



**CUNY SCHOOL OF LABOR
AND URBAN STUDIES**

Pre-College Programs Student Handbook

A guide for students participating in an SLU Pre-College Program

Revised 9/15/2026
2026-2027



PERSONAL INFORMATION

NAME: _____

EMPLID: _____

HIGH SCHOOL: _____

PROGRAM: _____

COURSE: _____

DAY(S) AND TIME: _____

PROFESSOR: _____





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WELCOME

Congratulations on your admission to the CUNY School of Labor and Urban Studies (CUNY SLU) pre-college program!

Participating in one of our programs means you are taking an important step in preparing yourself for a successful transition to college and advancing towards your college degree.



ABOUT CUNY SLU

The CUNY School of Labor and Urban Studies (SLU) offers undergraduate and graduate degree programs in Labor Studies and Urban Studies that are designed to meet the needs of working adults as well as traditional-age college students who seek to learn more about the challenges confronting poor and working-class populations in the workplace and in the community.

The School of Labor and Urban Studies is an outgrowth of the Joseph S. Murphy Institute for Worker Education and Labor Studies (JSML). Named in honor of former CUNY Chancellor Joseph Murphy, JSML was formerly affiliated to Queens College and more recently the CUNY School of Professional Studies. A leader in adult and worker education for nearly 35 years, it 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 certificate programs in Labor and Urban studies and in workforce development programs. The Joseph S. Murphy Institute will continue as an Institute within the new School, focusing on workforce development programs and housing the School's Community Service unit, with its public programming, research, and publications.

MISSION & VISION

MISSION

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.

VISION

The vision for this new School derives from its core values: access to education, diversity at every level, social justice, and equality for all.



Commitment to Fostering a Safe, Inclusive, and Respectful Learning Community for All.

CUNY School of Labor and Urban Studies (CUNY SLU) is committed to providing a safe, inclusive, and respectful learning community for everyone. All students participating in CUNY SLU Pre-College Programs are expected to conduct themselves in a respectful and responsible manner while participating in classes and all program-related activities, whether on campus, off campus, online, or in any other program-sponsored setting. Students must comply with all CUNY SLU policies, the [CUNY Student Code of Conduct](https://www.cuny.edu/about/administration/offices/student-affairs/advocacy-referral/rules-for-maintenance-of-public-order) (<https://www.cuny.edu/about/administration/offices/student-affairs/advocacy-referral/rules-for-maintenance-of-public-order>), and all applicable federal, state, and local laws.

Behavior that disrupts the learning environment; threatens the safety or rights of others; or involves academic dishonesty, harassment, discrimination, violence, theft, property damage, possession of weapons, or the unlawful possession, use, or distribution of drugs or alcohol, as well as any other conduct that violates the CUNY Student Code of Conduct, may result in disciplinary action.

Students have the right to due process under [Article XV](https://policy.cuny.edu/bylaws/article-xv) (<https://policy.cuny.edu/bylaws/article-xv>), including being informed of any alleged violations and having the opportunity to respond before disciplinary decisions are made. When appropriate and consistent with applicable federal and state privacy laws, as well as CUNY and CUNY SLU policies, a CUNY SLU Pre-College Program designee may, in coordination with the student's designated high school representative, communicate with the student's parent or guardian regarding conduct matters that may affect the student's participation in the Pre-College Program.

CUNY SLU administers the Student Code of Conduct through an educational process that promotes accountability, civility, integrity, and respect while supporting student learning and personal growth.



ACADEMIC INFORMATION & RESOURCES

Carefully review the information found in this section as it explains important rules and procedures.



PROGRAM DESCRIPTIONS

Students participating in SLU Pre-College Programs are enrolled in one of the listed programs below:

College Now	Students participating in College Now are a part of a comprehensive collaborative initiative between the <i>City University of New York and the New York City Department of Education</i>. As an SLU College Now student, you have the unique opportunity to earn the Urban Experience undergraduate certificate while completing high school. Through the active involvement of the colleges within the University system, the program promotes high standards of academic achievement and introduces participating students to the rigors and responsibilities of college life.
Challenge High School Urban Experience Program	The Urban Experience program prepares students to continue to an associate's or bachelor's degree program. Enrollment in CUNY's School of Labor and Urban Studies Urban Experience Certificate program will enable students to meet their high school graduation requirements and prepare for academic and social success.



Curriculum

URBAN EXPERIENCE CERTIFICATE

for College Now and Challenge High School Students

The Urban Experience certificate allows students to complete a full-semester's worth of college credits.	College Credits Earned: 12 Courses Required: • URB 101: Statistics for Social Change (3 credits) • URB 102: Writing 1: Language, Literacy, and Culture (3 credits) • URB 103: Writing 2: The Nature of the City (3 credits) • HCA 105: Social Justice and Health Equity (3 credits)
Credits are transferrable to all CUNY institutions and some SUNY and private colleges. *	
A grade of C or higher in all courses/overall grade point average of 2.00 is required to earn the Urban Experience Certificate.	
Credits are transferrable to most CUNY, SUNY and private institutions. *	
A grade of C or higher in all courses/overall grade point average of 2.00 is required to earn the Certificate in Community Leadership.	

**Your transferred credits are determined by your prospective college/university. You may speak with your prospective institution's admissions office regarding your transfer credits.*



Online Resources

CUNYFIRST

CUNYfirst is the City University of New York's online accounts system. CUNYfirst allows you to review your grades, search for courses, apply to CUNY institutions, request your transcripts, and more. It is important for you to activate your CUNYfirst account before the first day of orientation. Your CUNYfirst account is linked to your CUNY Academic Records via your EMPLID. To activate your CUNYfirst account, you must have your EMPLID.

What is an EMPLID?

An EMPLID is the unique CUNY identification number assigned to every student. This 8-digit ID is given to every student enrolled in a course at a CUNY institution. Your EMPLID never changes and will be used every time you are affiliated with a CUNY institution (including as a staff or faculty member).

CUNYPref Student ID 23606443

Student Center General Info Admissions Transfer Credit Academics Finances Financial Aid

CUNYPref's Student Center

Students are required to activate their CUNYfirst account to view their grade(s) and unofficial transcript. Activating your CUNYfirst account is also required to receive library credentials (see *Library Services*, page 16). Grades will not be mailed or emailed, and we cannot provide students or parents with grade results. **Please Note: If you intend to attend the School of Labor and Urban Studies for undergraduate study, the grade you earn in the College Now program at School of Labor and Urban Studies will be calculated in your GPA.**



ACTIVATING YOUR CUNYFIRST ACCOUNT

In order to access CUNYfirst, students must activate or claim their account. Follow the steps listed below for account activation:

1. Go to <https://home.cunyfirst.cuny.edu>
2. On the Login page, click 'New User'
3. On the Account Activation page, enter the following:
 - a. First Name, Last Name as they appear on your submitted application.
 - b. Date of Birth ('D.O.B') in mm-dd-yyyy format (example: 01-02-1999)
 - c. The last four digits of your Social Security Number
 - d. Click the box next to the words "I'm not a robot" and follow the CAPTCHA text prompts.
4. Confirm account email address: confirm your email address on the following page or enter a new email.
5. Receive the Account Login Activation Email in your email account and click the link included.
6. Create a password and set your five (5) password retrieval questions.
7. Please store your password and your password retrieval questions in a safe place.

Please note that you can access a tutorial video on YouTube on "Claiming Your CUNYfirst Account" via the link below: https://www.youtube.com/watch?v=E7m_bqk-H7o#action=share

Once your CUNYfirst account is activated, you will receive a confirmation screen with your username and EMPLID number. To login to CUNYfirst, you must use your CUNYfirst login username. Your username is written in this format: first name and last name, with a dot in-between the two names and the last two digits of your EMPLID (ex., **john.doe01@login.cuny.edu**).

IMPORTANT: If you were assigned a **"External ID or Dummy" number*** you can change the assigned number to your correct Social Security Number (SS) by sending an email to registrar@slu.cuny.edu.



ACCESSING YOUR SLU EMAIL ADDRESS

Each student is provided with an email account both for university and personal use while associated with CUNY.

Matriculated students are provided with an email account both for university and personal use as long as they are affiliated with CUNY. If you were recently matriculated, please allow 2 to 24 hours for your student email to be created. Please note that **CUNY's Email Policy** prohibits Auto-Forwarding of CUNY emails to non-CUNY emails.

Access your CUNY email

1. Go to [**https://outlook.cloud.microsoft/mail/**](https://outlook.cloud.microsoft/mail/)
2. Enter your CUNYLogin username at the Sign in page and click Next
3. Enter your CUNYLogin credentials at the CUNY Login Page
 1. If this is your first time signing in you will be prompted to setup your Microsoft 365 Multi-Factor Authentication. Here is a quick guide on **how to setup your Microsoft 365 MFA.**
4. Follow the prompts to receive and enter your verification code.
5. You are now signed into your CUNY email account.

Disclaimer: The IT Service Desk will never ask for your password, PIN, or Multi-Factor Authentication (MFA) code (including TOTP codes sent via app or text). If anyone asks for this information—by phone, email, or chat—do not share it and report it to the IT Service Desk immediately at **ServiceDesk@slu.cuny.edu**



Brightspace LMS Student Resources

Welcome to the CUNY SLU Student D2L [Brightspace Resources page](#). Here, you'll find essential resources, tutorials, and tips to help you navigate and excel in your courses using the Brightspace learning management system.

What can I expect from Brightspace LMS platform?

Overall, you can anticipate a vastly improved more integrated professor, student and SLU community experience. In essence, it provides a straightforward path for students to excel, offering robust tools, customizable content, and a robust support structure to guide us along the way. Furthermore, it seamlessly integrates with other CUNY SLU tools and technologies.

Student Brightspace Checklist: Log in & Set up

- Log into brightspace.cuny.edu with your CUNYfirst credentials
- Watch the Brightspace tutorial
- Change your profile & notification settings by following this guide
- Prep for Classes
- Find courses in My Courses widget
- Download the Brightspace Pulse app
- Check announcements from instructors, click on bell icon
- Reach Out for Help
- For Brightspace Support contact D2L at 1-888-895-2511
- For access issues contact your IT Help Desk or notify your instructor



NAVIGATE

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

HOW TO LOGIN	
Mobile App: 1. Search for "Navigate Student" on the App Store or Google Play Store. 2. Once in the app, search CUNY School of Labor & Urban Studies. 3. Log in with your CUNYfirst username and password.	Web: 1. For the desktop version go to https://slu-cuny.navigate.eab.com/ 2. Login with your CUNYfirst username and password through any browser

SCHEDULING AN APPOINTMENT

1. Log in to SLU Navigate Student mobile app or by a web browser using your CUNYfirst username and password
2. Go to "Schedule an Appointment".
 - In the mobile app version, click "Appointments" and then "Schedule an Appointment".
 - In the web browser version, just click "Schedule an Appointment".
3. Select your appointment type and assigned advisor*. Then choose available day, time, and meeting type and schedule your appointment.
 - Select assigned advisor only if scheduling an academic advising appointment.

QUESTIONS ABOUT NAVIGATE?

The SLU Student Services team is ready to help with any questions you may have about SLU Navigate. Please email studentservices@slu.cuny.edu or call (646) 313-8321.

If you encounter difficulty logging into SLU Navigate, please log into CUNYfirst to ensure you do not need to reset your CUNYfirst password. If you cannot log in to CUNYfirst, you will not be able to log into SLU Navigate. Contact the SLU IT Service Desk at (646) 313-8440 or ITHelpdesk@slu.cuny.edu.



GRADES & TRANSCRIPTS

GRADES

Follow these steps to access and view your grades:

1. Go to <https://www.cuny.edu/cuny-login/>
2. Click CUNYfirst
3. Login using your CUNY login credentials
4. Click on the Student Center tile
5. Click the Academic Records tile

IMPORTANT: SLU cannot provide students or parents with the final grade results. Students must login to CUNYfirst to view their final grades.

NC – No Credit

An NC grade is given to students in place of a failing grade. If a student receives an NC grade, no credit is received for the course.

INC - Incomplete

An incomplete grade may be given only to those students who would pass the course if they were to satisfactorily complete course requirements. It is within the discretion of the faculty member as to whether or not to give the grade of Incomplete.

A student's transcript is an official record. To view or print an unofficial copy of your transcript, login to your CUNYfirst account and you will be able to print a copy.

TRANSFERRING CREDITS

To have your credits from SLU transferred to the college or university you plan to attend, you are required to submit a request.

In **most cases**, pre-college program credits transfer directly within the CUNY system. And many colleges outside CUNY also accept credits from CUNY campuses. The determination of whether to award credit for courses taken outside of the college where students attend happens at the level of each academic department. Students should request a transcript from the CUNY campus that awarded them credit. They should also check with the colleges they are applying to regarding their credit transfer policies.



TRANSCRIPT REQUESTS

Requests for official School of Labor and Urban Studies transcripts are fulfilled online through Credentials Solutions. Students may request official transcripts at <https://www.credentials-inc.com/CGI-BIN/dvcgitp.pgm?ALUMTROLU4765>. An unofficial, or student copy, of your transcript can be accessed on CUNYfirst. Be sure to enable pop-up windows in your browser settings.

Students who are currently enrolled at a CUNY Institution are able to obtain an “Unofficial Transcript”, free of charge, through their Student Center in CUNYfirst by following the steps below:

1. Select “Transcript and Verification” tile.
2. Once “Transcript and Verification” is selected, select the CUNY Institution from which you are requesting an unofficial transcript that you have attended/enrolled in.
3. Select “View Report”, and in the “Report Type” dropdown, select “Student Unofficial Transcript” and click Submit.

***NOTE:** It is recommended that you “**turn off**” pop up blockers in your browser to view the student unofficial transcript selected. Once this is turned off, the student unofficial transcript will open on a separate window.

More information regarding transcripts can be found at <https://www.cuny.edu/about/administration/offices/registrar/transcripts/>.

IMPORTANT: If you participated in more than one College Now program you must request an official transcript from the Registrar's Office of each college now program you participated in.



ACADEMIC POLICY & PROCEDURES



Academic Integrity Policy

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. Academic integrity is at the core of a college or university education. Faculty assign essays, exams, quizzes, projects, and so on both to extend the learning done in the classroom and as a means of assessing that learning. When students violate the academic integrity policy (i.e., “cheat”), they are committing an act of theft that can cause real harm to themselves and others including, but not limited to, their classmates, their faculty, and the caregivers who may be funding their education. Academic dishonesty confers an unfair advantage over others, which undermines educational equity and fairness. Students who cheat place their college’s accreditation and their own future prospects in jeopardy.

1. Definitions and Examples of Academic Dishonesty.

1.1 Cheating is the unauthorized use or attempted use of material, information, notes, study aids, devices, artificial intelligence (AI) systems, or communication during an academic exercise.

Example of cheating include:

- Copying from another person or from a generative AI system or allowing others to copy work submitted for credit or a grade. This includes uploading work or submitting class assignments or exams to third party platforms and websites beyond those assigned for the class, such as commercial homework aggregators, without the proper authorization of a professor. Any use of generative AI tools must be in line with the usage policy for specific assignments as defined in the course of the syllabus and/or communicated by the course instructor.
- Using artificial intelligence tools to generate content for assignments or exams, including but not limited to language models or code generators, without written authorization from the instructor.
- Unauthorized collaboration on assignments or examinations.
- Taking an examination or completing an assignment for another person or asking or allowing someone else to take an examination or complete an assignment for you, including exams taken on a home computer.
- Submitting content generated by another person or an AI tool or any other source as solely your own work as your own, including, but not limited to, material obtained in whole or in part from commercial study or homework help websites, or content generated or altered by AI or digital paraphrasing tools without proper citation.
- Fabricating and/or falsifying data (in whole or in part).
- Giving assistance to acts of academic misconduct/dishonesty.
- Altering a response on a previously graded exam or assignment and then attempting to return it for more credit or a higher grade without permission from the instructor.



- Submitting substantial portions of a paper or assignment to more than one course for credit without permission from each instructor.
- Unauthorized use during an examination of notes, prepared answers, or any electronic devices such as cell phones, computers, smart watches, or other technologies to copy, retrieve, generate or send information.

1.2. Plagiarism is the act of presenting ideas, research or writing that is not your own as your own.

Examples of plagiarism include:

- Copying another person's or an AI tool's actual words or images without the use of quotation marks and citations 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.
- Unauthorized use of AI-generated content; or use of AI-generated content, whether in whole or in part, even when paraphrased, without citing the AI as the source.

1.3. 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.

1.4. **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.
- Falsifying medical documentation that has a bearing on campus access or the excuse of absences or missed examinations and assignments.

2. Methods for Promoting Academic Integrity

2.1. The CUNY Policy on Academic Integrity, and, if applicable, the college's procedures for implementing the Policy, shall be posted to each college's website with a link provided in the Learning Management System (LMS) shell. It is recommended that the link also be included in each course syllabus. Orientation sessions for all new faculty (full- and part-time) and students shall incorporate a discussion of academic integrity.

2.2. 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.

2.3. 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 make faculty aware of the availability of such services and faculty should inform students of their use.

3. Reporting

3.1. Each college's president shall appoint an Academic Integrity Officer in consultation with the elected faculty governance leadership. 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.

3.2. A faculty member who suspects that a student has committed a violation of the CUNY Academic Integrity Policy shall review with the student the facts and circumstances of the suspected violation whenever feasible. Thereafter, a faculty member who concludes that there has been an incident of academic dishonesty sufficient to affect the student's final course grade shall report such incident on a Faculty Report Form in substantially the same format as the sample annexed to this Policy and shall submit the Form to the college's Academic Integrity Officer, copying his/her Department Chair. 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, the date of the incident, an explanation of the incident and the instructor's contact information. All instances of academic dishonesty that are reported to the Academic Integrity Officer shall be recorded for documentation and tracking purposes.

3.3. The Academic Integrity Officer shall update the Faculty Report Form after a suspected incident has been resolved to reflect that resolution. Unless the resolution exonerates the student, as described in Section 4.4, the Academic Integrity Officer of each college shall place the Form in a confidential academic integrity file created for each student alleged to have violated the



Academic Integrity Policy and shall retain each Form for the purposes of identifying repeat offenders, gathering data, and assessing and reviewing policies. Unless they exonerate the student, 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

4.1. 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 college and, if so, shall request and be given access to the academic integrity file, if any, at such other CUNY college.

The Academic Integrity Officer should seek disciplinary sanctions only if (i) there is a substantial violation; (ii) the student has previously violated the Policy; or (iii) academic sanctions may not 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; generating entire assignments or exam responses using AI without authorization, 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.

4.2. Procedures in Cases Involving Only Academic Sanctions.

4.2.1. 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 students do not contest either their guilt or the particular reduced grade the faculty member has chosen, then the student shall be given the reduced grade, unless the Academic Integrity Officer decides to seek a disciplinary sanction. The reduced grade may apply to the particular assignment as to which the violation occurred or to the course grade, at the faculty member's discretion. A reduced grade may be an "F" or another grade that is lower than the grade that the student would have earned but for the violation. The faculty member shall inform the Academic Integrity Officer of the resolution via email and the Officer shall update the applicable Faculty Report Form to reflect that resolution.



4.2.2 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.

4.2.3. Student Denies the Academic Dishonesty

In a case where a student denies 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 IX procedures.) These procedures, at a minimum, shall provide students with (i) written notice of the charges against them; (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 and/or present supporting documents. 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 the college's Academic Integrity Committee.

4.3. 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.



4.4. 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

Each college 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. CUNY BOT adopted a revised "Policy on Academic Integrity" on June 27, 2011, which went into effect on July 1, 2011 (6.27.2011.Cal.5.L). Amended and replaced on June 27, 2022. (6.27.2022. No. 4.F.)

EXPLANATION Revision to the 2022 Academic Integrity Policy is necessary because the current policy does not address the advent of Artificial Intelligence and its use by students at CUNY. Preparing students to learn from and use AI responsibly and ethically is critical to the University's mission, to ensuring academic integrity, to securing the rigor of the University's academic programs. Further, students must become facile with the use of AI to learn effectively in today's world and to prepare for their AI-assisted careers and lives in the future.

Notice of Non-Discrimination

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

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

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

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



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

The City University of New York Policy on Equal Opportunity and Non-Discrimination

The City University of New York Policy on Sexual Misconduct

Reasonable Accommodations and Academic Adjustments

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

Dr. Rita Kiki (Nkiru) Edozie, PhD

Senior Associate Dean and Chief Academic Officer

Professor of Global Urban Studies

City University of New York (CUNY)

CUNY School of Labor and Urban Studies (SLU)

1904, 25 W 43rd Street, New York, New York 10036

646-313-8355

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

New York City Commission on Human Rights

New York State Division on Human Rights

U.S. Equal Employment Opportunity Commission

United States Department of Justice

United States Department of Education, Office for Civil Rights

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.

Grade Appeal Policy and Procedure

Grade Appeals

Student Grade Appeal (Approved by the Academic Governance Council - March 25, 2026)
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 appeal system affords recourse to a student who has evidence (examples of evidence include: final grades on exams, course assignments, projects, and papers) to show that an inappropriate grade has been assigned in error, or that the method of assigning the grade is inconsistent with grading standards established in the course syllabus. A student who has evidence to appeal a grade must follow the CUNY SLU grade appeal policies.

Please contact grade.appeal@slu.cuny.edu with any questions you may have regarding the grade appeal policies and procedures before submitting this form.

Grade Appeal Policy

The CUNY School of Labor and Urban Studies (SLU) is responsible for determining the requirements and standards of performance for courses, along with SLU course instructors who retain considerable discretion in these matters. The instructor is under obligation, however, to ensure that their 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 as outlined in the course syllabus.

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. If a student disagrees with the final grade they received in a course and have supporting evidence, they may initiate a Grade Appeal by completing the Grade Appeal Procedure, detailed below. This procedure must be initiated in the full semester following the semester in which the contested grade was received. A student in their last semester must initiate this process before their degree is conferred.

**Grade Appeal Procedure: Level 1 Initiating the appeal**

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. Such appeal must be initiated no later than 30 days following the first day of class of the following semester. Spring and Summer Session courses must be appealed during the first month of the following Fall semester, while Fall and

Winter session courses must be appealed during the first month of following Spring semester. Appeals that are not initiated by these deadlines will not be considered. Students who are in their last semester must initiate their appeal before the date degrees are conferred. There are three levels to the appeal process, explained below. Only appeals that have been submitted at each level in accordance with these timelines will be considered.

Level 1 - Initiating the appeal (continued)

If a student has reason to believe an error was made in the assignment of a grade, they should engage in Level 1 of the grade appeal process by writing to the instructor of the course within the timeline set forth above for initiating the appeal. This written communication must include a request for an appointment to discuss the grade appeal, as well as evidence to support the appeal.

The instructor will review the appeal and determine if an error was made, and a grade change is required, or if the grade appeal is denied. The instructor will inform the student of the determination within 15 days of the Level 1 meeting. If the student does not receive a determination from the instructor within 15 days, the student may proceed to Level 2.

Level 2

If there remains disagreement between the student and faculty member on the final grade following Level 1, the student may then proceed to Level 2 of the grade appeal process by contacting the department chair in writing within 15 days of receiving the instructor's denial of the grade change. The student must contact the department chair with a written statement and supporting evidence indicating they have completed Level 1, including details of the Level 1 student-instructor appointment, and wish to proceed to Level 2 of the grade appeal process.

The department chair will review the appeal, details of the student-instructor appointment, and evidence submitted and consult with the faculty member to determine if a grade change is required or if the appeal is denied. The department chair will advise the student of the determination within 30 days of the student's Level 2 appeal.

**Level 3**

If the grade appeal remains unresolved after Levels 1 and 2 of this process, the student may proceed to Level 3 by completing the Level 3 Grade Appeal Form.

The student must submit the Level 3 Grade Appeal Form and supporting evidence to the Academic Appeals Committee grade.appeal@slu.cuny.edu within 15 days after the completion of Level 2, thus engaging the Committee to review the appeal.

The Committee will review the form, relevant course work, instructor's grading criteria for this course (including the course syllabus), and the instructor's evaluation of the work submitted, as well as any other pertinent evidence, including information provided by the Chair. The Committee will determine whether the appeal process was properly and timely followed, whether the instructor applied the specified grading standards of the course and whether to change or maintain the grade. The Academic Appeals Committee decision is final. The Committee will share this decision with the Chief Academic Officer or their designee, who will notify the student, instructor, and department chair in writing of the Committee's decision.

Please note the grade appeal process may result in the awarding of a lower grade than that which the student originally received. We recommend the student retain a copy of the Level 3 Grade Appeal Form for their records.



FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

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.



STUDENT RESOURCES & SERVICES



STUDENT SERVICES

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

[Academic Advising](#)

With a diverse group of experienced advisors, the SLU Academic Advising Center fosters students' development and academic success.

[Academic Support / The Learning Hub](#)

The Learning Hub offers an array of programming to support SLU students in their coursework, including both one-to-one sessions and workshops.

[Accessibility / Disability Services](#)

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

Through assistance from the Graduate Center, we provide and coordinate reasonable accommodations and support services to students with disabilities, as mandated by the Americans with Disabilities Act of 1990 (ADA) and Section 504 of the Rehabilitation Act of 1973, and strive to increase the level of disability awareness among all members of the CUNY SLU community. Early planning is essential for many of the resources and accommodations provided. Please contact us at the earliest possible date in order for us to assist with your needs at: accessibility@slu.cuny.edu.

[Career & Professional Development](#)

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

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



Counseling and Wellness

Counseling Services provides individual counseling, crisis intervention, and referral to the CUNY School of Labor and Urban Studies student body.

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

CUNY EDGE

The goal of the CUNY EDGE program is to support the needs of students receiving government assistance and pursuing an undergraduate degree.

IT Service Desk

Assistance with hardware and software questions, including Office 365, student email, access to CUNYFirst, access to the Graduate Center library. Student Email, ID Card, Laptop, iPad Loan Program, Office 365

Library

Students and faculty at the CUNY School of Labor and Urban Studies are served by the Mina Rees Library. In addition, CUNY SLU ID enables access to the 20 libraries of The City University of New York system.

Undocumented and Immigrant Student Resources

Explore support services, scholarships, legal assistance, and community resources tailored for undocumented and immigrant students.

Veteran Services

Fostering a sense of community and developing a channel of communication among veteran and reservist students, and with faculty, staff and administration.

Campus & Student Life

Supporting our students inside and outside the classroom with resources and opportunities available to them. Resources & opportunities include - [SLU Student Union](#), [Academic Governance Council](#).

The CUNY BMI-SLU Leadership Program

is designed to increase and support the enrollment, retention, and graduation of students underrepresented in higher education, particularly men of color. The CUNY BMI-SLU Leadership Program is part of the CUNY Black Male Initiative.

All programs and activities of the CUNY BMI-SLU Leadership Program are open to all SLU students, faculty, and staff, without regard to race, gender, national origin, or other characteristics.



LIBRARY SERVICES

Students and faculty at the CUNY School of Labor and Urban Studies are served by the Mina Rees Library at The Graduate Center.

Location: Mina Rees Library at **The Graduate Center**, located at 365 Fifth Avenue at 34th St.

The Graduate Center Library provides electronic research databases, a Course Reserve system for e-content and physical items, borrower access to physical books held at the GC Library, and materials requestable from other CUNY libraries and Inter-Library Loan. CUNY SLU students are entitled to free printing at the GC Library.

CUNY SLU affiliates with a valid CUNY SLU ID (with current sticker and photo ID) can access the GC Library and the 20 libraries of The City University of New York system. Books can be borrowed or returned at any CUNY Library location.

Aliqae Geraci is Labor and Urban Studies Librarian and Asst. Professor at the GC Library and SLU.

Accessing Electronic Resources:

SLU students and faculty have full access to CUNY Graduate Center Library e-resources at library.gc.cuny.edu.

- Your CUNYfirst login credentials are used to log into all library resources from off-campus. Contact [SLU IT](#) to set up this account.
- With your CUNYfirst login, you can access the Library databases, journals, ebooks, and Interlibrary Loan services at gc.cuny.edu
- SLU students have free, unlimited printing at the GC Library. In order to print, login to a PC or Mac with your EMPLID, select printer of choice, and then login to the print station with your EMPLID and select your print job.
- For questions about your CUNY login, MFA, or Student email password reset, contact the SLU IT Service Desk ServiceDesk@slu.cuny.edu or call **646-313-8440** from 9am to 9pm Monday through Thursday, 9am to 5pm Fridays.

LIBRARY RESEARCH GUIDANCE AND SUPPORT

- Custom library research guides for [Labor Studies](#) and [Urban Studies](#) list the key library databases for your course research and provide suggested keyword terms for searching, so that you can find the best news and scholarly articles, data and statistics, company research, books, and legal information – for free.
- [Connect with your personal librarian](#) via email, Zoom, or in-person for 1-1 assistance finding articles, books, archives, or other information about your course research, final paper, or Capstone topic.
- [Access chat help 24/7](#) if you need assistance outside of standard library business hours.



WRITING AND ACADEMIC SUPPORT

THE LEARNING HUB

The Learning Hub is SLU's hub for academic support. The 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 research paper. 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 for an appointment by emailing our Librarian Aliqae Geraci: ageraci@gc.cuny.edu

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](#).

In-Class Support

Select Early College courses will be supported by an embedded Writing Advisor or Quantitative Reasoning Fellow who will participate in class sessions, lead workshops and small group discussions, and help connect students to academic support outside of classes.



CONTACTS

SLU Information Technology (IT) Help Desk	E-mail: ITHelpDesk@slu.cuny.edu Phone: 646-313-8440 Location: 18 th floor	CUNYfirst, Blackboard, and Library Services
The Learning Hub	Email: LearningHub@slu.cuny.edu Phone: 646-313-8322 Location: 14 th floor	Tutorial services and Writing services
Mina Rees Library	https://library.gc.cuny.edu/ Location: 365 Fifth Avenue, New York, NY 10016	Finding resources for research paper
Career & Professional Services	E-mail: careerservices@slu.cuny.edu	Career and Professional Development Services
Student Services	Email: studentservices@slu.cuny.edu	From advisement, career services, veteran services, accessibility services, and counseling



GLOSSARY

Academic Calendar - A schedule that lists important events within a school's academic semester. These events may include examination dates, spring break or reading week and the last day of the semester.

Academic Dishonesty - Ethical consideration for students, pertaining to the avoidance of cheating, plagiarism, obtaining unfair advantage, or falsification of records and official documents.

College Credit - Units measuring the number of hours of class one has during a semester (degrees require a certain number of accumulated credits).

CUNYfirst - Is a fully Integrated Resources and Services Tool which allows students to manage their academic careers and financial accounts in real time and more.

Curriculum - Includes goals for student learning (skills, knowledge and attitudes); content (the subject matter in which learning experiences are embedded); sequence (the order in which concepts are presented); learners; instructional methods and activities; instructional resources (materials and settings); evaluation (methods used to assess student learning as a result of these experiences); and adjustments to teaching and learning processes, based on experience and evaluation.

Degree Requirements - The actual courses and other academic stipulations needed to obtain a specific degree.

EMPLID - The unique CUNY identification number assigned to every student, faculty and staff member in CUNYfirst. This number remains with a student regardless of student status or college.

Faculty - Individuals who teach in a university, college, or U.S. high school, or in one of its departments.

FERPA - The Family Educational Rights and Privacy Act of 1974 is a United States federal law that governs the access to educational information and records by public entities such as potential employers, publicly funded educational institutions, and foreign governments. See *Family Educational Rights and Privacy Act (FERPA)*.

Grading Policy - A scale used to translate letter grades in to point values. See *Grades & Transcripts*

Policy – Methods in which a higher education institution is organized, funded, and operated.

Pre-College Initiatives – Programs created to allow high-school students the chance to take classes or earn college credits at a college or university.

Reference – Sources and authoritative works that help you locate information about people, facts, and ideas. See *Library and Research*.

Registrar - The university office responsible for student enrollment/registration.



School Official - A person employed by the City University of New York (CUNY) in an administrator, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee.

Semester - A 12 to 18-week period of time constituting half of an academic year. supervisory, academic, research, or support staff position.

Syllabus: The official course document that communicates the course requirements, grading criteria, policies, expectations, and procedures established by the instructor and/or institution. In a grade appeal, the syllabus may serve as evidence of the grading standards and policies that were applicable to the student's work and final grade.

Transcript - An institution's documentation of a student's academic performance. See *Grades & Transcripts*.

Undergraduate Certificate - An undergraduate certificate is a focused, structured and interrelated set of courses that enhances the undergraduate experience in an emerging academic area, addresses a professional development need, or provides "step-up" preparation for a degree program.

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