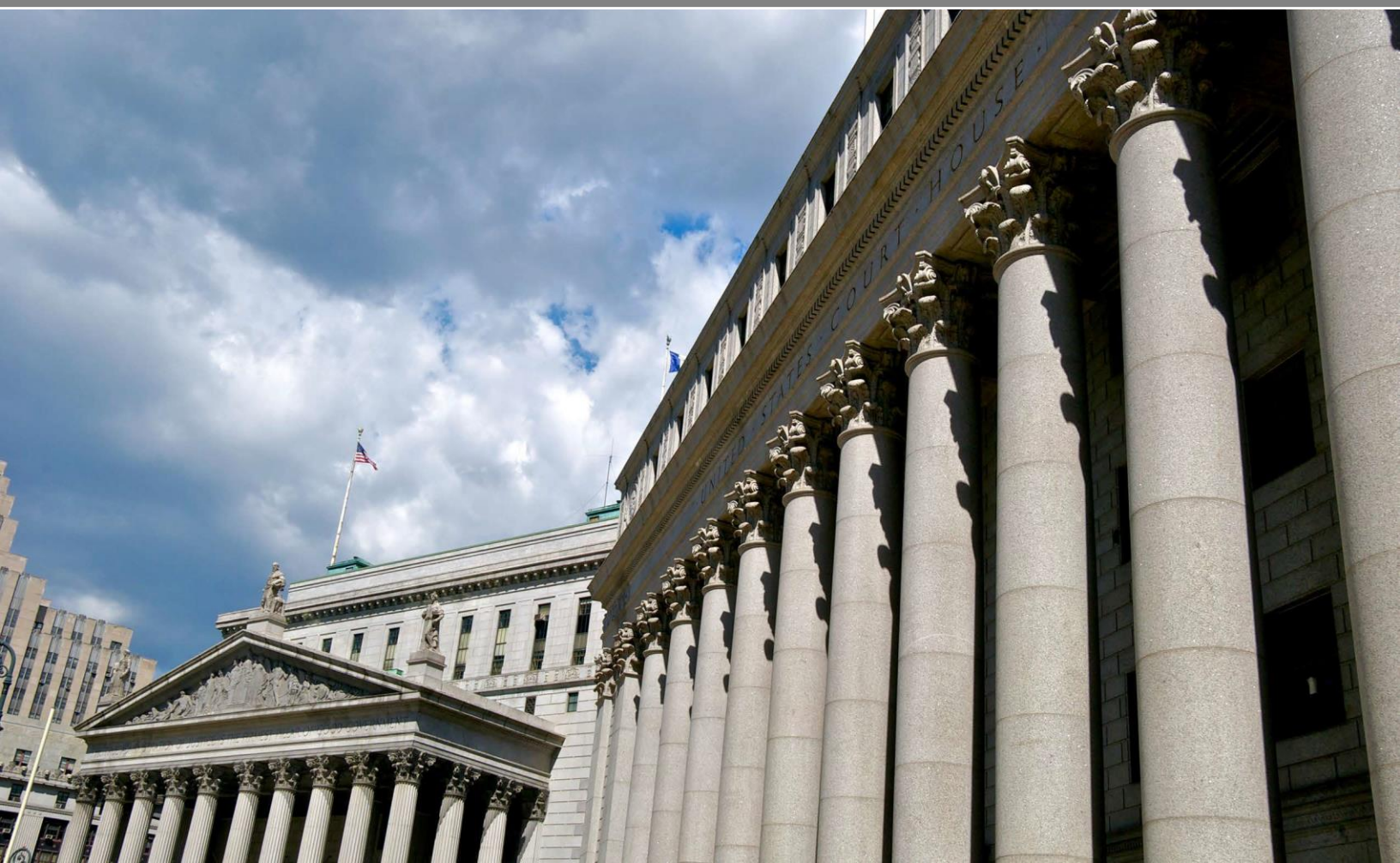


CUNY SCHOOL OF LABOR AND URBAN STUDIES

STUDENT HANDBOOK

2023 - 2025

Prepared by the Office of Student Affairs & Services



Contents

THE STUDENT HANDBOOK IS AVAILABLE AT [HTTPS://SLU.CUNY.EDU/CURRENT-STUDENTS/](https://slu.cuny.edu/current-students/)

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Welcome to CUNY School of Labor & Urban Studies

Dear Students,

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

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

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

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

Sincerely,

RPCuffie

Rochel Pinder-Cuffie
Director of Student & Community Affairs

Important Notice of Possible Changes

The City University of New York (CUNY) reserves the right, because of changing conditions, to make modifications of any nature in the academic programs and requirements of the University and its constituent colleges without notice. Tuition and fees set forth in this publication are similarly subject to change by the Board of Trustees of The City University of New York. The University regrets any inconvenience this may cause.

Every effort has been made to make the material presented 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.

CUNY Alert Emergency Notification System

SLU students and faculty should sign up for CUNY Alert using their SLU emails, to be notified of any SLU emergencies or weather-related closings on campus. More information and how to subscribe can be found [here](#).

Student Email Communication Policy

New Students:

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

Current Students:

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

For directions on how to set up and access your email account, visit the website [here](#).

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 SLU 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.

How to obtain SLU ID card

To obtain a new or a replacement SLU ID card, you must be registered for classes, fill out the [SLU ID Request Form](#) and bring it to IT Service Desk located on the 18th floor along with proof of identity (i.e. driver's license, passport, etc.).

ID cards can be picked up two weeks from the date picture was taken from the IT Service Desk on the 18th floor.

Notice of Non-Discrimination

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

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

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

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

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

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

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

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
646-313-8354

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 City University of New York Policy on Acceptable Use of Computer Resources which outlines CUNY's internal policy for the use and protection of CUNY computer resources.

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

<https://www.cuny.edu/wp-content/uploads/sites/4/page-assets/website/privacy-policy/ComputerUsePolicy.pdf>

CUNY Policy on Submission of Fraudulent Documents in Admission

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

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

Library

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.

Student Affairs & Student Services

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

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

Academic Advising

[Academic advisement](#) is an integral part of student success at the School of Labor and Urban Studies (SLU).

The advisement relationship serves as a space for students to identify their academic, professional and activist goals, and connect them to strategic program points, such as research, internship, fieldwork, organizing and

leadership courses. Advisors serve as a resource for support in navigating the degree and certificate programs, and a wide range of academic and professional opportunities. Students can also work with their advisors in assessing their developing skillsets, and draw on related student support through the writing center, career services and counseling.

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

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

If you have any questions, please email StudentServices@slu.cuny.edu

Accessibility/Disability Services

The mission of the CUNY School of Labor and Urban Studies Disability and Accessibility services is to ensure a comprehensively accessible college experience for all students with disabilities. Through assistance from the Graduate Center, CUNY 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 CUNY SLU community.

Early planning is really helpful for many of the resources and accommodations provided. Read about SLU Facilities Accessibility. To contact accessibility/disability services, please email: accessibility@slu.cuny.edu or call 646 313-8321

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.

Career Services

The Career & Professional Development Office at SLU supports undergraduate, graduate, non-degree students, as well as alumni with all aspects of career exploration, job searching, as well as identifying and securing internship opportunities.

Students can select from a range of events and offerings including 1:1 meetings with a Career Counselor, Employer Events & Job Fairs, as well as career workshops and programming.

SLU Career Services has transitioned to using [Handshake](#), a student facing platform to streamline Career Services that are available to students and centralize the way SLU students access and apply to career and internship opportunities.

SLU students & alumni can use this platform to:

- Discover new career paths
- Search & apply to amazing jobs and internships exclusive to SLU Students and Alumni
- Schedule 1:1 appointments with Career Services staff

To contact Career Services, please email careerservices@slu.cuny.edu.

Veteran Services

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

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.

Emergency Funding

Petrie Emergency Grant

YLB Emergency Fund

Thanks to the generous contribution of the Carroll and Milton Petrie Foundation and anonymous donor, students enrolled at the CUNY School of Labor and Urban Studies (SLU) are eligible to apply for emergency financial assistance. The Petrie Emergency Grant and YLB Fund are 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 Petrie Emergency Grant and 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

How to Apply

Before applying for the YLB Fund, please contact SLU's Student Services Manager, Padraig O'Donoghue, by phone (646) 313-8321 or e-mail padraig.odonoghue@slu.cuny.edu.

<https://slu.cuny.edu/tuition-and-financial-aid/education-financing/emergency-funding/>

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 or call 646-313-8321.

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. Students can now register to vote online through the DMV with a State issued ID and apply for an absentee ballot online. Voter registration information and application forms are also available at the website for the State Board of Elections of the State of New York. SLU has a designated Voter Registration Coordinator who can assist students with registering to vote, and questions about events or activities for voter registration and to get out the vote. If you need information about registering to vote, contact the Office of Student Services at StudentServices@slu.cuny.edu

Voter Registration & Accessibility/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 at (646) 313-8321 or email at accessibility@slu.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 Room 1402 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) 313-8321.

CUNY Lactation Room Policy

Reflection & Meditation Space

Weekdays, 9:00am-5:00pm, room 1402 at the CUNY School of Labor & Urban Studies is reserved 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) 313-8321.

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 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 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. To sign up, students can select the Digital Portfolios schedule on the login page of page of the Hub's [scheduling platform](#).

The Learning Hub is located at 25 West 43rd Street, on the 14th floor. For additional information contact (646)-313-2014.

Computer Lab & Printing

CUNY School of Labor and Urban Studies has a computer lab located on the 19th floor in room 1918 and is open during regular campus business hours. Availability is on a first come first serve basis.

Laptop Loan

[Laptops are available for loan](#) to students at the IT Service Desk for use on campus. Please contact the SLU IT Service Desk 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](#).

IT Help 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. You may also use our Helpdesk Portal after logging in with your CUNYfirst account at the top right corner.

SERVICE DESK HOURS OF OPERATION:	
Monday- Thursday	9:00AM-9:00PM
Friday	9:00AM-5:00PM
Saturday	Closed

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.

Technology Guides available [here](#)

Loaner Laptop Application -[Laptop-Loan-Program.pdf](#)

Blackboard Administrator hours

In person and online, Tuesday, Wednesday and Thursday 5:00- 9:00 PM.

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](#).

<http://slu.cuny.edu/wp-content/uploads/2019/12/Student-guide-to-office-365-sma.pdf>

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.

<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.

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.

Toward that end, the institute:

- organizes monthly forums and annual conferences
- publishes *New Labor Forum*, a national journal of research, analysis, and debate
- develops non-credit classes and workshops in civic participation & leadership development
- convenes meetings with international labor leaders and activists, and conduct research to support their efforts at addressing the crisis of climate change
- hosts the Community and Worker Ownership Project, which provides research, public forums, and training regarding worker-owned cooperatives, economic democracy and community planning.

Public Programming

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

New Labor Forum

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/>

Civic Participation Programs

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 International Program on Labor, Climate Change, & the Environment

For more information visit: <https://slu.cuny.edu/public-engagement/civicleadership/>

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.

<https://www.cuny.edu/wp-content/uploads/sites/4/page-assets/about/administration/offices/legal-affairs/policies-resources/Student-and-Employee-Requests-for-Name-and-Gender-Changes-memo.pdf>

Student Conduct

CUNY Policy on Sexual Misconduct

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

<https://www.cuny.edu/wp-content/uploads/sites/4/page-assets/about/administration/offices/legal-affairs/policies-resources/Sexual-Misconduct-Policy.pdf>

Sexual and Interpersonal Violence Prevention and Response Course (SPARC)

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

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

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

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

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

Resources for Combating Sexual Harassment/Sexual Assault (Title IX)

Anyone – of any gender, gender identity, sexual orientation, religious affiliation, citizenship status, race, class or educational level – can suffer from sexual harassment, including sexual violence. The goal of this website is

to help you understand what sexual harassment means and let you know that there are people at CUNY and in the community who can help if you or others experience it. We want to make sure you understand your rights as a student, CUNY's policies, and other issues related to sexual harassment, gender harassment and sexual violence.

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

For more information:

<http://www1.cuny.edu/sites/title-ix/homepage/campus/cuny-school-of-labor-and-urban-studies/>

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

Meghan Moore-Wilk

Title IX Coordinator

646-313-8348

meghan.moore-wilk@slu.cuny.edu

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:

<https://www1.cuny.edu/sites/title-ix/campus-websites/student-sexual-misconduct-complaints-bill-of-rights/campus/cuny-school-of-labor-and-urban-studies/>

Rules for the Maintenance of Public Order

The tradition of the University as a sanctuary of academic freedom and center of informed discussion is an honored one, to be guarded vigilantly. The basic significance of that sanctuary lies in the protection of intellectual freedom: the rights of professors to teach, of scholars to engage in the advancement of knowledge, of students to learn and to express their views, free from external pressures or interference. These freedoms can flourish only in an atmosphere of mutual respect, civility, and trust among teachers and students, only when members of the University community are willing to accept self-restraint and reciprocity as the condition upon which they share in its intellectual autonomy. Academic freedom and the sanctuary of the University campus extend to all who share these aims and responsibilities. They cannot be invoked by those who would subordinate intellectual freedom to political ends, or who violate the norms of conduct established to protect that freedom. Against such offenders the University has the right, and indeed the obligation, to defend itself. We accordingly announce the following rules and regulations to be in effect at each of our colleges which are to be administered in accordance with the requirements of due process as provided in the Bylaws of the Board of Higher Education.

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 not 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 Rules and Procedures for Maintenance of Public Order 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/>

Behavior-Related Medical Withdrawal and Re-Enrollment Policy and Procedures

The City University of New York ("CUNY") is committed to the academic success and personal growth of its students. As part of that commitment, CUNY and its constituent campuses are responsible for providing a safe learning and working environment for students, faculty, staff and other members of the University community. As the result of a medical condition, some students may engage in behavior that presents a direct threat of harm to the health or safety of others or substantially disrupts the learning or working environment of others. In such situations, the safety and security of the campus community, including the individual student, is paramount, and colleges should take reasonable and appropriate security and health and safety measures, such as calling 911 or taking other immediate action in case of imminent threat to a person's life or wellbeing. In addition, colleges may address the student's conduct to determine if action under this policy or under the student disciplinary policy is appropriate.

For more information regarding Behavior-Related Medical Withdrawal and Re-Enrollment Policy visit:

<https://policy.cuny.edu/wp-content/uploads/sites/6/page-assets/general-policy/Policy-7.09-Behavior-Related-Medical-Withdrawal-and-Re-enrollment-Policy-and-Procedures.pdf>

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/>

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.**

For more information about the CUNY general education requirements see the [Catalog](#) .
<https://slu.catalog.cuny.edu/>

Change of Major- BA programs

The CUNY School of Labor and Urban Studies has added a procedure for students to submit change of major for our undergraduate BA programs.

Change of major from Labor Studies to Urban Studies or from Urban Studies to Labor Studies is by approval of department chair of the receiving department, following a consultation with undergraduate advisor. Students will need to complete the change of major form.

Transfer Credit Evaluation

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

For more information about student rights and responsibilities under the Pathways Common Core Curriculum, click [here](#).

Transfer Credit Policy for Bachelor of Arts

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

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

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

Transfer Credit Policy for Master of Arts

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

Newly-enrolled students should work with their academic advisor in the first semester to complete the transferal process. Students applying to transfer credits must provide a course description and syllabus. The Department Chair will review these materials and evaluate transfer credits for their equivalence to specific courses and consistency with program learning objectives, standards, and norms.

Exceptions to these requirements may be considered under special circumstances, but students must present authoritative evidence of sufficient and current competence in the learning objectives of the courses whose credits the student wishes to transfer.

Grading Policies – Undergraduate

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

Letter Grade	Ranges %	GPA
A	93-100	4
A-	90 - 92.9	3.7
B+	87 - 89.9	3.3
B	83 - 86.9	3
B-	80 - 82.9	2.7
C+	77 - 79.9	2.3
C	73 - 76.9	2
C-	70 - 72.9	1.7
D	60 - 69.9	1
F	<60	0

AUD - Auditor, listener.

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

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

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

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

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

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

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

When an undergraduate student receives the earned academic grade of "F," "FIN," "WU," or an administrative failing grade, and that student subsequently retakes that course and receives a grade of "C" or better, the initial grade of "F" will no longer be computed into the cumulative grade point average. The "F"

will remain on the transcript. The number of failing credits that can be deleted from the grade point average calculation shall be limited to 16 for the duration of the student's undergraduate enrollment in the institutions of The City University of New York (CUNY).

Satisfactory Academic Progress

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

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

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

Grading Policies – Graduate

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

Letter Grade	Ranges %	GPA
A	93-100	4
A-	90 - 92.9	3.7
B+	87 - 89.9	3.3
B	83 - 86.9	3
B-	80 - 82.9	2.7
C+	77 - 79.9	2.3
C	73 - 76.9	2
F	<70	0

AUD - Auditor, listener.

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

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

deadline in the academic calendar. This grade is assigned by the Registrar and Student Services at the written request of the student. It does not affect the grade point average.

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

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

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

Satisfactory Academic Progress & Appeals

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

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

Incomplete Grade Policy

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

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

Pass/No Credit Policy

The grade of "P" or "NC" may be given as part of a 'Pass/No Pass/No Credit' agreement between a student and instructor. In order to receive this grade, a student needs to continue participating in academically related activities, complete all assignments, and take the final exam. If a passing grade is earned (A+ through D-), the student will receive a grade of 'P' and credit for the course with no impact on GPA. If a failing grade is earned (F), the student will receive a grade of NC/NP which does not affect the GPA. Students must remain in compliance with Federal and State Satisfactory Academic Progress guidelines.

Students requesting grading according to this system must still satisfy all requirements regarding attendance, assignments, and examinations set by the instructor. Course requirements and standards are the same as in the letter grading system, but P/NC grades carry no quality points and therefore are not counted when a student's GPA is calculated by the College/School.

Students must consult with their advisors to confirm course is available for P/NC option. Students must declare P/NC by the “Last day to drop a course with a grade of W” as listed in the [Academic Calendar](#). Completed form must be submitted via email to Registrar@slu.cuny.edu

For more information about the Pass/No Credit Policy see the [Catalog](#).
<https://slu.catalog.cuny.edu/>

Undergraduate Academic Probation and Dismissal Policy

Academic Standing

The cumulative grade point average (GPA) is the numerical equivalent of a letter grade. Undergraduate students are expected to maintain a cumulative GPA of 2.0 or higher each semester to be in good academic standing and to graduate. Undergraduate students whose cumulative GPA falls below 2.0 will be placed in one of the following categories: academic warning, academic probation, or dismissal based on a review of academic records by a committee comprised of faculty, student affairs staff, and the registrar.

Academic Warning

Undergraduate students whose cumulative GPA falls below 2.0 after one (1) semester will be placed on academic warning at the end of the fall/spring semester. Students will receive an academic warning notification and will be required to meet with their academic advisor to create an academic success plan.

Academic Probation

Undergraduate students whose cumulative GPA remain below 2.0 for two (2) consecutive semesters, will be placed on academic probation at the end of the second semester. Students will receive an academic probation notification and will be required to meet with their academic advisor to create an academic success plan. Students on academic probation will see an “Academic Probation” notation on their record in CUNYFirst. All students on academic warning and academic probation may be required to:

- Register for a reduced course load or specific course (s).
- Attend advisement sessions with their assigned academic advisor.
- Attend an Academic Success workshop designed to help students get back on track to meet academic goals.

Academic Dismissal

Undergraduate students whose cumulative GPA remain below 2.0 for three (3) consecutively enrolled semesters will be dismissed at the end of the fall/spring semester for a period of one academic year (2 semesters). Students will receive an academic dismissal notification and will see a “Dismissal” notation on their record in CUNYFirst.

Students may submit an appeal for immediate reinstatement to the Student Academic Appeals Committee.

Graduate Academic Probation and Dismissal Policy

Academic Standing

The cumulative grade point average (GPA) is the numerical equivalent of a letter grade. Graduate students are expected to maintain a cumulative GPA of 3.0 or higher each semester to be in good academic standing and to

graduate. Graduate students whose cumulative GPA falls below 3.0 will be placed in one of the following categories: academic warning, academic probation, or dismissal based on a review of academic records by a committee comprised of faculty, student affairs staff, and the registrar.

Academic Warning

Graduate students whose cumulative GPA falls below 3.0 after one (1) semester will be placed on academic warning at the end of the fall/spring semester. Students will receive an academic warning notification and will be required to meet with their academic advisor to create an academic success plan.

Academic Probation

Graduate students whose cumulative GPA remain below 3.0 for two (2) consecutive semesters, will be placed on academic probation at the end of the second semester. Students will receive an academic probation notification and will be required to meet with their academic advisor to create an academic success plan. Students on academic probation will see an “Academic Probation” notation on their record in CUNYFirst.

All students on academic warning and academic probation may be required to:

- Register for a reduced course load or specific course (s).
- Attend advisement sessions with their assigned academic advisor.
- Attend an Academic Success workshop designed to help students get back on track to meet academic goals.

Academic Dismissal

Graduate students whose cumulative GPA remain below 3.0 for three (3) consecutively enrolled semesters will be dismissed at the end of the fall/spring semester for a period of one academic year (2 semesters). Students will receive an academic dismissal notification and will see a “Dismissal” notation on their record in CUNYFirst.

Students may submit an appeal for immediate reinstatement to the Student Academic Appeals Committee.

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.

- a. A faculty member who suspects that a student has committed a violation of the CUNY Academic Integrity Policy shall review with the student the facts and circumstances of the suspected violation whenever feasible. Thereafter, a faculty member who concludes that there has been an incident of academic dishonesty sufficient to affect the student's final course grade shall report such incident on a [Faculty Report Form \(pdf\)](#) in substantially the same format as the sample annexed to this Policy and shall submit the Form to the college's Academic Integrity Officer. Each college shall use a uniform form throughout the college, which shall contain, at a minimum, the name of the instructor, the name of the student, the course name and number and section number, the date of the incident, a description of the incident and the instructor's contact information.
- b. The Academic Integrity Officer shall update the [Faculty Report Form \(pdf\)](#) after a suspected incident has been resolved to reflect that resolution. Unless the resolution exonerates the student, as described in Section 4.4, the Academic Integrity Officer of each college shall place the Form in a confidential academic integrity file created for each student alleged to have violated the Academic Integrity Policy and shall retain each Form for the purposes of identifying repeat offenders, gathering data, and assessing and reviewing policies. Unless the student is exonerated, written decisions on academic integrity matters after adjudication also shall be placed in the student's academic integrity file. The Academic Integrity Officer shall be responsible for maintaining students' academic integrity files.

4. Procedures for Imposition of Sanctions

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

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

The college also should consider any mitigating circumstances in making this determination.

2. Procedures in Cases Involving Only Academic Sanctions

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

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

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

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

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

3. Student Denies the Academic Dishonesty

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

3. Procedures in Cases Involving Disciplinary Sanctions

If the college decides to seek a disciplinary sanction, the case shall be processed under Article XV of the CUNY Bylaws. If the case is not resolved through mediation under Article XV, it shall be heard by the college's Faculty-Student Disciplinary Committee.

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

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

4. Required Action in Cases of No Violation

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

5. Implementation

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

Family Educational Rights and Privacy Act

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

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

remains on the student's record indefinitely until the student requests in writing to the Registrar's Office that it be removed.

The CUNY SLU [FERPA Consent to Release Educational Records form](#) can be downloaded here.

Leave of Absence

Graduate Degree Students:

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

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

Withdrawal Policy

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.

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

Readmission

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

Please complete the [online readmission application](#) if seeking to return to SLU as a degree seeking

Master's candidate. A student can only be readmitted to the same Master's program in which they were formerly accepted. (Those who have never applied nor been admitted to a SLU Master's program should submit a new application for graduate admission.)

Readmission requirements and instructions:

First, verify that you are in good financial standing: Please contact the Bursar's office to ensure that you do not have an outstanding balance at bursar@slu.cuny.edu, 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:

UNY 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 SLU and are now interested in pursuing a new degree program, should submit an admissions application for the new program in which they are interested.

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

Religious Observances

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

1. No person shall be expelled from or be refused admission as a student for the reason that he or she is unable, because of his or her religious beliefs, to register or attend classes or to participate in any examination, study or work requirements on a particular day or days.
2. Any student who is unable, because of his or her religious beliefs, to attend classes on a particular day or days shall, because of such absence on the particular day or days, be excused from any examination or any study, or work requirements.
3. It shall be the responsibility of the faculty and the administrative officials to make available to each student who is absent from school because of his or her religious beliefs, an equivalent opportunity to register for classes or to make up any examination, study, or work requirements, which he or she may have missed because of such absence on any particular day or days. No fees of any kind shall be charged for making available to the said student such equivalent opportunity.
4. If registration, classes, examinations, study, or work requirements are held on Friday after four o'clock post meridian or on Saturday, similar or makeup classes, examinations, study, or work requirements or opportunity to register shall be made available on other days, where it is possible and practicable to do so. No special fees shall be charged to the student for these classes, examinations, study, or work requirements held on other days.
5. In effectuating the provisions of this section, it shall be the duty of the faculty and of the administrative officials to exercise the fullest measure of good faith. No adverse or prejudicial effects shall result to any student because of his/her availing himself/herself of the provisions of this section.
6. Any student who is aggrieved by the alleged failure of any faculty or administrative officials to comply in good faith with the provisions of this section shall be entitled to maintain an action or proceeding in the supreme court of the county in which the institution is located for the enforcement of his or her rights under this section.

Academic Honors and Awards

Dean's List

Full Time Students

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

Part Time Students

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

Degree Honors for General Excellence

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

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

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

Student Appeals Policies & Procedures

Grade Appeals

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

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

Policy

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

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

course so that students are not surprised by unexpected or untimely demands. Grades on examinations or for work in a course are the responsibility of the instructor.

Grade Appeal Procedures

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

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

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

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

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

Student Complaints

Academic Complaints

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

CUNY Policy for handling student complaints pertaining to academics can be found [here](#).

Non-Academic Complaints

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

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

Registrar

Immunization Records

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

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

Acceptable Proof of Immunization:

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

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

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

It is very important to submit these documents on time; failure to do so will prevent you from registering.

For more information about Immunization Requirements, click [here](#). Click [here](#) for the SLU Immunization Record form. If you have any questions about the immunization requirements at CUNY School of Labor & Urban Studies, please call us at (646) 313-6415 or email us at Healthservices@slu.cuny.edu

Change of Address

Changes to your permanent address must be submitted to the Registrar's Office using the [Change of 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. 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 CUNYfirst with your credentials, click on Student Center tile
- Click the Schedule Builder tile to access the Schedule Builder application.
- 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.

For more information visit our [website](#)

View Class Schedule:

To view current class schedule; open Student Center tile in CUNYFirst, click on Schedule Builder tile, select term, move slider on the bottom of the calendar to view week by week class schedule.

ePermit

Students who are currently enrolled in a degree program at a CUNY campus starting with the Spring 2019 semester may register for CUNY courses through ePermit. In many cases, CUNY courses are considered equivalent to and may be substituted for courses in CUNY degree programs. 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 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:

Fall Semester	November 1 st
Spring/Summer Semester	March 1st

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.

Source: NYSED Commissioner's Regulations Concerning Program Registration: 50.1 Definitions

<https://govt.westlaw.com/nycrr/Document/Ieca5c8abc22111dd97adcd755bda2840?viewType=FullText&originationContext=documenttoc&transitionType=CategoryPageItem&contextData=%28sc.Default%29>

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.

Source: MSCHE Credit Hour Policy Effective August 23, 2012 Rev. October 30, 2012

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 is committed to assisting its students with an affordable quality education.

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

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

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

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

Undergraduate Financial Aid

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

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

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

The basic kinds of financial assistance are:

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

Federal Financial Aid Requirements

- You must be enrolled for at least 6 credits each semester.
- You must be in a degree program, in good academic standing, and making satisfactory academic progress as defined by The City University of New York (CUNY).
- Full-time undergraduate students should complete a Baccalaureate degree within six (6) years.
- To remain eligible for financial aid undergraduate students must achieve a GPA (grade point average) of:
 - 1.50 if 1-12.9 credits have been attempted

- 1.75 if 13.0-24.9 credits have been attempted
- 2.00 if 25 or more credits have been attempted
- You cannot be in default of any federal educational loans and/or owe a federal grant repayment.

How to Apply

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

Both forms can be completed online. The FAFSA is available at studentaidgov. 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. You will be directed to the TAP application after completing the online FAFSA. For additional TAP information visit <https://www.hesc.ny.gov/>. Part-time students should also complete the “Supplement Form” located in the Finances section of your CUNYfirst Student Center.

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 it will appear on the FAFSA as “CUNY GRADUATE SCH & UNIV CTR”.

Undergraduate students interested in borrowing loans must also complete the “Direct Loan Processing Form” located in the Finances section of your CUNYfirst Student Center.

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. 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.

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 it will appear on the FAFSA as "CUNY GRADUATE SCH & UNIV CTR".

You will have to maintain good academic standing in order to be eligible for federal aid.

Bursar Policies

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: Bursar@slu.cuny.edu

- Student billing and payments
- Third-party billing and payments
- Payment plans
- Refunds and direct deposit
- 1098-Ts

Scholarships and Grants: Studentaccounts@slu.cuny.edu

- CUNY-SLU Scholarships, Grants, and Stipends
- Scholarship Manager System
- Awards and Disbursement

Cashier

- Student payments
- Department deposits
- Donations

Tuition and 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.

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

For more information about current tuition and fees visit:

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

Refund Policy

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 as of the first official day of the semester and any day after. Prorated tuition charges are established by the Academic Calendar. Non-instructional fees are not prorated or waived.

Courses dropped before the official first day of the semester	100% refund
Courses dropped as of the semester's first official day through the Withdrawal (W) date	75%, 50%, or 25% refund
Courses dropped as of the Withdrawal (W) date	0% refund

For more information about refund policy visit:

<https://slu.cuny.edu/tuition-and-financial-aid/tuition-fees/refunds/>

Employer and Union Vouchers

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

For more information about Third Party payments visit:

<https://slu.cuny.edu/tuition-and-financial-aid/tuition-fees/third-party-payments/>

Payment Methods

We strive to make paying for college convenient and affordable. CUNY School of Labor and Urban Studies offers a variety of options for making your bill payments, including.

- Credit Cards
- Checks and Money Orders
- Electronic Check
- Wire Transfer
- Payment Plan
- Union and Employer
- Conversa Global Pay

For more information about payment options visit:

<https://slu.cuny.edu/tuition-and-financial-aid/tuition-fees/studentbilling/>

Public Safety/Campus Security

Campus Security Policies & Annual Security Report

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act requires colleges and universities to publish an annual security report. The report contains information regarding campus security including topics such as: emergency procedures, crime prevention, university law enforcement authority, crime reporting policies, [Title IX, sexual assault prevention](#), disciplinary procedures and other matters of importance related to security on campus. It also contains crime statistics for the previous three calendar years. Please click [annual report 2022-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 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](#).

Student Resources Directory

ADMINISTRATIVE AND STUDENT RESOURCES		
Academic Affairs	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@slu.cuny.edu; rmilkman@gc.cuny.edu
Urban Studies	Steven London, Academic Chair	Steven.London@slu.cuny.edu, 646-313-8481
Student Affairs & Services	Rochel Pinder-Cuffie, Director of Student & Community Affairs	Rochel.Pinder-Cuffie@slu.cuny.edu, 646-313-8320
	Padraig O'Donoghue, Student Services Manager	Padraig.O'Donoghue@slu.cuny.edu, 646-313-8321
SLU Learning Hub	Michael Rymer, Associate Director	Michael.Rymer@slu.cuny.edu, 646-313-8322
Academic Affairs	Stephen Greenfeld, Retention and Prior Learning Assessment Manager	Stephen.greenfeld@slu.cuny.edu, 646-313-8330
Labor Studies	Maureen LaMar, Manager of Institutional and Academic Partnerships	Maureen.Lamar@slu.cuny.edu, 646-313-8327
	Laura Meltzer, Alumni Association Coordinator, Strategic Partnerships in Labor Relations	Laura.Meltzer@slu.cuny.edu, 646-313-8336
PROGRAM ADVISORS & COORDINATORS		
Program		Advisor
Master of Arts in Urban Studies		Samina Shahidi, Academic Advisor Samina.shahidi@slu.cuny.edu, 646-313-8325
Master of Arts in Labor Studies Graduate Labor Relations & Labor Studies Certificates		Irene Garcia-Mathes, Academic Advisor Irene.garcia-mathes@slu.cuny.edu, 646-313-8324
Bachelor of Arts in Urban & Community Studies Bachelor of Arts in Labor Studies Undergraduate Labor Relations & Labor Studies Certificates		Chris Washington, Academic Advisor Chris.washington@slu.cuny.edu, 646-313-8323
Urban Academy and Pre-College Programs		Rukiya Brown, Academic Advisor Rukiya.Brown@slu.cuny.edu, 646-313-8340
Healthcare Leadership and Advocacy Certificate Leading Change in Healthcare Systems Certificate Workplace Democracy and Community Ownership Certificate Transit Certificate Community Leadership Certificates Public Administration & Public Policy Certificates		Kevin Simmons, Academic Program Specialist Kevin.simmons@slu.cuny.edu, 646-313-8331
Union Semester Community Semester AmeriCorps		Anna Zak, Head of Internships and Experiential Learning anna.zak@slu.cuny.edu, 646-313-8359
Part-time Initiative Program		Michael Gilbert, Academic Program Specialist michael.gilbert@slu.cuny.edu, 646-313-8342
STUDENT RESOURCES		
Registrar	Laurie Grimes, Registrar	Registrar@slu.cuny.edu
Bursar	Michael Giliberti, Bursar	Bursar@slu.cuny.edu
Scholarships & Grants	SLU Staff	StudentAccounts@slu.cuny.edu
Financial Aid	Phyllis Schulz, Executive Director, CUNY GC	financialaid@slu.cuny.edu
Student Services	SLU Staff	studentservices@slu.cuny.edu
Counseling & Wellness	Lindsay Kazi, Wellness Counselor	Wellness@slu.cuny.edu
Accessibility Services	SLU Staff	accessibility@slu.cuny.edu
Veteran Services	Padraig O'Donoghue, Student Services Manager	veterans@slu.cuny.edu, 646-313-8321
Career Services	Zara Cadoux, Social Justice Leadership Development Specialist	zara.cadoux@slu.cuny.edu, 646-313-8346
	Cheneyere Williamson, Career Specialist	Cheneyere.williamson@slu.cuny.edu
	Nikki Neysmith, Career Specialist	Nikki.neysmith@slu.cuny.edu
IT Help Desk	SLU Staff	ITHelpDesk@slu.cuny.edu, 646-313-8440
International Student	Linda Asaro, Director	lasaro@gc.cuny.edu , 212-817-7491
Title IX Coordinator	Meghan Moore-Wilk, Interim Assistant Dean for Strategic Initiatives and Chief of Staff to the Dean	meghan.moore-wilk@slu.cuny.edu,646-313-8348