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

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Welcome to CUNY School of Labor & Urban Studies

Dear Students:

Welcome to the 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 pursue your education by studying at SLU, especially in these unprecedented times of COVID-19. SLU is driven by a set of core values—access to education, diversity at every level, social justice, and equality for all—that are more important now than ever before. There has never been a more auspicious moment to attend a school of labor and urban studies: to prepare for careers in public service, to participate in movements for social and racial justice; and to develop organizing and leadership skills that you can utilize at your union and in your community. We share your commitment, and look forward to helping you achieve your academic and professional goals.

The Office of Student Affairs and Services is an integral part of student success at SLU. Throughout your academic journey, the dedicated student affairs staff will be here to guide and support you. The Office of Student Affairs and Services 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 all the resources and opportunities available to you.

The Student Handbook is a supplement to the SLU Catalog and serves as your guide to the School. The handbook has information about student rights, University and School policies, and 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.

Welcome to the SLU community!

Sincerely,

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 herein as 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 program and course information and to make use of the Student Degree Audit System to track progress toward graduation. Critical points of fact or interpretation should be considered subject to confirmation by the appropriate office or department of the School.

The School does not guarantee to offer all courses it announces. The announcement is made in good faith, but circumstances beyond the control of the School sometimes necessitate changes. The School may cancel courses if the enrollment does not warrant their being offered or if other contingencies make such a cancellation necessary.

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. To note that the institution hosted a virtual site visit in lieu of an on-site visit in accordance with the United States Department of Education (USDE) guidelines published March 17, 2020. To reaffirm accreditation. The next evaluation visit is scheduled for 2027-2028.

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/

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

CUNYfirst
Effective Spring 2022 the new version of CUNYfirst is here. More information regarding the 9.2 version of CUNYfirst can be found here.

In 2017, CUNY began transitioning to a single set of login credentials, called the “CUNY Login,” for CUNY-wide applications. This CUNY Login service provides:

- One set of CUNY Login account credentials (username and password) governing access to most University-wide applications
- A common CUNY Login Page as a single point of entry for logging in to critical University-wide applications
- Concurrent access to single sign-on enabled applications using a single log in. Additional information can be found here.

CUNY Alert
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. More information and how to subscribe can be found here.

Student Email Policy
New Students:
Please be advised that all CUNY School of Labor and Urban Studies (SLU) students are required to utilize their CUNY SLU email address for School business. 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 CUNY 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.
Identification Card
All students, faculty, and staff 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. A SLU ID card also grants students special discounts. 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 at ITservicedesk@slu.cuny.edu or call 646 313-8440.

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 Policy on Sexual Misconduct and to ensure compliance with CUNY’s Procedures for Implementing Reasonable Accommodations and Academic Adjustments:

Gladys Palma de Schrynemakers, Ed.D.
Associate Dean/Chief Academic Officer
25 West 43 Street
19th Floor/Room 1904
New York, New York 10036
Gladys.Schrynemakers@slu.cuny.edu
(646) 313-8355

The following federal, state, and local agencies enforce laws against discrimination:

- [New York City Commission on Human Rights](#)
- [New York State Division on Human Rights](#)
- [U.S. Equal Employment Opportunity Commission](#)
- [United States Department of Justice](#)
- [United States Department of Education, Office for Civil Rights](#)

**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 [CUNY Computer User Policy](#) which outlines CUNY’s internal policy for the use and protection of CUNY computer resources.

[https://www.cuny.edu/website/privacy-policy/](https://www.cuny.edu/website/privacy-policy/)

**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. The use of CUNY Computer Resources, including for electronic transactions and communications, like the use of other University-provided
resources and activities, is subject to the requirements of legal and ethical behavior. This policy is intended to support the free exchange of ideas among members of the CUNY community and between the CUNY community and other communities, while recognizing the responsibilities and limitations associated with such exchange.


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 Services
Students and faculty at the CUNY School of Labor and Urban Studies are served by the Mina Rees Library at The Graduate Center, located at 365 Fifth Avenue at 34th St.

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. Read how to access the The Graduate Center library HERE.

In addition to the Graduate Center Library, students of the CUNY School of Labor and Urban Studies with a valid CUNY 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 along with a valid picture ID.

COVID-19 UPDATE – REMOTE LIBRARY RESOURCES
The Graduate Center’s Mina Rees Library is open online and ready to meet the research and teaching needs of our students and faculty. While the physical library space is not currently available, the library continue to provide access to many library resources and services through the library website.

All library databases, e-journals, and e-books are available remotely. Interlibrary loan is still available for journal articles and book chapters, although requests for books and other physical items cannot currently be processed.

Robust reference assistance is available by email and 24/7 chat via the library website, and subject librarians are available for phone or video research consultations. Additionally, the library will be offering online workshops on Zotero, open access, book publication contracts, and dissertation, thesis, and capstone project
deposit. Keep track of library events on the library calendar.

CUNY libraries have also adjusted several policies related to circulating materials. All CUNY libraries have suspended regular overdue fines as well as overdue fines for recalled materials. Also, all CUNY libraries now allow at least nine renewals of circulating items and will automatically renew items checked out to you. In addition, interlibrary loan staff will automatically request renewals of ILL items on your behalf.

The library is working to update its website with full details about remote services. Please reach out to us about your library and research needs. If your research requires in-person access to materials housed at the Mina Rees Library, please contact Mason Brown, SLU Librarian, at mbrown@gc.cuny.edu

Additional Resources - CUNY students, faculty and staff have 24/7 free access to technology-related research and advice. Click Here for more information.

**Student Affairs & Student Services**
The Office of Student Affairs is an integral part of student success at SLU. The Office of Student Affairs offers a range of programs and student services, including writing assistance, advisement, career services, counseling and wellness, veteran services, accessibility services, student life/activities, and more to meet student’s needs.

The Office of Student Affairs mission is to provide exemplary student-centered programs and services that enhance the student experience and complement the mission of the CUNY School of Labor & Urban Studies. Student Affairs, in collaboration with other units of the School create transformational experiences that foster student success in and outside of the classroom and empower all students to achieve their educational and professional goals. If you need to contact student services, please send an email to: StudentServices@slu.cuny.edu.

**Academic Advising**
Embracing the CUNY School of Labor and Urban Studies’ vision of driving justice, equity, diversity, and inclusion, the SLU Academic Advising Center is committed to making higher education attainable to all by addressing academic barriers that working adults face. We also strive to support students with diverse backgrounds through experiential learning and other opportunities to exercise leadership skills, especially for those looking to develop and advance skills and careers in public service and social justice activism.

An essential part of student success at our school, the advisement relationship not only serves as foundation for students navigating degree and certificate programs, but also as a space for students to identify their academic, professional, and activist goals. Through advisement, students connect with appropriate campus and university resources and professional opportunities.

The SLU Academic Advising Center is one of few sites in the country designed specifically to meet the needs of working adults with diverse backgrounds. We offer worker-friendly schedules, and varied advising philosophies and modalities, such as one-to-one meetings, interest group advising, and targeted workshops for learning communities.

Early planning is essential for many of the services and resources we offer. Schedule a virtual and phone appointment with your advisor through SLU Navigate.
The SLU Academic Advising Center is located at 25 W 43rd Street, Room 1815 for in-person consultations. Although walk-ins for quick questions are welcome, you are strongly encouraged to make an appointment, especially if you need to see your advisor.

Office Hours*:
Monday – Thursday: 10 am-6 pm
Friday: 9 am-4 pm
*Hours subject to change

SLU Navigate
SLU Navigate is a free mobile or desktop student app that will help you succeed at SLU. Stay connected to your academic advisor, make appointments, connect with campus resources, view your class schedule, and more using SLU navigate. Sign up to receive alerts, text or email messages so you never miss an important communication or event.

DOWNLOAD THE APP
1. Search for “Navigate Student” on the App Store or Google Play Store.
2. Once in the app, search CUNY School of Labor & Urban Studies.
3. Log in with your CUNYfirst username and password.

LOGIN USING WEB BROWSER
For the desktop version, you can log in to SLU Navigate here with your CUNYfirst username and password through any browser.

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

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

Campus and Student Life
The CUNY School of Labor and Urban Studies is committed to building Student Life by supporting our students inside and outside the classroom.

For more information about the resources and opportunities available to students visit: https://slu.cuny.edu/academics/student-affairs/campus-student-life/

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 wellness@slu.cuny.edu

Emergency Funding

Petrie Emergency Grant
Thanks to the generous support of the Carroll and Milton Petrie Foundation, students enrolled at the CUNY School of Labor and Urban Studies (SLU) are eligible to apply for emergency financial assistance. The Petrie Emergency Grant will provide emergency financial assistance to SLU students at risk of dropping out of college due to unexpected or emergency circumstances to enable them to continue their education at SLU. SLU students may be eligible for up to $1,500.00 in emergency fund grants per semester, but no more than two (2) emergency fund awards per academic year (subject to financial availability).

EXAMPLES OF EMERGENCIES
Emergency circumstances considered for the Petrie Emergency Grant 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 childcare for dependents or loss of care for elders
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
Unexpected expenses due to illness or death in the immediate family

The Petrie Emergency Grant Fund will NOT be awarded for the following:
Tuition or fee costs
Previous educational debts
Textbooks
HOW TO APPLY FOR A PETRIE EMERGENCY GRANT
Before applying for the Petrie Emergency Grant, please contact SLU’s Manager of Student Support and Retention, Padraig O’Donoghue at (646) 313-8321 or Padraig.O’Donoghue@slu.cuny.edu

The Petrie Emergency Grant Application is available online at the following link: Petrie Emergency Fund Application Form

Students applying for the Petrie Emergency Grant must provide documentation of hardship or outstanding expense to support the emergency. The committee will only consider complete applications with valid supporting documentation. Students who have submitted a complete application will receive a response within 48 hours. If approved, the emergency grant will disburse within 3-5 business days of the approval date. All committee decisions are final.

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 (short-term; non-recurring emergency) to enable them to remain in school. SLU students may be eligible for up to $1500.00 in emergency fund grants per semester, but no more than two (2) emergency fund awards per academic year (subject to financial availability)

Examples of circumstances that will be considered:
Temporary loss of job or income
Homelessness, sudden loss of housing, or threat of eviction
Unexpected medical expenses
Loss of childcare 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 the following:

Tuition or fee costs
Previous educational debts
Textbooks
Credit card debts or loan payments
Legal representation or services

Before applying for the YLB Fund, please contact SLU’s Manager of Student Support and Retention, Padraig O’Donoghue, by phone (646) 313-8321 or e-mail Padraig.O’Donoghue@slu.cuny.edu
Only complete applications with valid supporting documentation will be considered. Students who have submitted a complete application will receive a response within 48 hours. Applications will take 7-10 business days to process.

**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.

**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-A and Int. No. 905-A, effective March 18, 2019 and supersedes the CUNY Lactation Guidelines promulgated on March 23, 2015.

The CUNY School of Labor & Urban Studies has established a room on the 14 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 (646) 313-8320.

**CUNY Lactation Room Policy**

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.

Reflection and Meditation Space
The CUNY School of Labor & Urban Studies has established a room on the 14 Fl as a quiet space for reflection and meditation. If you have any concerns regarding the use of this space, please contact studentservices@slu.cuny.edu or call (646) 313-8320.

**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 (646) 313-8321.
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.

Students in the Military

For students called up to the reserves or drafted before the end of the semester:
- Grades. In order to obtain a grade, a student must attend 13 weeks (five weeks for summer session).
- Refunds. A student called up to the reserves or drafted who does not attend for a sufficient time to qualify for a grade is entitled to a 100% refund of tuition and all other fees except application fees.

For students who volunteer (enlist) for the military before the end of the semester:
- Grades. In order to obtain a grade, a student must attend 13 weeks (five weeks for summer session).
- Refunds. The amount of the refund depends upon whether the withdrawal is before the 5th week of classes. If the student withdraws before beginning of the fifth calendar week (or third calendar week for a summer session), he or she is entitled to 100% refund of tuition and all other fees except application fees. If the student withdraws thereafter, he or she is entitled to a 50% refund.

Other provisions for military service:
- Resident Tuition Rates. These lower rates are applicable to all members of the armed services, their spouses and their dependent children, on full-time active duty and stationed in the State of New York.
- Re-enrollment of Veterans. Veterans who are returning students are given preferred treatment in the following ways:
  - Veterans who were former students with unsatisfactory scholastic records may be readmitted with a probationary program.
  - Veterans, upon their return, may register even after normal registration periods, without late fees.
  - Granting of college credit for military service and armed forces instructional courses.
  - Veterans returning too late to register may audit classes without charge.
  - Late Admissions. Veterans with no previous college experience are permitted to file applications up to the date of registration and are allowed to begin classes pending completion of their application and provision of supporting documents.
  - Readmission Fee. Upon return from military service, a student will not be charged a readmission fee to register at the same college.
  - Veterans Tuition Deferrals. Veterans are entitled to defer the payment of tuition pending receipt of veterans’ benefits.

New York National Guard Tuition Waivers. Active members of the New York National Guard, who are legal residents of New York State and who do not have a baccalaureate degree, are eligible for a tuition waiver for undergraduate study.
GI Bill® is a Registered Trademark of the U.S. Department of Veteran Affairs (VA). More information about education benefits offered by the VA is available at the U.S. government website www.benefits.va.gov/gibill.

Voter Registration
CUNY VOTES is a comprehensive, non-partisan initiative whose mission is to promote student voter registration, voter participation and voter awareness through campus-based activities, external partnerships and University-wide campaigns. SLU students can register to vote using CUNY’s special registration form accessible directly on CUNYfirst.

For more information on voter registration and voter education activities visit: SLU’s Voter Registration page here

Voter Registration & Disability Services
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 (646) 313-8321 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.

Student Resources
Learning Hub
The SLU Learning Hub is a resource open to any SLU student. Students report a high level of satisfaction with the Learning Hub’s services, and this sentiment is reflected in widespread usage: each year, as many as half of all SLU students use the Learning Hub at least once.

The Learning Hub offers the following services for students:

Writing appointments
Writing sessions provide students the chance to talk about their work with a professional writing consultant. Students are welcome to schedule appointments at any stage of the writing process, from brainstorming and outlining to fine-tuning a final draft. The Hub’s writing consultants can also help with managing a heavy reading load. Writing sessions can be in-person or online. Students can sign up on our online schedule.

Workshops
The Learning Hub’s How-to workshops provide students the chance to access focused instruction on topics ranging from crafting clear sentences to writing a literature review. The Hub facilitates remote and in-person workshops both in SLU classes and in the Learning Hub’s spaces.
Reference

One-to-one reference sessions allow students to connect with SLU’s librarian, who can help students access SLU’s library databases and find quality sources for research projects. Students can sign up on the Learning Hub’s online schedule.

Quantitative Reasoning

SLU’s Quantitative Reasoning Fellow is available for one-to-one sessions focused on developing survey tools and using SPSS, among other areas. To sign up, students can select the QR schedule on the login page of the Hub’s scheduling platform.

Digital Portfolios

Developing a digital portfolio that includes selected academic work, a bio and a resume can have many benefits for students, including for job searches and applications to graduate and professional programs. The Learning Hub’s Digital Portfolios Specialist is available to work with students in one-to-one sessions. Check out the digital portfolio site for more information and sample portfolios.

The Learning Hub is located at 25 West 43rd Street. For additional information contact (646)-313-2014.

Computer Lab

CUNY School of Labor and Urban Studies has computer lab located on the 19th floor in room 1918. SLU’s computer lab is open for appointments. Please contact the SLU Service Desk to reserve your space at at 646-313-8440 or by email at ithelpDesk@slu.cuny.edu

Borrow a Laptop & Printing

**Laptops are available for loan** to students at the IT Service Desk for use on campus. Please contact the SLU Service at ITHelpDesk@slu.cuny.edu if you have any questions. Students are able to print to the printer just outside the Student Lab located on the 19th floor in room 1918. Instructions for printing are located [here](#).

For more information about the Laptop Loaner Program, please visit: [https://slu.cuny.edu/current-students/service-desk/laptop-loaner/](https://slu.cuny.edu/current-students/service-desk/laptop-loaner/)

IT Service Desk

The CUNY School of Labor and Urban Studies IT Service Desk can be contacted by email ithelpdesk@slu.cuny.edu or 646-313-8440. Visit the SLU Service Desk website

**Service desk hours of operation:**

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<td>Monday – Thursday</td>
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<td>8:30 AM – 5:00 PM</td>
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<td>Saturday</td>
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IT Service Desk can assist students with CUNYFirst Access, Student Email, Black Board, Office 365, GC Library Access remotely or in person. Students needing assistance with Borrow a Technology devices (I-
Pad, Laptop or Tablets), providing technology guides on how to login and use various CUNY applications. Access to the computer lab, printing on campus with your personal devices, and assistance with loading your vaccine information into CUNYFirst for access to campus using our Cleared4 instance, on your device.

**Technology Guides** available [here](#)
**Loaner Laptop Application** available [here](#)

**Blackboard Administrator hours in person and online:**

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**Office 365 for Students**
The City University of New York provides Microsoft Office 365 for Education to students at participating colleges via the Microsoft Office in Education program. The license remains active until you leave the University, at which point it will be in read-only mode and you will be prompted to pay a license fee to Microsoft or stop using Microsoft Office 365 for Education. See instructions for accessing Office 365 [here](#).

**Technology Guides**
The IT Service Desk has published resources and guides available to assist students on the [SLU website](#). These resources provide step-by-step guidance on how to access and log-in to all applications available to students. If you need assistance, the IT Service Desk will be available to support your needs. Please contact us at [IThelpdesk@SLU.cuny.edu](mailto:IThelpdesk@SLU.cuny.edu) or call 646-313-8440.

For more information and to access the Technology Guides: [https://slu.cuny.edu/current-students/service-desk/technology-guides/](https://slu.cuny.edu/current-students/service-desk/technology-guides/)

**SLU Scholarship Opportunities**
The School of Labor and Urban Studies (SLU) offers various institutional scholarships to support our newly admitted and continuing degree and certificate students. Opportunities are available for undergraduates or graduates and are generally based on strong academic work, commitment to labor and public service, or financial need. SLU also connects students to a number of external scholarship offerings from esteemed organizations.

For more information about scholarship opportunities, please visit: [https://slu.cuny.edu/tuition-and-financial-aid/education-financing/scholarships-grants/](https://slu.cuny.edu/tuition-and-financial-aid/education-financing/scholarships-grants/)

**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](#).
A SLU ID card also grants students a 10% discount at Dunkin Donuts (25 West 43rd Street) and free or discounted admission to various **NYC cultural venues**, discounts on Broadway tickets, transportation discounts, retail discounts, and more.

**Community Engagement**

**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**

SLU’s conferences and forums take on the most important challenges of the day with the candor and intellectual rigor they deserve, attracting over 1,500 participants annually, as well as thousands more through livestreaming. Speakers have included:

- Prominent Murphy Institute and CUNY faculty;
- Nationally renowned scholars, including Manning Marable, Lani Guinier, Rodolfo de la Garza, Adolf Reed, and Marie Gottschalk;
- National and International current and former Elected Officials, including Nydia Velazquez, Ruth Messinger, Fernando Ferrer, Melissa Mark-Viverito, British Member of Parliament John Eatwell, and former Brazilian President Dilma Rousseff;
- Civil and human rights leaders Reverend Al Sharpton, Benjamin Jealous, and Charlene Mitchell;
- And the leaders of the U.S., Iraqi, French, Indian, Guatemalan and South African labor federations.

A list of upcoming events can be found at [https://slu.cuny.edu/public-engagement/public-programming/](https://slu.cuny.edu/public-engagement/public-programming/)

**New Labor Forum**

SLU’s award-winning journal, **New Labor Forum**, was established in 1997 in the wake of the historic, contested elections at the AFL-CIO, seeking to make use of the space created by the ensuing rapprochement between labor leaders and left intellectuals, and social movement activists. During its decades of publication, New Labor Forum has provoked 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/](https://slu.cuny.edu/public-engagement/new-labor-forum/)

**Civic Participation Programs at the Murphy Institute**

In the wake of the Citizens United Supreme Court Decision, CEOs and lobbyists have gained increasing power in our national and local politics. The voice of poor and working-class Americans has diminished in comparison to the overwhelming political influence of corporate power in our political system. 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. In this age of burgeoning inequality, and pervasive challenges to political and workplace democracy, this project seeks to support undertakings in worker participation and control, as well as grassroots leadership in development. The Project (CWOP) will provide 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 & Community Standards**

The CUNY School of Labor & Urban Studies is committed to providing a quality educational experience for all students and to promoting a safe campus community. The School enforces the City University of New York (CUNY) rules and regulations through learning that fosters student growth and development in keeping with the School’s mission.

SLU students are expected to obey the laws of the city, state, and nation. SLU students are also responsible for familiarizing themselves and adhering to the policies, code of conduct and the Bylaws and resolutions of the CUNY Board of Trustees, including the rules and regulations of public order pursuant to [Article 129-A of the education law](https://www2.cuny.edu/wp-content/uploads/sites/4/page-assets/about/administration/offices/legal-affairs/policies-procedures/Sexual-Misconduct-Policy.pdf) (Henderson Rules).

While the policies, code of conduct and the Bylaws and resolutions of the CUNY Board of Trustees identifies the rules and regulations regarding student conduct, there is also an important expectation that all students at SLU will uphold the community standards of civility and respect in all interactions with members of the SLU community, as well as with members of the communities the School serves.


**CUNY Policy on Sexual Misconduct**

Every member of The City University of New York (“CUNY”) community, including students, employees and visitors, deserves the opportunity to live, learn and work free from Sexual Misconduct (sexual harassment, gender-based harassment and sexual violence). CUNY’s Policy on [Sexual Misconduct](https://www2.cuny.edu/wp-content/uploads/sites/4/page-assets/about/administration/offices/legal-affairs/policies-procedures/Sexual-Misconduct-Policy.pdf) prohibits sexual harassment, gender-based harassment and sexual violence (together “Sexual Misconduct”) against any CUNY student, employee or visitor. Incidents of sexual misconduct may be reported to designated campus official outlined in the policy.


**Sexual and Interpersonal Violence Prevention and Response Course (SPARC)**

SLU, as part of the City University of New York (CUNY) is committed to creating and maintaining a safe and respectful culture for all students. To that end, we educate our students about sexual and interpersonal violence, how to prevent and report these incidents, as well as provide information about resources that are available should a student need support in keeping with the New York State Education Law 129-b, also called the Enough is Enough (“EIE”) statute.
All newly admitted degree and certificate students, student government members, student leaders and members of other student groups designated by the University and/or SLU are required to complete the Sexual and Interpersonal Violence Prevention and Response Course (SPARC) before the start of the semester.

To access SPARC, log into Blackboard and locate SCHOOL OF LABOR & URBAN STUDIES STUDENTS SPARC under My Organizations. You may also access the training via your To Do List in CUNYfirst. SPARC takes approximately 30 minutes to complete. Please note that non-completion will prevent registration for future semesters.

For more information about SPARC, please review the SPARC FAQ and Student Instructions Sheet. You may also visit the SLU Title IX webpage for additional information about the University’s efforts to combat sexual misconduct. If you do not see the SPARC course, please contact studentservices@slu.cuny.edu.

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 regarding Title IX: https://www1.cuny.edu/sites/title-ix/?post_type=campus_profile&p=777

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

Gladys Palma de Schrynemakers
Gladys.Schrynemakers@slu.cuny.edu
(646) 313-8355

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
CUNY is committed to the protection of the health and wellbeing of its students and seeks to ensure that students who need to receive physical or mental health care suffer as minimal a negative impact on their academic career as possible. In that vein, a student who during an academic period experiences a serious and unexpected medical issue that prevents the student from completing their coursework may request a medical withdrawal.

There are two types of medical withdrawal: (i) a Student-initiated request for a medical withdrawal and (ii) a College-initiated voluntary or involuntary medical withdrawal for situations where the student engages in self-harm and that behavior substantially disrupts the working or learning of others.

(i) For Student-initiated medical withdrawal requests to be considered, the student must provide medical documentation to the College Health Office or designated Official and submit a medical withdrawal request to the Registrar. In extraordinary circumstances, such as with a student’s significant medical issues that prevent the student from notifying the college in a timely manner, a medical leave, with corresponding retroactive class withdrawals, may be considered after the established withdrawal deadline for the academic period. The withdrawal date in the student system will ordinarily be the date on which the student notifies the College Registrar of the intention to withdraw.

(ii) For College–initiated voluntary or involuntary medical withdrawals, the procedure is outlined in CUNY’s Medical Withdrawal Policy, codified as 7.09 in the Manual of General Policy. Such withdrawals are processed through the office of the College’s Chief Student Affairs Officer. The withdrawal date in the system is either the date that the student signs a voluntary withdrawal agreement or the date that a Health Review Panel orders involuntary medical withdrawal, whichever is applicable.
For Voluntary medical withdrawals, appropriate College officials may consider whether any refund of tuition is warranted and if a retroactive withdrawal date for the student is warranted in extraordinary situations.

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.catalog.cuny.edu/

<table>
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<tr>
<th>NAME</th>
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<th>TYPE</th>
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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.

CUNY General Education Requirements Consist of:

- Common Core (all students)
- College Option (students in bachelor’s degree programs)

Common Core

Required Common Core (12 credits / 4 courses) **

- English Composition (2 courses)
- Mathematical and Quantitative Reasoning (1 course)
- Life and Physical Sciences (1 course)

Flexible Common Core (18 credits / 6 courses) **

- 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)
- One additional course will be taken from one of the above areas.***

In addition to the 30-credit Common Core, students in bachelor’s degree programs also must fulfill a College Option requirement specified by their college. The number of College Option credits is 6 to 12, depending on
whether a student transferred into the college and, if so, how many credits he or she had at the time of
transfer. More information on how many College Option credits a student needs can be found here.

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,
CUNY SLU determines that additional credit is not warranted, SLU will issue its decision in writing within
fifteen business days. If you wish to appeal CUNY SLU’s decision, you may submit your appeal to CUNY’s
Office of Academic Affairs. For more information regarding the Transfer Credit Appeals Process, click
here.

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 CUNY 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 CUNY 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>
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</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. Effective Fall 2021, WU grade will not have punitive impact on student’s GPA. WU grade will continue to be used to denote Unofficial Withdrawal.

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," 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>
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<td>87-89.9</td>
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<tr>
<td>B</td>
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<td>3</td>
</tr>
<tr>
<td>B-</td>
<td>80-82.9</td>
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</tr>
<tr>
<td>C+</td>
<td>77-79.9</td>
<td>2.3</td>
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<tr>
<td>C</td>
<td>73-76.9</td>
<td>2</td>
</tr>
<tr>
<td>F</td>
<td>&lt;70</td>
<td>0</td>
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</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. 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.

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. Used when class participation has been established at least once in a term. Effective Fall 2021, WU grade will not have punitive impact on student's GPA. WU grade will continue to be used to denote Unofficial Withdrawal.

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 CUNY 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 CUNY 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. Extraordinary circumstances will be reviewed by the Office of Academic Affairs.

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

Leave of Absence

Graduate Degree Student
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 can do so in CUNYfirst. A grade of W will post on the students record. Effective Fall 2020 the last date to withdraw is the last day of classes.

Readmission
Who should apply? Undergraduate and Graduate Students that previously were granted admission and attended CUNY 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 CUNY 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 CUNY 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, 646-313-8420.

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 Registrar 25 West 43rd Street, 19th Floor New York, NY 10036

Students who have already earned a certificate or degree from CUNY 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 CUNY SLU and are now seeking to return to finish their program should contact their respective academic department for information on returning to CUNY 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
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**

The CUNY School of Labor and Urban Studies (CUNY SLU) is responsible for determining the requirements and standards of performance for courses and for qualifying examinations. CUNY 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.

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 CUNY SLU Immunization Record form. If you have any questions about the immunization requirements at CUNY School of Labor & Urban Studies, please call us at 646-313-8409 or email us at Healthservices@slu.cuny.edu

Change of Address
Students can change their mailing address on CUNYfirst. Changes to your permanent address must be submitted to the Registrar’s Office using the Change of Permanent Address Form

The form is also available at https://slu.cuny.edu/current-students/registrar/updatepersonalinfo/

CUNYfirst
Effective Spring 2022 the new version of CUNYfirst is here. More information regarding the 9.2 version of CUNYfirst can be found here.

In 2017, CUNY began transitioning to a single set of login credentials, called the “CUNY Login,” for CUNY-wide applications. This CUNY Login service provides:

One set of CUNY Login account credentials (username and password) governing access to most University-wide applications

A common CUNY Login Page as a single point of entry for logging in to critical University-wide applications

Concurrent access to single sign-on enabled applications using a single log in. 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, and Financial Aid).

Schedule Builder is an application tool that enables students to plan and register for courses that meet their schedules and other needs. This application shows courses listed in the University’s course schedule (i.e., CUNYfirst) and allows students to select those courses based on desired time, location, availability and other factors.

Before logging into Schedule Builder, please review the Schedule Builder Glossary

Schedule Builder Access
- Log into Student Center through CUNYfirst with your credentials
- Click the “Launch Schedule Builder” link to access the Schedule Builder application. (Be sure to allow pop-ups in the browser).
• Once the application opens, Schedule Builder’s welcome page should appear.
• Next, Select the term in which you would like to search for classes directly on the welcome page.

Schedule Builder Quick Guide

For more information visit our website

View Class Schedule:

To see your current class schedule, open Student Center tile.

View Class Schedule:

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, CUNY 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 CUNY 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. SLU students may use the ePermit process to take courses at other CUNY schools that may satisfy some of the General Education/Pathway requirements for undergraduate degree programs. How to apply for ePermit.

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 CUNY 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>Date</th>
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</thead>
<tbody>
<tr>
<td>Fall Semester</td>
<td>November 1&lt;sup&gt;st&lt;/sup&gt;</td>
</tr>
<tr>
<td>Spring/Summer Semester</td>
<td>March 1&lt;sup&gt;st&lt;/sup&gt;</td>
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</tbody>
</table>

If you have questions about whether you are on track to graduate, contact your academic advisor directly.

Commencement information can be found [here](#).

**Graduation Requirements:**

**Degrees:**

Bachelor of Arts – 120 credits total at least 30 credits required for the degree must be taken in residence at School of Labor and Urban Studies and minimum of 2.00 GPA.

Master of Arts – 30 credits required and minimum 3.00 GPA

**Certificates:**

Undergraduate Certificates – 16 credits required and minimum 2.00 GPA

Graduate (Advanced) Certificates – 12 credits required and minimum 3.00 GPA

**Textbooks and Course Materials**

Students of SLU have access to find course books and materials for their class at Akademos Virtual Bookstore.

Students login with your school account to view a personalized page of courses and corresponding course materials, or use the 'Find Your Course' drop-down menu to search by course.

**Academic Records and Transcripts**

Academic enrollment records are maintained by the CUNY School of Labor and Urban Studies (CUNY SLU). Students can review their records at any time by logging into their CUNYfirst account.

Request for **official** School of Labor and Urban Studies transcripts are fulfilled online through Credentials Solutions. Current and Alumni students can request official transcripts directly through SLU Transcripts.

An **unofficial, or student copy**, of your transcript can be accessed on CUNYfirst. Be sure to enable pop-up windows in your browser settings. **Click here** to view the Quick Reference Guide.
If you have a hold that prevents the release of your transcript, we cannot process your request until the hold is cleared. Please check your Student Center to verify whether you have any holds preventing the release of your transcript. For more information on CUNY transcript policies, click here.

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. Credit hour policy

Financial Aid Policies

The School of Labor and Urban Studies (SLU) is committed to providing students with a quality education that is affordable.

There are many financial aid options for individuals 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: https://slu.cuny.edu/tuition-and-financial-aid/education-financing/financial-aid/

SLU also has its own scholarships and tuition support funds, including emergency grants for students experiencing hardship.

SLU students also make the most of their union and employer benefits, including tuition deferments and free or reduced rate programs. For more information about this and other payment options, such as the University payment plan, please contact Bursar@slu.cuny.edu
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 (CUNY 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](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. You will be directed to the TAP application after completing the online FAFSA. For additional TAP information visit [https://www.hesc.ny.gov/](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”.

**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.

**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 [studentaid.gov](http://studentaid.gov). If you have questions while completing the FAFSA form you may contact the FAFSA help line at (800) 433-3243 or the Office of Financial Aid at 212.817.7460.

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.

Student Accounts Services (Bursar)
The Office of Student Accounts is SLU’s clearinghouse for all tuition revenue and the gatekeeper of your financial information. Our business operations are guided by courteous and efficient support to students, faculty, staff, and external organizations. We are focused on integrity, accountability, and enforcing appropriate fiscal practices throughout the campus community.

Bursar Operations
• Student billing and payments
• Union and employer deferments; third-party billing
• Payment plans
• Refunds and direct deposit
• 1098-Ts

Contact us: Bursar@slu.cuny.edu

Scholarships and Grants
• Administers scholarships, grants, stipends, and emergency funds

Contact us: Studentaccounts@slu.cuny.edu

Faculty and Staff Services
• Campus depository
• Delivery of paychecks and stubs

Tuition and Fees
https://slu.cuny.edu/tuition-and-financial-aid/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.

We are a CUNY Value Plus institution, offering quality and affordability. With 2022-2023 tuition rates at $305 per credit for undergraduate students, 80% of our undergrads graduate debt free. Our graduate tuition, at $470 per credit, is among the lowest in the Northeast.
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.

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

### Undergraduate Degree 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>$3,465 per semester</td>
<td>$305 per credit</td>
</tr>
<tr>
<td>Out-of-State residents and foreign students on temporary visas</td>
<td>$620 per credit</td>
<td>$620 per credit</td>
</tr>
</tbody>
</table>

### Graduate Degree Tuition

<table>
<thead>
<tr>
<th></th>
<th>Full-time students (12 or more credits)</th>
<th>Part-time students</th>
<th>Maintenance of matriculation</th>
</tr>
</thead>
<tbody>
<tr>
<td>New York State residents</td>
<td>$5,545 per semester</td>
<td>$470 per credit</td>
<td>$225</td>
</tr>
<tr>
<td>Out-of-State residents and foreign students on temporary visas</td>
<td>$855 per credit</td>
<td>$855 per credit</td>
<td>$370</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>$445</td>
</tr>
<tr>
<td>Out-of-State residents and foreign students on temporary visas</td>
<td>$915</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>$470</td>
</tr>
<tr>
<td>Out-of-State residents and foreign students on temporary visas</td>
<td>$855</td>
</tr>
</tbody>
</table>

### General Fees

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

<table>
<thead>
<tr>
<th>Fee</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Fee (one-time, non-refundable fee to the CUNY School of Labor and Urban Studies)</td>
<td>Undergraduate: $70 Graduate: $75 Undergraduate Non-Matriculated: $65; Graduate Non-Matriculated: $75</td>
</tr>
<tr>
<td>CUNY SLU Student Activity Fee</td>
<td>$25</td>
</tr>
<tr>
<td>Undergraduate Non-Matriculated: $65; Graduate Non-Matriculated: $75</td>
<td>$1.45</td>
</tr>
<tr>
<td>CUNY Consolidated Services Fee per term</td>
<td>$15</td>
</tr>
<tr>
<td>CUNY Technology Fee per term</td>
<td>Full-time (12 or more credits) - $125 Part-time - (11 or less credits) $62.50</td>
</tr>
</tbody>
</table>
### CUNY Technology Fee Per term

<table>
<thead>
<tr>
<th>Full-time (12 or more credits)</th>
<th>$125</th>
</tr>
</thead>
<tbody>
<tr>
<td>Part-time (11 or less credits)</td>
<td>$62.50</td>
</tr>
</tbody>
</table>

### CUNY SLU ID Replacement Fee

- $10

### Diploma Replacement Fee

- $30

### Readmission Fee

- $20

### Late Registration Fee

- $25

### Change of Course Fee

- $18

### Late Payment Fee

- $15

### Returned Check Fee

- $20 per check

### Senior Citizen Charges

[https://slu.cuny.edu/tuition-and-financial-aid/tuition-fees/undergraduate/#1642055526934-b7b9407eb00](https://slu.cuny.edu/tuition-and-financial-aid/tuition-fees/undergraduate/#1642055526934-b7b9407eb00)

New York City residents 60 years of age or older may enroll as non-matriculated audit only students, on a tuition-free, space-available basis. Senior citizen students do not receive grades or academic credit. Senior Citizens who wish to enroll for credit may opt to do so on the same basis as any other degree-credit student and pay the applicable tuition and fees.

An administrative fee will be charged in addition to other applicable fees (such as the CUNY Consolidated Fee per term).

- $65 general fee due at the time of registration
- $15 consolidated services fee due at the time of registration

Auditors are also responsible for the costs of any course materials, such as textbooks.

### Payments

#### Online

To make a payment online:

- Login to CUNYfirst
- Click Student Center
- Click Financial Account
- Select Make a Payment
- Choose View and Pay Account or Payment Plan

* We accept American Express, Visa, MasterCard, and Discover. Please note, there is 2.65%, non-refundable service fee applied to each transaction.

Electronic check (e-Check) is accepted with no service fee or additional cost to the student. An eCheck performs the same function as a conventional paper check. If an eCheck is returned, the student will be charged a $20.00 returned check fee. Students will also be prevented from using paper/electronic personal checks in the future.
**Tuition Payment Plan**

Payment Plans are available during eligible enrollment periods and provide a budget friendly option for students and families.

You may only enroll in one payment plan per semester.

The first payment + setup fee ($25) is due upon plan enrollment

Payment is automatically debited from your bank account or credit card on the 5th of each month (or the next business day)

After the 7th day of the semester, payment plan amounts will be adjusted to consider changes (including tuition increases, financial aid awards, etc.)

There is a $30 fee per each returned payment

To start a new payment plan:

- Enroll in courses
- Obtain a copy of your semester bill
- Login to CUNYfirst
- Click Student Center
- Click Financial Account
- Select Make a Payment or Payment Plan
- Choose Payment Plan

**Mailed Payments**

Checks and money orders should be made payable to the School of Labor and Urban Studies (CUNY SLU). Please write your student ID number on your check. Postdated checks will not be accepted.

For your privacy, we recommend security lined envelopes.

**MAIL TO:**

Student Accounts Services (Bursar)
School of Labor and Urban Studies, 19th FL
25 West 43 Street | New York, NY 10036

If a check is returned by the bank, the student will be charged a $20.00 returned check fee. Students will also be prevented from using paper/electronic personal checks in the future.


**In-Person Payments**

**Cashier Services**: Visit the 19th-floor Connect Desk during office hours
• Checks, money orders, and tuition vouchers are accepted
• Credit card payments are NOT accepted in-person
• Cash is NOT accepted

Payments collected will be applied to prior debts first. Partial payments on registration transactions are not accepted. All checks must be made payable to the School of Labor and Urban Studies and have a current date. Postdated checks are not accepted.

**DropSAFE**: a secure, wall-mounted depository available on the 19th floor (to the right of the circulation desk).

1. Grab a Bursar labeled envelope stacked above the DropSAFE
2. Fill out the front – full name, EMPLID, date, and payment amount
3. Enclose tuition/fee payment (check or money order ONLY) in the envelope and seal
4. Deposit the payment to DropSAFE

Payments are collected and processed daily at 11am (varies due to COVID restrictions)

Payments are not collected from DropSAFE on weekends or holidays and will be processed the first business day following the weekend or holiday

Please note that payments dropped after 11am on Fridays may not be processed until the first business day following the weekend


**Refund Policy**

Students are not held financially responsible for tuition or fees for courses dropped prior to the first official day of the semester or those that were cancelled by the CUNY School of Labor and Urban Studies.

Students are financially responsible for courses they cancel as of the first official day of the semester and any day after. Tuition is proportionately charged per the date a student cancels their class or classes. Prorated tuition charges are set by the Academic Calendar and programmed in CUNYfirst. Once the proration period is over, tuition is billed at 100%. Fees are never prorated.

**Union and Employer Deferment**

Any portion of your tuition and fees may be deferred if authorization is provided from the sponsoring party (i.e., employer, union, prepaid college program, city/state/federal agency, international embassy etc.).

• Authorizations may come in the form of a “letter of credit” or “voucher” that states the employer or union will pay the college directly
• Reimbursement programs do not qualify for tuition deferment
• Guarantees from relatives, friends, or other illegitimate entities do not qualify for tuition deferment
• Guarantees for miscellaneous expenses (i.e., books, supplies, travel) do not qualify for tuition deferment
• Authorization documents must be submitted by the first official day of the new semester; any tuition and fees not covered by the sponsoring party must be paid by that date as well

Public Safety/Campus Security
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 2021-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 CUNY SLU Campus at 25 West 43rd Street, New York, NY 10036 or call 646-313-8311.

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 2021-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 1915 at the CUNY SLU Campus at 25 West 43rd Street, New York, NY 10036 or call 646-313-8311.

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.
## Administrative and Student Resources

| **CUNY School of Labor and Urban Studies** | Gladys Palma de Schrynemakers, Associate Dean for Academic Affairs | Gladys.Schrynemakers@slu.cuny.edu, 646-313-8355 |
| Labor Studies                         | Ruth Milkman, Academic Chair | Ruth.milkman@gc.cuny.edu |
| Urban Studies                         | Steven London, Academic Chair | Steven.London@slu.cuny.edu, 646-313-8481 |
| Faculty Resources                     | Marie Romani, Administrative Coordinator | Marie.Romani@slu.cuny.edu, 646-313-8476 |
| **CUNY School of Labor and Urban Studies** | Sharon Hardy, Director of Enrollment | Sharon.Hardy@slu.cuny.edu, 646-313-8412 |
| **CUNY School of Labor and Urban Studies** | Rochel Pinder-Cuffie, Director of Student & Community Affairs | Rochel.Pinder-Cuffie@slu.cuny.edu, 646-313-8320 |
| **Student Support & Retention**       | Pandraig O’Donoghue, Manager of Student Support & Retention | Pandraig.O’Donoghue@slu.cuny.edu, 646-313-8321 |
| **Academic Student Support Services** | Michael Rymer, Coordinator, SLU Writing Center | Michael.Rymer@slu.cuny.edu, 646-313-8322 |

### URBAN AND COMMUNITY STUDIES:

**Labor Studies and Labor Relations**

- **Stephen Greenfeld**, Program Manager
  
  Stephen.Greenfeld@slu.cuny.edu, 646-313-8330

- **Samina Shahidi**, Academic Advisor
  
  Samina.shahidi@slu.cuny.edu, 646-313-8325

- **Kevin Simmons**, Academic Support Specialist
  
  Kevin.simmons@slu.cuny.edu, 646-313-8331

- **Jaime Olmos**, Program Coordinator
  
  Jaime.Olmos@slu.cuny.edu, 646-313-8322

- **Crystal Joseph**, Program Coordinator Community Semester
  
  Crystal.joseph@slu.cuny.edu, 646-313-8334

**Master of Arts in Urban Studies, Grad Certificate in Workplace**

- **Irene Garcia-Mathes**, Academic Advisor
  
  Irene.garcia-mathes@slu.cuny.edu, 646-313-8324

- **David Unger**, Program Coordinator
  
  David.unger@slu.cuny.edu, 646-313-8329

**Public Admin & Policy and Community Leadership Certificates**

- **Lisset Puello**, Urban Studies Program Assistant
  
  Lisset.puello@slu.cuny.edu, 646-313-8333

### STUDENT RESOURCES

- **Registrar**: Laurie Grimes, Registrar
  
  Registrar@slu.cuny.edu

- **Student Account Services (Bursar)**: Michael Giliberti, Bursar Director
  
  Bursar@slu.cuny.edu

- **Financial Aid**: Phyllis Schulz, Executive Director, CUNY Grad Center
  
  financialaid@gc.cuny.edu

- **Student Services**: SLU Staff
  
  studentservices@slu.cuny.edu

- **Counseling & Wellness**: Donna Contreras-Aguirre
  
  Wellness@slu.cuny.edu

- **Accessibility Services**: SLU Staff
  
  accessibility@slu.cuny.edu

- **Veteran Services**: Padraig O’Donoghue, Student Support Mgr.
  
  veterans@slu.cuny.edu, 646-313-8321

- **Career Services**: Cheneyere Williamson, Career Specialist
  
  Cheneyere.williamson@slu.cuny.edu

- **Career Services**: Nikki Neysmith, Career Specialist
  
  Nikki.neysmith@slu.cuny.edu

- **IT Help Desk**: SLU Staff
  
  ITHelpDesk@slu.cuny.edu, 646-313-8440

- **International Student Resource**: Linda Asaro, Director
  
  Jasaro@gc.cuny.edu, 212-817-7491

- **Title IX Coordinator**: Gladys Palma de Schrynemakers
  
  Gladys.Schrynemakers@slu.cuny.edu, 646-313-8355