students shall incorporate a discussion of academic integrity.

2. All college catalogs, student handbooks, faculty handbooks, and college websites shall include the CUNY Policy on Academic Integrity and, if applicable, college procedures implementing the policy and the consequences of not adhering to the Policy.

3. Each college shall subscribe to an electronic plagiarism detection service and shall notify students of the fact that such a service is available for use by the faculty. Colleges shall encourage faculty members to use such services and to inform students of their use of such services.

3. Reporting

1. Each college's president shall appoint an Academic Integrity Officer in consultation with the elected faculty governance leader. The Academic Integrity Officer shall serve as the initial contact person with faculty members when they report incidents of suspected academic dishonesty. The Academic
Integrity Officer may be the college's Student Conduct Officer, another student affairs official, an academic affairs official, or a tenured faculty member. Additional duties of the Academic Integrity Officer are described in Sections 4.1, 4.2.1, 4.2.2, 4.3 and 4.4.

2. A faculty member who suspects that a student has committed a violation of the CUNY Academic Integrity Policy shall review with the student the facts and circumstances of the suspected violation whenever feasible. Thereafter, a faculty member who concludes that there has been an incident of academic dishonesty sufficient to affect the student’s final course grade shall report such incident on a Faculty Report Form (pdf) in substantially the same format as the sample annexed to this Policy and shall submit the Form to the college's Academic Integrity Officer. Each college shall use a uniform form throughout the college, which shall contain, at a minimum, the name of the instructor, the name of the student, the course name and number and section number, the date of the incident, a description of the incident and the instructor's contact information.

3. The Academic Integrity Officer shall update the Faculty Report Form (pdf) after a suspected incident has been resolved to reflect that resolution. Unless the resolution exonerates the student, as described in Section 4.4, the Academic Integrity Officer of each college shall place the Form in a confidential academic integrity file created for each student alleged to have violated the Academic Integrity Policy and shall retain each Form for the purposes of identifying repeat offenders, gathering data, and assessing and reviewing policies. Unless the student is exonerated, written decisions on academic integrity matters after adjudication also shall be placed in the student's academic integrity file. The Academic Integrity Officer shall be responsible for maintaining students' academic integrity files.

4. Procedures for Imposition of Sanctions

1. Determination on academic vs. disciplinary sanction The Academic Integrity Officer shall determine whether to seek a disciplinary sanction in addition to an academic sanction. In making this determination, the Academic Integrity Officer shall consult with the faculty member who initiated the case and may consult with student affairs and/or academic affairs administrators as needed. Before determining which sanction(s) to seek, the Academic Integrity Officer also shall consult the student’s confidential academic integrity file, if any, to determine whether the student has been found to have previously committed a violation of the Academic Integrity Policy, the nature of the infraction, and the sanction imposed or action taken. Prior violations include both violations at the student’s current college and violations that occurred at any other CUNY college. In making the determination on prior violations, the Academic Integrity Officer shall determine whether the student previously attended any other CUNY colleges and, if so, shall request and be given access to the academic integrity files, if any, at such other CUNY colleges.

The Academic Integrity Officer should seek disciplinary sanctions only if (i) there is a substantial violation; or (ii) the student has previously violated the Policy; or (iii) academic sanctions are unable to be imposed because the student has timely withdrawn from the applicable course. Examples of substantial violations include but are not limited to forging a grade form or a transcript; stealing an examination from a professor or a university office; having a substitute take an examination or taking an examination for someone else; having someone else write a paper for the student or writing a paper for another student; sabotaging another student’s work through actions that prevent or impede the other student from successfully completing an assignment; and violations committed by a graduate or professional student or a student who will seek professional licensure. The college also should consider any mitigating circumstances in making this determination.
2. Procedures in Cases Involving Only Academic Sanctions

1. Student Admits to the Academic Dishonesty and Does Not Contest the Academic Sanction

If a faculty member wishes to seek only an academic sanction (i.e., a reduced grade) and the student does not contest either his/her guilt or the particular reduced grade the faculty member has chosen, then the student shall be given the reduced grade, unless the Academic Integrity Officer decides to seek a disciplinary sanction. The reduced grade may apply to the particular assignment as to which the violation occurred or to the course grade, at the faculty member's discretion. A reduced grade may be an "F" or another grade that is lower than the grade that the student would have earned but for the violation.

The faculty member shall inform the Academic Integrity Officer of the resolution via email and the Officer shall update the applicable Faculty Report Form (pdf) to reflect that resolution.

2. Student Admits to the Academic Dishonesty but Contests the Academic Sanction

In a case where a student admits to the alleged academic dishonesty but contests the particular academic sanction imposed, the student may appeal the academic sanction through the college's grade appeal process. The student shall be allowed, at a minimum, an opportunity to present a written position with supporting evidence. The committee reviewing the appeal shall issue a written decision explaining the justification for the academic sanction imposed.

3. Student Denies the Academic Dishonesty

In a case where a student denies the academic dishonesty, a fact-finding determination shall be made, at each college's option, by an Academic Integrity Committee established by the college's governance body or by the Student-Faculty Disciplinary Committee established under Article XV of the CUNY Bylaws. Each college's Academic Integrity Committee shall adopt procedures for hearing cases. (If a college opts to use its Student-Faculty Disciplinary Committee for this purpose, that Committee shall use Article XV procedures.) Those procedures, at a minimum, shall provide a student with (i) written notice of the charges against him or her; (ii) the right to appear before the Committee; and (iii) the right to present witness statements and/or to call witnesses. Those procedures also shall provide the faculty member with the right to make an appearance before the Committee. The Committee may request the testimony of any witness and may permit any such witness to be questioned by the student and by the administrator presenting the case. Academic Integrity Committees and Student-Faculty Disciplinary Committees, as applicable, shall issue written decisions and send copies of their decisions to the college's Academic Integrity Officer. The Academic Integrity Officer may not serve on a college's Academic Integrity Committee.

3. Procedures in Cases Involving Disciplinary Sanctions

If the college decides to seek a disciplinary sanction, the case shall be processed under Article XV of the CUNY Bylaws. If the case is not resolved through mediation under Article XV, it shall be heard by the college's Faculty-Student Disciplinary Committee.
If the college seeks to have both a disciplinary and an academic sanction imposed, the college shall proceed first with the disciplinary proceeding and await its outcome before addressing the academic sanction. The student's grade shall be held in abeyance by using the PEN grade established for this purpose, pending the Committee's action. If the Faculty-Student Disciplinary Committee finds that the alleged violation occurred, then the faculty member may reflect that finding in the student's grade. The student may appeal the finding in accordance with Article XV procedures and/or may appeal the grade imposed by the faculty member in accordance with section 4.2.2. If the Faculty-Student Disciplinary Committee finds that the alleged violation did not occur, then no sanction of any kind may be imposed.

Where a matter proceeds to the Faculty-Student Disciplinary Committee, the Academic Integrity Officer shall promptly report its resolution to the faculty member and file a record of the resolution in the student's confidential academic integrity file, unless, as explained below, the suspected violation was held to be unfounded.

4. Required Action in Cases of No Violation

If either the Academic Integrity Committee or the Faculty-Student Disciplinary Committee finds that no violation occurred, the Academic Integrity Officer shall remove all material relating to that incident from the student's confidential academic integrity file and destroy the material.

5. Implementation

SLU in accordance with its governance plan, shall implement this Policy and may adopt its own more specific procedures to implement the Policy. Colleges' procedures must be consistent with the policy and procedures described in the Policy.

Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. It is also known as the Buckley Amendment.

- Students have the right to inspect, review and challenge the accuracy of his/her education records. Education records are those records which contain information directly related to the student and are maintained by the School or by a party acting for the School.
- Student records will not be released to the general public or to those outside the University without student consent. The only exception to this is "directory" information which the CUNY School of Labor and Urban Studies defines and communicates to the students via the catalog and website. Our directory information includes name, address and telephone number, e-mail address, class level, degree information (including associated majors, minors, and certificates), dates of attendance, and full or part-time status.
- Directory information can be released without the student's consent UNLESS the student has requested directory exclusion status. Students can request directory exclusion status through the Registrar's Office. This status means the student's name and other information is to be excluded from the printed directory and the online search through CUNYfirst. It also means the University will not release ANY information about the student without a signed release from the student. This status
remains on the student's record indefinitely until the student requests in writing to the Registrar's Office that it be removed.

The SLU FERPA Consent to Release Educational Records form can be downloaded here.

Leave of Absence
Graduate Degree Students:

A leave of absence may be approved for up to two semesters by requesting, and submitting, the Leave of Absence form from/to the program in which the student is enrolled. If the leave extends beyond two semesters, students must apply for readmission. While on leave, students may not attend other colleges or universities except with the written permission of the Department Chair for their program. Credit earned while on leave will not be accepted toward the degree or certificate unless prior approval has been obtained. In order to be granted a leave of absence, a student must be in good academic standing. A leave of absence cannot be used to avoid the consequences of poor academic performance or to circumvent a disciplinary procedure. If the request is made during the term and the student is registered, the request will be processed in accordance with the Refund Policy.

Note that taking a leave of absence can impact the student loan repayment timeline. Students who have an outstanding federal student loan or loan deferral for their undergraduate and/or graduate studies should contact the Office of Financial Aid before requesting a leave of absence to ensure that they understand the full financial impact.

Withdrawal
Students who wish to withdraw from a course should consult with their academic advisor. The advisor and the student will review the reason for withdrawal and discuss both academic and nonacademic impacts (loss of credit, lack of progress toward completion of the degree, repeated withdrawals that can lead to dismissal). Students receiving financial aid will be advised to contact the financial aid office to determine the effect on their financial aid award.

If withdrawal is the best or only option, the advisor will email the student the withdrawal form. Instructions for completing and submitting the form are included in the form.

Readmission
Who should apply? Undergraduate and Graduate Students that previously were granted admission and attended SLU, have not graduated and have not been enrolled for one or more consecutive semesters.

Please complete the online readmission application if seeking to return to SLU as a degree seeking Master’s candidate. A student can only be readmitted to the same Master’s program in which they were formerly accepted. (Those who have never applied nor been admitted to a SLU Master’s program should submit a new application for graduate admission.)

Readmission requirements and instructions:
First, verify that you are in good financial standing: Please contact the Bursar’s office to ensure that you do not have an outstanding balance at bursar@slu.cuny.edu, 212-827-0200.

If you have attended any other institution after you left the CUNY School of Labor and Urban Studies, send an official transcript from each school attended to:

CUNY School of Labor and Urban Studies  
Attn: Office of Admissions  
25 West 43rd Street, 19th Floor  
New York, NY 10036

Students who have already earned a certificate or degree from SLU and are now interested in pursuing a new degree program, should submit an admissions application for the new program in which they are interested.

Certificate students (undergraduate or graduate level) who previously attended SLU and are now seeking to return to finish their program should contact their respective academic department for information on returning to SLU.

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 New York State law.

1. No person shall be expelled from or be refused admission as a student for the reason that he or she is unable, because of his or her religious beliefs, to register or attend classes or to participate in any examination, study or work requirements on a particular day or days.
2. Any student who is unable, because of his or her religious beliefs, to attend classes on a particular day or days shall, because of such absence on the particular day or days, be excused from any examination or any study, or work requirements.
3. It shall be the responsibility of the faculty and the administrative officials to make available to each student who is absent from school because of his or her religious beliefs, an equivalent opportunity to register for classes or to make up any examination, study, or work requirements, which he or she may have missed because of such absence on any particular day or days. No fees of any kind shall be charged for making available to the said student such equivalent opportunity.
4. If registration, classes, examinations, study, or work requirements are held on Friday after four o'clock post meridian 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 his/her availing himself/herself 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 his or her rights under this section.
Academic Honors and Awards

**Dean’s List**

*Full Time Students*

The Dean’s list notation will appear on the transcript of full time students (those taking 12 or more credits per term) in the term they achieve a GPA of 3.5 and above.

*Part Time Students*

The Dean’s list notation will appear on the transcript of part time students for each accumulation of 12 credits if they achieve a GPA of 3.5 and above.

**Degree Honors for General Excellence**

Latin Honors are computed using only those courses taken in the CUNY School of Labor and Urban Studies and awarded when students have completed their baccalaureate degree with a final grade point average as follows:

- Cum Laude (with praise) 3.50
- Magna Cum Laude (with great praise) 3.75
- Summa Cum Laude (with highest praise) 3.85

Valedictorian are selected for having the highest GPA of the graduating class.

**Student Appeals Policies & Procedures**

**Grade Appeals**

In the academic community, grades are a measure of student achievement toward fulfillment of course objectives. The responsibility for assessing student achievement and assigning grades rests with the faculty, and, except for unusual circumstances, the course grade given is final.

The grade appeals system affords recourse to a student who has evidence or believes that evidence exists to show that an inappropriate grade has been assigned as a result of error, or that the method of assigning the grade is inconsistent with the method of assigning grades to other students.

**Policy**

CUNY School of Labor and Urban Studies (SLU) is responsible for determining the requirements and standards of performance for courses and for qualifying examinations. SLU course instructors retain considerable discretion in these matters. The instructor is under obligation, however, to ensure that her/his course syllabus is consistent with the goals of the curriculum of the course. The grading standards in a given course shall reflect levels of difficulty related to the educational objectives of the program.

Instructors have an obligation to students to make clear the basis of evaluation (e.g., reading assignments, student’s written submissions, contributions to class discussions, and presentations) 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.

Grade Appeal Procedures

A student who wishes to appeal a grade must initiate the process in the full semester following the semester in which the contested grade was received. Spring and Summer Session courses must be appealed during the following Fall semester, while Fall and Winter session courses must be appealed during the following Spring semester before the last day to withdraw and receive a “W” grade. Appeals that are not initiated by these deadlines will not be considered.

If a student believes that an error was made in the assignment of a grade, she/he should engage in Level 1 of the grade appeal process: speaking with the instructor of the course within 30 days following the posting of the grade. An email message or note requesting an appointment and explaining the problem will give the faculty member an opportunity to gather the appropriate course materials, papers, exams or other submissions so that the ensuing conversation can be meaningful. As a result of this conversation, a faculty member may correct an error and change the grade. If the problem is not resolved between the student and faculty member, the student may then elevate the communication to include the department chair, which constitutes Level 2 of the grade appeal process.

If, after Levels 1 and 2 of the grade appeal process, the issue remains unresolved, the student may initiate a formal grade appeal by completing and submitting a Level 3 Grade Appeal Form to grade.appeal@slu.cuny.edu.

This written Level 3 appeal must be received within 15 days after the completion of Level 2; thus initiating a process with the Academic Appeals Committee. The Academic Appeals Committee will make a decision within 30 days of meeting with all pertinent stakeholders. This Level 3 decision by the Academic Appeals Committee is final.

Be aware that the grade appeal process may result in the awarding of a lower grade than that which the student originally received.

Student Complaints

Academic Complaints

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

Non-Academic Complaints

The CUNY School of Labor and Urban Studies is committed to providing a quality educational experience for all students and to fair treatment of all members of our campus community. The purpose of the Student Complaint Policy and Procedures is to ensure that student concerns about their experiences at SLU are addressed in a fair and timely manner. Students are encouraged to seek an informal resolution of the matter directly with the program staff or unit involved where possible. However, if an informal resolution is unsuccessful or not feasible, a formal complaint can be made by using the Complaint Form.

The CUNY School of Labor and Urban Studies policy for non-academic complaints can be found [here](#).

Registrar

Immunization Records

It is the responsibility of Office of the Registrar to maintain CUNY’s compliance with Public Health Law 2165 which requires all students born after 12/31/1956 to present proof of immunizations against measles, mumps, and rubella. The immunization requirements are as follows:

1. Proof of two (2) doses of live measles virus vaccine given after 1968. The first dose should be administered on or after your first birthday and the second dose must be administered at least 28 days after the first dose. A blood test showing immunity to measles will also satisfy this requirement.
2. One dose of live mumps vaccine administered on or after your first birthday, or a blood test showing immunity.
3. One dose of live rubella vaccine administered on or after your first birthday or a blood test showing immunity.

Acceptable Proof of Immunization:

- vaccination card from childhood (i.e. yellow book signed and stamped):
- immunization records from your doctor’s office (SIGNED and STAMPED with your doctor’s license number by your doctor or clinic);
- high school or prior college’s immunization records;
- blood test (ORIGINAL LAB REPORT IS REQUIRED) proving immunity to measles, mumps, and rubella (MMR titer);
- certificate of immunization from INS or country of origin (for international students)*; or
- honorable discharge papers from military service, within 10 years of discharge*.

*typically these sources demonstrate only ONE dose of measles vaccine, so you might be required to provide additional materials documenting a second dose of measles vaccine.

In addition, New York State Public Health Law 2167 requires that all students (regardless of age) complete a Meningococcal Meningitis Vaccination Response Form to indicate that they have read and received information about Meningococcal Meningitis prior to registering for classes.

It is very important to submit these documents on time; failure to do so will prevent you from registering.
For more information about Immunization Requirements, click [here](#). Click [here](#) for the SLU Immunization Record form. If you have any questions about the immunization requirements at CUNY School of Labor & Urban Studies, please call us at (212) 642-2098 or email us at [Healthservices@slu.cuny.edu](mailto:Healthservices@slu.cuny.edu)

**Change of Address**
Address changes may be submitted through the [Change of Address Form](#). The form is also available at [https://slu.cuny.edu/current-students/registrar/](https://slu.cuny.edu/current-students/registrar/).

**CUNYfirst**
In 2017, CUNY began transitioning to a single set of login credentials, called the “CUNY Login,” for CUNY-wide applications and services such as Blackboard and DegreeWorks. The CUNY Login page has been introduced as an entry point for applications and services that use the CUNY Login credentials (CUNYfirst username@login.cuny.edu and CUNYfirst password) for authentication. Additional information can be found [here](#).

**Registration**
Prior to Enrollment Date: Please log into your CUNYfirst account and review any holds you may have. All students **must** complete the Meningitis Acknowledgement in self-service. **Also please note:** If you are registering for six or more credits you must submit your immunization record.

Before the registration period, students **must** consult with their program advisor; plan a schedule of courses; and remove all holds (Bursar, Immunization, Financial Aid).

**Register for Classes:**

1. In CUNYfirst, select Self Service > Enrollment > Enrollment: Add Classes
2. On the Add Classes page, select a term radio button.
3. Click the CONTINUE button.
4. The Add Classes page with the 1. Select classes to add section displays. Confirm all your selected sessions are shown in your Shopping Cart. If not, use the Class Shopping Cart and Validation steps to add preferred sections in your Shopping Cart entering the class number or using [Class Search](#).
5. Click the Proceed to Step 2 of 3 button.
6. The Add Classes page, with the 2. Confirm classes section displays. View Status icons to ensure these classes are available and then select Finish Enrolling.
7. The Add Classes page, with the 3. View results section displays. The Status column shows a green check mark to indicate successful enrollment in a class. The Status column shows an errors icon to indicate the enrollment request is not successful together with a message stating the reason the enrollment is not successful. You may be able to take actions to correct these errors and enroll later.

**View Class Schedule:**

To see your current class schedule, select HR/Campus Solutions from the first menu after login, then look under "Self Service --> Student Center" (NOT "Self Service --> Enrollment."). [Click here](#) for detailed instructions on how to see your class schedule visit.
Pay Your Bill

Bill payment due dates appear on your tuition account in your Student Center, Finances section. eBill in CUNYfirst Instructions. For additional information on how to pay your bill, visit the Payments Methods page.

ePermit

Students who are currently enrolled in a degree program at a CUNY campus starting with the Spring 2019 may register for CUNY courses through ePermit. In many cases, SLU courses are considered equivalent to and may be substituted for courses in CUNY degree programs. Through ePermit, students file an online request to take a SLU course. As part of the ePermit process, registrars and faculty advisors at the student’s home college must approve this request. Students are kept informed via email of the status of their permit requests. If the student’s home college rejects the request, he or she is notified via email, with the reason indicated in the email message.

Degree Works

DegreeWorks is an online advisement tool for undergraduate students and their advisors that shows student progress toward completion of degree requirements. All currently registered SLU undergraduate students have a DegreeWorks account.

DegreeWorks functions as a self-advisement tool that allows students to regularly track their degree progress as well as to plan for future registrations. Students will be able to see how specific College requirements have been met and what courses they need to take to fulfill the requirements that are remaining.

What are the benefits of using DegreeWorks?

- Determine what requirements you need to fulfill in order to complete your degree.
- View individual course grades, cumulative grade-point average (GPA), and major average.
- Determine which courses you have taken or transferred, and which ones count as electives.
- View transfer credits, waivers, and exemptions applied towards your degree.
- See how your coursework could be applied toward another major, minor, certificate or major concentration using the “What if” option.
- Confirm your academic standing.
- Estimate how many semesters it will take you to graduate.

For questions about your DegreeWorks audit, please contact the registrar at CUNY School of Labor and Urban Studies registrar@slu.cuny.edu.

For questions about course selection or your academic plan, please contact your academic advisor.

Graduation

All students must apply for Graduation on CUNYfirst, instructions to apply are available here.

Deadline to apply:

<table>
<thead>
<tr>
<th>Semester</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall Semester</td>
<td>November 1st</td>
</tr>
<tr>
<td>Spring/Summer Semester</td>
<td>March 1st</td>
</tr>
</tbody>
</table>
If you have questions about whether you are on track to graduate, contact your academic advisor directly.

Only after the application has been submitted will a student be invited to participate in the graduation ceremony. The 2019 Commencement ceremony for the CUNY School of Labor and Urban Studies will take place at the CUNY Graduate Center, more information will be available at [here](#).

Textbooks and Course Materials
Students of SLU have access to find course books and materials for their class at Akademos Virtual [Bookstore](#).

Academic Records and Transcripts
Academic enrollment records are maintained by the CUNY School of Labor and Urban Studies (SLU). Students can review their records at any time by logging into their CUNYfirst account. Official transcripts can be obtained by contacting the Office of the Registrar by sending an email to registrar@slu.cuny.edu (until SLU is added to Credentials [https://www.credentials-inc.com/cgi-bin/dvcgitp.pgm?ALUMTROSCOLLGRLPCNY](#)).

Withholding Student Records
Students who are delinquent and/or in default in any of their financial accounts with the college, the university or an appropriate state or federal agency for which the university acts as either a disbursing or certifying agent, and students who have not completed exit interviews as required by the federal Perkins Loan Program, the federal Family Education Loan Programs, the William D. Ford Federal Direct Loan Program, are not permitted to complete registration, or issue a copy of their grades, a transcript of academic record, certificate, or degree, nor are they to receive funds under the federal campus-based student assistance programs or the federal Pell Grant Program unless the designated office, in exceptional hardship cases and consistent with federal and state regulations, waives in writing the application of this regulation.

Credit Hours
**CUNY School of Labor and Urban Studies – Credit Hour Policy and Compliance**
The CUNY School of Labor and Urban Studies degree and certificate programs are approved by the New York State Education Department (NYSED). The CUNY School of Labor and Urban Studies credit hour calculations for degree and certificate programs follow NYSED guidelines, which are based on the U.S. Department of Education’s definition of credit hour.

- The faculty of the CUNY School of Labor and Urban Studies is responsible for all aspects of the curriculum and degree program requirements. Each school has a faculty curriculum committee that reviews proposed new and revised courses and degree programs, including the credit hours associated with each.

**NYSED – Credit Hour Definition**
All courses and degree programs at the School must comply with Section 50.1 (o) of the New York State Commissioner of Education Regulations:

- *Semester hour* means a credit, point, or other unit granted for the satisfactory completion of a course which requires at least 15 hours (of 50 minutes each) of instruction and at least 30 hours of supplementary assignments, except as otherwise provided pursuant to section 52.2(c)(4) of this Subchapter. This basic measure shall be adjusted proportionately to translate the value of other academic calendars and formats of study in relation to the credit granted for study during the two semesters that comprise an academic year.
United States Department of Education – Credit Hour Definition
The U.S. Department of Education defines credit hour as: An amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than:

- 1. one hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time; or,
- 2. at least an equivalent amount of work as required in paragraph (1) of this definition for other academic activities as established by the institution, including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.

Middle States Commission on Higher Education
The Middle States Commission on Higher Education expects all candidate and accredited institutions to demonstrate that they use acceptable and consistent methods for assigning credit hours to all courses and programs of study. The credit hour is defined by the U.S. Department of Education as a basic institutional measure of the level of instruction and academic rigor that establishes eligibility for federal funding.


1 credit = 15 hours per semester
3 credits = 45 hours per semester
4 credits = 60 hours per semester

Credit hours = 750 minutes per semester 50 minutes x 15 weeks.

Financial Aid Policies
The School of Labor and Urban Studies is committed to assisting its students with an affordable quality education.

There are many financial aid options for students of all backgrounds. Our financial aid counselors work with students to combine federal and state funds, public and private scholarships, grants, loans, or Veterans benefits to help pay for their education.

Students who are members of union and labor-management organizations may be eligible for other forms of financial support in the form of tuition reimbursement, vouchers or grants through their unions and collective bargaining agreements.

Further, the School of Labor and Urban Studies has its own scholarships and tuition support funds, and an emergency fund for students experiencing hardship.

Lastly, the School of Labor and Urban Studies has a payment plan options to provide flexibility for students to pay tuition. The current provider is Nelnet. More information is available from the Bursar.
Undergraduate Financial Aid

The Office of Financial Aid administers federal and state funds, as well as those provided by special programs and the School itself, to ensure that you will have an opportunity to pursue higher education at the CUNY School of Labor and Urban (SLU).

Most award amounts are based on need, and you will have to maintain good academic standing.

There are many options to choose from when considering both government-funded and private sources of financial assistance.

The basic kinds of financial assistance are:

- Grants - Federal and State - Grants do not have to be repaid.
- Loans - Loans do need to be repaid.
- Scholarships - Scholarships are usually based on academic merit and do not need to be paid back.

Federal Financial Aid Requirements

- You must be enrolled for at least 6 credits each semester.
- You must be in a degree program, in good academic standing, and making satisfactory academic progress as defined by The City University of New York (CUNY).
- Full-time undergraduate students should complete a Baccalaureate degree within six (6) years.
- To remain eligible for financial aid undergraduate students must achieve a GPA (grade point average) of:
  - 1.50 if 1-12.9 credits have been attempted
  - 1.75 if 13.0-24.9 credits have been attempted
  - 2.00 if 25 or more credits have been attempted
- You cannot be in default of any federal educational loans and/or owe a federal grant repayment.

How to Apply

To receive both Federal and State financial aid as a CUNY student, you must complete two forms: the Free Application for Federal Student Aid (FAFSA) and, if you or your parents (for students under 21 years of age) are New York State residents and you are a full time student (12 credits or more), the New York State Tuition Assistance Program (TAP) application.

Both forms can be completed online. The FAFSA is available at www.fafsa.ed.gov. If you have questions while completing the FAFSA form you may contact the FAFSA help line at 800.433.3243. You will be directed to the TAP application after completing the online FAFSA. For additional TAP information visit https://www.hesc.ny.gov/.

We urge you to apply for financial aid for each upcoming academic year before the deadline of April 15. Funds are awarded on a first come, first served basis.

The FAFSA Title IV Code is 004765
The school code for TAP is 1422

When filling out your FAFSA, please note that CUNY School of Labor and Urban Studies shares a Title IV code with the CUNY Graduate School and University Center and will appear as “CUNY GRADUATE SCH & UNIV CTR”.

Graduate Financial Aid
There are many options to choose from when considering both government-funded and private sources of financial assistance.

The basic kinds of financial assistance are:

- Loans - Loans do need to be repaid.
- Scholarships - Scholarships are usually based on academic merit and do not need to be paid back.

Federal Financial Aid Requirements
- You must be enrolled for at least 6 credits each semester.
- You must be in a degree program, in good academic standing, and making satisfactory academic progress as defined by The City University of New York.
- Full-time graduate students should complete a Master’s degree within three (3) years. Students must earn at least two-thirds of the credits that are attempted.
- Graduate students must maintain a 3.00 GPA.
- You cannot be in default of any federal educational loans and/or owe a federal grant repayment.

How to Apply
To receive both Federal and State financial aid as a CUNY student, you must complete the Free Application for Federal Student Aid (FAFSA).

The FAFSA form is available at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). If you have questions while completing the FAFSA form you may contact the FAFSA help line at (800) 433-3243.

We urge you to apply for financial aid for each upcoming academic year before the deadline of April 15. Funds are awarded on a first come, first serve basis.

When completing the FAFSA, the Title IV Code is 004765. When filling out your FAFSA, please note that CUNY School of Labor and Urban Studies shares a Title IV code with the CUNY Graduate School and University Center and will appear as “CUNY GRADUATE SCH & UNIV CTR”.

Most award amounts are based on need, and you will have to maintain good academic standing.

Employer and Union Vouchers
Many employers and most unions have funds available to support worker education and skills upgrades. Talk with your employer or union representative. The School of Labor and Urban Studies can provide course registration documentation for you.
The Bursar’s Office is responsible for the student’s financial account, which includes the following areas:

- Billing tuition, fees and miscellaneous charges.
- Producing invoices or account statements.
- Applying student and third-party payments.
- Tracking online payments, including the University Payment Plan.
- Processing student and third-party refunds.
- Identifying past-due balances, notifying students & assigning account holds.
- Record maintenance for tuition and fees and other student or College related funds (i.e., account inquiry, direct deposit enrollment, and 1098-T production.)

Tuition and Fees

http://www2.cuny.edu/financial-aid/tuition-and-college-costs/tuition-fees/

A college education is a worthwhile investment and the CUNY School of Labor and Urban Studies is committed to making your education attainable and affordable. Our low tuition rates and varied financial aid options, including state and federal support, scholarships, and grants, ensures you have every opportunity to complete your college degree.

As part of The City University of New York we are a CUNY Value Plus institution, offering quality, affordability, and value. With 2018-19 tuition rates at $295 per credit for undergraduate students, 80% of our undergrads graduate debt free. Our graduate tuition, at $455 per credit, is among the lowest in the North East.

CUNY’s affordable tuition is part of a successful, long-term financial partnership between the University, state and city governments, philanthropists, alumni, and students. Enduring value increases lifelong opportunities for our students to pursue their educational, professional, financial, and personal goals.

Effective Fall 2018

Please note that tuition and fees are subject to change without notice pursuant to City University Board of Trustee resolution

<table>
<thead>
<tr>
<th>Undergraduate Degree Students Tuition</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
<tr>
<td><strong>Full-time students</strong></td>
</tr>
<tr>
<td>(12 or more credits)</td>
</tr>
<tr>
<td><strong>Part-time students</strong></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>New York State residents</td>
</tr>
<tr>
<td>$3,365 per semester</td>
</tr>
<tr>
<td>$295 per credit</td>
</tr>
<tr>
<td>Out-of-State residents and foreign students on temporary visas</td>
</tr>
</tbody>
</table>

**Graduate Degree Students Tuition**

<table>
<thead>
<tr>
<th></th>
<th>Full-time students (12 or more credits)</th>
<th>Part-time students</th>
</tr>
</thead>
<tbody>
<tr>
<td>New York State residents</td>
<td>$5,385 per semester</td>
<td>$455 per credit</td>
</tr>
<tr>
<td>Out-of-State residents and foreign students on temporary visas</td>
<td>$830 per credit</td>
<td>$830 per credit</td>
</tr>
<tr>
<td>Maintenance of matriculation (Resident)</td>
<td>$220</td>
<td></td>
</tr>
<tr>
<td>Maintenance of matriculation (Non-resident)</td>
<td>$360</td>
<td></td>
</tr>
</tbody>
</table>

**Undergraduate Credit, Non-Degree Students Tuition**

<table>
<thead>
<tr>
<th></th>
<th>Per Credit or Equivalent</th>
</tr>
</thead>
<tbody>
<tr>
<td>New York State residents</td>
<td>$430</td>
</tr>
<tr>
<td>Out-of-State residents and foreign students on temporary visas</td>
<td>$890</td>
</tr>
</tbody>
</table>

**Graduate Credit, Non-Degree Students Tuition**

<table>
<thead>
<tr>
<th></th>
<th>Per Credit or Equivalent</th>
</tr>
</thead>
<tbody>
<tr>
<td>New York State residents</td>
<td>$455</td>
</tr>
</tbody>
</table>
Out-of-State residents and foreign students on temporary visas | $830

**General Fees**

**CUNY Consolidated and Technology Fees** assessed for the 18-19 Academic Year. Other fees will be phased in for the 2019-20 Academic Year.

(These fees are applicable to all undergraduate, graduate, degree, and non-degree students)

<table>
<thead>
<tr>
<th><strong>Fee Description</strong></th>
<th><strong>Undergraduate</strong></th>
<th><strong>Graduate</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Fee (one-time, non-refundable fee to the CUNY School of Labor and Urban Studies)</td>
<td>$70</td>
<td>$75</td>
</tr>
<tr>
<td>SLU non-matriculated courses registration fee per term</td>
<td>$65</td>
<td>$75</td>
</tr>
<tr>
<td>SLU Student Activity Fee (for fall and spring terms only)</td>
<td>To be determined</td>
<td></td>
</tr>
<tr>
<td>University Student Senate Fee (USS; for fall and Spring terms only)</td>
<td>$1.45</td>
<td></td>
</tr>
<tr>
<td>CUNY Consolidated Services Fee per term</td>
<td>$15</td>
<td></td>
</tr>
<tr>
<td>CUNY Technology Fee per term</td>
<td>Full-time students (12 or more credits) - $125</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Part-time students - $62.50</td>
<td></td>
</tr>
<tr>
<td>Transcript Fee per copy</td>
<td>$7</td>
<td></td>
</tr>
<tr>
<td>SLU ID Replacement Fee</td>
<td>To be determined</td>
<td></td>
</tr>
<tr>
<td>Diploma Replacement Fee (original or affidavit of loss must accompany the check)</td>
<td>$30</td>
<td></td>
</tr>
<tr>
<td>Readmission Fee</td>
<td>$20</td>
<td></td>
</tr>
<tr>
<td>Late Registration Fee</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Change of Course Fee</td>
<td>$18</td>
<td></td>
</tr>
<tr>
<td>Late Payment Fee</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Returned Check Fee</td>
<td>$20 per check</td>
<td></td>
</tr>
</tbody>
</table>

**Senior Citizen Charges**

Individuals who satisfy the New York City/State residency requirements and are 60 years of age or older are permitted to enroll in undergraduate courses on a space-available basis. Tuition will not be charged provided
credit is not given for the courses. An administrative fee will be charged in addition to other applicable fees (such as the CUNY Consolidated Fee per term).

Administrative Fee per term $65.00

Non-Credit Tuition and Fee Schedule
For non-credit course tuition and fees please call the contact listed on the program page.

All tuition charges and fees listed herein, or in any registration materials issued by the CUNY School of Labor and Urban Studies, are subject to change by action of the Board of Trustees of The City University of New York without prior notice. In the event of any increase in tuition charges and fees, payments already made to the CUNY School of Labor and Urban Studies will be treated as partial payment.

CUNY degree students taking a School of Labor and Urban Studies course on permit do not pay the application fee and only pay tuition to their home college.

Refund Policy
A student is entitled to a full refund of tuition and non-instructional fees (where applicable) in the event that courses are cancelled or a student's registration is cancelled by the CUNY School of Labor and Urban Studies (SLU).

For students who wish to drop a course, a proportionate refund of tuition may be made as outlined below and can be found within the Academic Calendar. For mailed requests, the postmark date determines qualification for the refund. Refund will be made in the form of initial payment. Students enrolled under special program initiatives may have adjusted refund dates. No fees are refunded due to withdrawal.

Drop/withdrawal from course:

<table>
<thead>
<tr>
<th>Drop/withdrawal from course</th>
<th>Refund Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Drop before the official starting day of classes for the semester</td>
<td>100%</td>
</tr>
<tr>
<td>Drop within one week of the official starting day of classes for the semester</td>
<td>75%</td>
</tr>
<tr>
<td>Drop within two weeks of the official starting day of classes for the semester</td>
<td>50%</td>
</tr>
<tr>
<td>Drop within three weeks of the official starting day of classes for the semester</td>
<td>25%</td>
</tr>
<tr>
<td>Withdrawal subsequent to the third week of the official starting day of classes for the semester</td>
<td>None</td>
</tr>
</tbody>
</table>

This schedule is not applicable to withdrawals due to the military, Peace Corps, or leaves for other national service, and is subject to change by action of the Board of Trustees of The City University of New York (CUNY).

For courses that meet for less than 7 weeks: the refund policy will be published with the class schedule.

Employer and Union Vouchers
Many employers and most unions have funds available to support worker education and skills upgrades. Talk with your employer or union representative. We can provide course registration documentation for you and we can assist with completing the necessary forms.
Payment Methods

**Please be advised that as of March 13, 2016, CUNY had made revisions to the procedures for utilizing a credit or debit card for tuition and fee payments. Students are no longer able to use a credit or debit card to make payments to SLU for past due balances.**

Online

Please be advised that CUNY recently changed the process if you want to make a one-time online payment. Contact the Bursar for more information.

This informative video shows how to submit an eCheck payment or see the details below.

- To make an online one-time payment, select the make a payment link on your Student Center page (make sure your pop-up blocker is disabled).
- Select Make Payment from the left-hand menu.
- You will see a screen that displays all of the CUNY schools (past and present) associated with your EmplID. Next to each school will be a payment amount box.
  - Since each school is listed, each payment amount box either will be populated with a dollar amount if you owe money to that school, or will be blank if nothing is owed.
  - You can choose to pay the entire amount in the payment amount box. Or you can choose to override the pre-populated amount and enter the amount you wish to pay in the payment amount box next to the school you want to pay
  - DO NOT enter amounts into payment amount boxes of schools with no amounts due. If you do, a payment will be made to that school.
- After you enter your bank information you will see a screen asking: “Is this eCheck information correct?” Before you finalize your payment, review your payment information to:
  - Make sure you are only sending money to a school where you have outstanding charges.
  - Confirm the amount.
  - If the information is wrong, cancel and start over.
- If you finalized an incorrect payment, immediately contact the Office of the Bursar of the school you made the payment to.
- There is no additional fee for using this payment option.

Mail or In-Person* Payment

PERSONAL CHECKS/MONEY ORDER

Please send checks or money orders, made payable to CUNY School of Labor and Urban Studies, to:

CUNY School of Labor and Urban Studies
25 West 43rd Street, 19th Floor
New York, NY 10036
Attn: Bursar Office

*We do not accept cash or credit cards in person. We cannot process payments over the phone.

Tuition Payment Plan

Students can sign up for a payment plan through Nelnet for upcoming terms. The payment plan provides students with the option of paying tuition and fees over a period of up to six months for the fall and spring semesters. The amount of payments is dependent on the date a student enrolls in a payment plan. This flexibility enables students to reduce the burden of paying all tuition and fees prior to the start of the
academic term. The payment plan is an interest-free benefit to students. The enrollment fee for the payment plan is $95 per semester. If a student opts for direct withdrawals from a bank account, a discount will be provided which will lower the enrollment fee to $40 per semester. There is no payment plan available for the winter intersession, however, there is a payment plan available for the summer session. You must enroll in a payment plan by your payment due date even though the last day to enroll in a payment plan may occur after the date. Note:

- The first payment is due upon enrollment.
- Payment is automatically debited from your bank account or credit card on the 10th of each month.
- After the 7th day of the semester, payment plan amounts will be adjusted to take into account financial aid awards. Any change to your financial obligation will change your total payment plan balance.
- There is a $30 returned payment fee per occurrence of a returned payment.
- For more information, visit the My College Payment Plan website or contact Nelnet at 888-470-6014.

TO SIGN UP FOR THE PAYMENT PLAN:
1. Students must log into their CUNYfirst account.
2. From the Enterprise Menu, select HR/Campus Solutions.

Public Safety/Campus Security

Campus Security Policies & Annual Security Report
The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act requires colleges and universities to publish an annual security report. The report contains information regarding campus security including topics such as: emergency procedures, crime prevention, university law enforcement authority, crime reporting policies, Title IX, sexual assault prevention, disciplinary procedures and other matters of importance related to security on campus. It also contains crime statistics for the previous three calendar years. Please click annual report 2018-SLU to read or download a copy of the report.

If you would like to receive a hard copy of the Annual Security Report, please visit the Room 1801 at the SLU Campus at 25 West 43rd Street, New York, NY 10036 or call 212-642-2013.

CUNY Campus & Workplace Violence Prevention Policy
The City University of New York is committed to the prevention of Workplace Violence and will respond promptly to any threats and/or acts of violence. For purposes of this Policy, Workplace Violence is defined as any physical assault or acts of aggressive behavior occurring where an employee performs any work-related duty in the course of his or her employment, including but not limited to: 49 (i) An attempt or threat, whether verbal or physical, to inflict physical injury upon an employee; (ii) Any intentional display of force that would give an employee reason to fear or expect bodily harm; (iii) Intentional and wrongful physical contact with an employee without his or her consent that entails some injury; and/or (iv) Stalking an employee in a manner that may cause the employee to fear for his or her physical safety and health when such stalking has arisen through and in the course of employment. Visit the CUNY website to review the Workplace Violence Prevention Policy.
# Student Resources Directory

## Administrative and Student Resources

<table>
<thead>
<tr>
<th>Academic Affairs</th>
<th>Gladys Palma de Schrynmakers, Associate Dean for Academic Affairs</th>
<th><a href="mailto:Gladys.Schrynemakers@slu.cuny.edu">Gladys.Schrynemakers@slu.cuny.edu</a>, 212-827-0200</th>
</tr>
</thead>
<tbody>
<tr>
<td>Labor Studies</td>
<td>Stephanie Luce, Academic Chair</td>
<td><a href="mailto:Stephanie.luce@slu.cuny.edu">Stephanie.luce@slu.cuny.edu</a>, 212-827-0200</td>
</tr>
<tr>
<td>Urban Studies</td>
<td>Steven London, Academic Chair</td>
<td><a href="mailto:Steven.London@slu.cuny.edu">Steven.London@slu.cuny.edu</a>, 212-827-0200</td>
</tr>
<tr>
<td>Faculty Resources</td>
<td>Marie Romani, Administrative Coordinator</td>
<td><a href="mailto:Marie.Romani@slu.cuny.edu">Marie.Romani@slu.cuny.edu</a>, 212-642-2045</td>
</tr>
<tr>
<td>Enrollment</td>
<td>Sharon Hardy, Director of Enrollment</td>
<td><a href="mailto:Sharon.Hardy@slu.cuny.edu">Sharon.Hardy@slu.cuny.edu</a>, 212 827 0200</td>
</tr>
<tr>
<td>Student Affairs</td>
<td>Rochel Pinder-Cuffie, Director of Student &amp; Community Affairs</td>
<td><a href="mailto:Rochel.Pinder-Cuffie@slu.cuny.edu">Rochel.Pinder-Cuffie@slu.cuny.edu</a>, 212-642-2084</td>
</tr>
<tr>
<td>Student Support &amp; Retention</td>
<td>Padraig O’Donoghue, Manager of Student Support &amp; Retention</td>
<td>Padraig.O’<a href="mailto:Donoghue@slu.cuny.edu">Donoghue@slu.cuny.edu</a>, 212-642-2068</td>
</tr>
<tr>
<td>Academic Student Support Services</td>
<td>Michael Rymer, Coordinator, SLU Writing Center</td>
<td><a href="mailto:Michael.Rymer@slu.cuny.edu">Michael.Rymer@slu.cuny.edu</a>, 212-642-2014</td>
</tr>
</tbody>
</table>

## Program Coordinators, Advisors, and Program Support

### URBAN AND COMMUNITY STUDIES:

- **Stephen Greenfeld, Program Manager**
  - [Stephen.Greenfeld@slu.cuny.edu](mailto:Stephen.Greenfeld@slu.cuny.edu), 212-642-2047
- **Samina Shahidi, Academic Advisor**
  - [Samina.shahidi@slu.cuny.edu](mailto:Samina.shahidi@slu.cuny.edu) (best method), 212-642-2021
- **June Cumberbatch, Senior Counselor**
  - [June.cumberbatch@slu.cuny.edu](mailto:June.cumberbatch@slu.cuny.edu), 212-642-2015
- **Kevin Simmons, Academic Support Specialist**
  - [Kevin.simmons@slu.cuny.edu](mailto:Kevin.simmons@slu.cuny.edu), 212-642-2082
- **Julman Arevalo Tolentino, Academic Program Coordinator & Advisor**
  - [Julman.Tolentino@slu.cuny.edu](mailto:Julman.Tolentino@slu.cuny.edu), 212-642-2012
- **Crystal Joseph, Program Coordinator**
  - [Crystal.joseph@slu.cuny.edu](mailto:Crystal.joseph@slu.cuny.edu), 212-857-1966

### LABOR STUDIES AND LABOR RELATIONS:

- **Maureen LaMar, Program Manager**
  - [Maureen.Lamar@slu.cuny.edu](mailto:Maureen.Lamar@slu.cuny.edu), 212-642-2056
- **Irene Garcia-Mathes, Academic Advisor**
  - [Irene.garcia-mathes@slu.cuny.edu](mailto:Irene.garcia-mathes@slu.cuny.edu), 212-642-2050
- **Diana Robinson, Program Coordinator**
  - [Diana.robinson@slu.cuny.edu](mailto:Diana.robinson@slu.cuny.edu), 212-642-2075
- **David Unger, Program Coordinator**
  - [David.unger@slu.cuny.edu](mailto:David.unger@slu.cuny.edu), 212-640-2011
- **Orson Barzola, Labor Studies Program Assistant**
  - [Orson.barzola@slu.cuny.edu](mailto:Orson.barzola@slu.cuny.edu)
- **Lisset Puello, Urban Studies Program Assistant**
  - [Lisset.puello@slu.cuny.edu](mailto:Lisset.puello@slu.cuny.edu), 212-642-2078

## STUDENT RESOURCES

<table>
<thead>
<tr>
<th>Registrar</th>
<th>Laurie Grimes, Registrar</th>
<th><a href="mailto:Registrar@slu.cuny.edu">Registrar@slu.cuny.edu</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Bursar</td>
<td>Michael Giliberti, Bursar</td>
<td><a href="mailto:Bursar@slu.cuny.edu">Bursar@slu.cuny.edu</a></td>
</tr>
<tr>
<td>Financial Aid</td>
<td>Phyllis Schulz, Executive Director, CUNY Grad Center</td>
<td><a href="mailto:financialaid@gc.cuny.edu">financialaid@gc.cuny.edu</a></td>
</tr>
<tr>
<td>Student Services</td>
<td>SLU Staff</td>
<td><a href="mailto:studentservices@slu.cuny.edu">studentservices@slu.cuny.edu</a></td>
</tr>
<tr>
<td>Counseling &amp; Wellness</td>
<td>Gleneara Bates</td>
<td><a href="mailto:Gleneara.Bates@slu.cuny.edu">Gleneara.Bates@slu.cuny.edu</a>, 212-642-1977</td>
</tr>
<tr>
<td>Accessibility Services</td>
<td>SLU Staff</td>
<td><a href="mailto:accessibility@slu.cuny.edu">accessibility@slu.cuny.edu</a></td>
</tr>
<tr>
<td>Veteran Services</td>
<td>Padraig O’Donoghue</td>
<td><a href="mailto:veterans@slu.cuny.edu">veterans@slu.cuny.edu</a>, 212-642-2068</td>
</tr>
<tr>
<td>Career Specialist</td>
<td>Kennybel Pena</td>
<td><a href="mailto:Kennybel.pena@slu.cuny.edu">Kennybel.pena@slu.cuny.edu</a>, 212-642-2058</td>
</tr>
<tr>
<td>Tech Help Desk</td>
<td>SLU Staff</td>
<td><a href="mailto:ITHelpDesk@slu.cuny.edu">ITHelpDesk@slu.cuny.edu</a>, 212-642-2084</td>
</tr>
<tr>
<td>International Student Resource</td>
<td>Linda Asaro, Director</td>
<td><a href="mailto:lasaro@gc.cuny.edu">lasaro@gc.cuny.edu</a>, 212-817-7491;</td>
</tr>
<tr>
<td>Title IX Coordinator</td>
<td>Eileen Hawkins-Bauman</td>
<td><a href="mailto:Eileen.Hawkins-Bauman@slu.cuny.edu">Eileen.Hawkins-Bauman@slu.cuny.edu</a></td>
</tr>
</tbody>
</table>