



BROOKLYN COLLEGE
STUDENT HANDBOOK
2021-2022

**Brooklyn
College**



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I. WELCOME TO BROOKLYN COLLEGE

On behalf of the Division of Student Affairs, welcome to Brooklyn College!

We are thrilled that you have chosen Brooklyn College to pursue and/or complete your academic goals. With a student body composed of individuals from 142 countries, speaking 94 different languages, Brooklyn College boasts a diverse, vibrant, and engaged community filled with bright, ambitious individuals eager to explore a wide range of academic disciplines. The administration, staff, and faculty are committed to providing a challenging and enriching environment for all our students.

Within the Division of Student Affairs, we have several programs and services to complement your academic experiences, such as the Black and Latino Male Initiative, Center for Student Disability Services, Personal Counseling, and Veteran and Military Programs. In addition, Student Activities, Involvement and Leadership supports 120 registered student clubs and organizations that span a broad range of interests, including academic and professional, cultural and identity-based, governance, graduate students, Greek lettered, health and wellness, performing arts, political and social awareness, publications and media, special interest, spiritual and faith-based, sports and recreation, and volunteer and service. It is our hope that you will take full advantage of the opportunities available to you.

This Student Handbook serves as your guide to Brooklyn College. Inside, you will find essential information about the college's policies, procedures, and myriad resources and opportunities, including academic resources, campus safety, financial aid, student disciplinary procedures, and tuition and fees. The handbook is broken down into sections to make it easy for you to find information. Wherever possible, direct contact information, hyperlinks, and hours of operation have been included. Updated annually, the Student Handbook will be of great benefit to you from your first day on campus until your last.

Once again, welcome to Brooklyn College. We are excited to have you as a student and look forward to

aiding you in your success. If there is anything we can do to assist you, do not hesitate to contact us by visiting 2113 Boylan Hall, calling 718.951.5352, or [e-mailing us](#). Best wishes on your college career!

With Bulldog Pride,



Ronald C. Jackson, Ed.D.

Vice President for Student Affairs

Graduation: Your Dream, Our Focus

II. BROOKLYN COLLEGE OF THE CITY UNIVERSITY OF NEW YORK

History of Brooklyn College

Founded in 1930, Brooklyn College was New York City's first public coeducational liberal arts college. The school was envisioned as a stepping-stone for the sons and daughters of immigrants and working-class people toward a better life through a superb college education.

The first campus was set in the busiest section of downtown Brooklyn, within the shadows of Borough Hall and court buildings, and near a busy commercial thoroughfare. A student in the 1930s joked poetically: "Oh, Brooklyn College, thou art loveliest seen in gentle springtime, when traffic lights are green."

Within two years, the idea of constructing a formal campus took hold. The college's first president, William Boylan, embraced a large track in the Midwood neighborhood promoted by a young architect, Randolph Evans. At the time, the land was a golf course, a football field, and the staging area for Barnum & Bailey Circus. Even before the site was chosen, Evans had drafted a design for the college of a Georgian-style campus facing a central quadrangle, anchored by a library with a tall tower.

Despite being in the throes of the Great Depression, Boylan and Evans made quick progress. In December 1934, the city approved the purchase of the Midwood lot for \$1,625,528. The federal Public Works Administration allocated \$5 million for the buildings' construction. And in October 1935, Mayor Fiorello La Guardia, in the presence of Boylan and Borough

President Raymond V. Ingersoll, took a silver-plated shovel and broke ground on the new Brooklyn College campus. Workers enlisted in the Works Progress Administration (WPA) completed most of the buildings and landscaping within two years.

When President Franklin D. Roosevelt came to campus and laid the cornerstone for Roosevelt Hall, he said, “I am glad to come here today and to wish Brooklyn College the fine and successful future that it deserves. May it live through the generations to come for the building up of a better American citizenship.”

The college’s reputation grew in the following decades, driven by a prominent faculty across the disciplines, an excellent student body, and a strong curriculum.

In 1961, Brooklyn College became a member of the City University of New York, just as the college was entering one of its most tumultuous periods. The Vietnam War, combined with the demands of emerging ethnic and racial empowerment movements, led to almost weekly protests on campus. Both the student body and the faculty engaged in vigorous debates, hosting visits by public figures such as Abbie Hoffman and Malcolm X.

In 1970, CUNY instituted an open-admissions policy that granted any New York City resident, regardless of academic credentials or ability, the right to attend a CUNY school. Enrollment at Brooklyn College swelled to more than 30,000 in a few years. There was severe overcrowding in classrooms and budget concerns that resulted in an acute fiscal emergency in 1975.

By 1981, Brooklyn College began to regain some of its former luster, led by the creation of a nationally recognized Core Curriculum that gave students a strong foundation in the liberal arts and sciences. The college began to hire new faculty again, invigorating the departments with their enthusiasm and research acumen.

The rejuvenation of the curriculum was mirrored by an effort to improve facilities and an ambitious building campaign. A major renovation and expansion of the library began in the late 1990s, increasing space for its holdings and providing facilities for new media and online services, classrooms, and the college’s Special Collections. The West Quad Center, the first new building to be added to the campus in decades, followed, grouping student services and athletic facilities under one roof.

In 2011, the college created four new schools. The School of Business, the School of Humanities and Social Sciences, the School of Natural and Behavioral Sciences, and the School of Visual, Media and Performing Arts joined the existing School of Education. In 2015, the School of Business was named the Murray Koppelman School of Business in honor of prominent philanthropist Murray Koppelman ’57. In 2015, the Barry Feirstein Graduate School of Cinema, named after Barry Feirstein ’74, enrolled its first cohort of students. The school, housed in Steiner Studios at Brooklyn’s Navy Yard, is the first comprehensive public graduate cinema program in the state of New York.

In 2018, the college cut the ribbon on the Leonard & Claire Tow Center for the Performing Arts, which houses the Don Buchwald Theater, a double-height theater seating 225. The Tow Center includes rehearsal and performance space, set design and construction workshops, ground-floor exhibition space, a grand lobby and arcade, classrooms, and meeting and reception rooms. The college continues to renovate its science facilities and enhance its leadership in arts and sciences as well as business education. In 2019, the Murray Koppelman School of Business earned accreditation from the Association to Advance Collegiate Schools of Business (AACSB) International, the global accrediting body for business schools.

Mission Statement

Brooklyn College provides a transformative, distinctive, and affordable education to students from all backgrounds. We are proud of our history of intellectual freedom and academic excellence as well as our location in a borough known for innovation, culture, and the arts. We have a special commitment to educate immigrants and first-generation college students from the diverse communities that make up our city and state. Our striving spirit reflects our motto: “Nothing without great effort.” Through outstanding research and academic programs in the arts, business, education, humanities, and sciences, we graduate well-rounded individuals who think critically and creatively to solve problems. They become leaders who transform their fields and professions and serve our increasingly global community.

Brooklyn College Motto

The Brooklyn College motto is *Nil sine magno labore*. This Latin phrase means “Nothing without great effort,” a reminder that nothing can be achieved without hard work. This motto symbolizes the dedication and achievement that have always been the hallmark of Brooklyn College students.

College Mascot

The Brooklyn College mascot is Buster the Bulldog.

Brooklyn College Academic Calendar

The [Brooklyn College Academic Calendar](#) lists important dates throughout the year.

Campus Map

The [campus map](#) includes a key to the Brooklyn College building codes.

III. CAMPUS INFORMATION

Brooklyn College Directory

The Brooklyn College Directory provides phone, location, e-mail, and webpage information for faculty and staff. It also provides descriptions, staff listings, and webpage links for departments and offices.

General Information Line

The campus switchboard, 718.951.5000, is in operation Monday through Thursday, 8 a.m. to 6 p.m., and Friday, until 5 p.m. During off-hours, an auto attendant guides callers to individual departments. Specific information, including a departmental directory, may be accessed from menus.

IV. STUDENT DISCOUNTS

Pay less and save more on clothing, entertainment, computers, office supplies, communications, and much more. Promotional discounts, special giveaways, and free software are also available for members of the CUNY community. To access the CUNY eMail, you must log in to your [CUNY Portal](#) account.

Communications

AT&T offers generous discounts to the college community. In addition to waiving the activation fee, it offers faculty and staff members a 20 percent discount, and students an 18 percent discount. Contact the local AT&T at 1610 Flatbush Avenue.

Entertainment

- [Brooklyn Botanic Garden](#) offers students and employees discounted admission with a validated Brooklyn College ID.
- [Brooklyn Center for the Performing Arts](#) offers discounts on most performances. To find out more, call 718.951.4500 or visit the box office, located in the Walt Whitman Theater vestibule, Tuesday to Saturday, 1 to 6 p.m.
- [Brooklyn Museum](#) offers students and employees free admission with a validated Brooklyn College ID.
- CUNY offers a free annual subscription to both the digital *New York Times* and *Wall Street Journal* to CUNY students, staff, and faculty, with full access to all online content. Visit the [Brooklyn College Library](#) for more information.

Food

In the Junction, show your Brooklyn College ID when you go to Burger King, Applebee's, Dallas BBQ, Ovi's, Ovi's Express, and Subway to receive a discount up to 10 percent on your order.

[Restaurant.com](#) offers Brooklyn College students, staff, and faculty 40 percent off gift certificates to more than 15,000 restaurants nationwide. The Brooklyn College discount code is CUNY.

V. ACADEMIC RESOURCES

Academic Advisement

i. Center for Academic Advisement and Student Success

The **Center for Academic Advisement and Student Success** (CAASS) provides academic advisement to all entering and continuing undergraduate students. The mission of CAASS is to assist students in establishing, monitoring, and achieving graduation requirements. CAASS provides student-focused, developmental advisement in an environment that recognizes the unique spirit and individuality of each student. CAASS assists students with submitting appeals for exceptions to college regulations and procedures through the E-petition system. CAASS works with academic departments and administrative offices to develop and maintain a coordinated and comprehensive approach toward advisement.

3215 Boylan Hall
P: 718.951.5471
E: CAASS@brooklyn.cuny.edu

ii. Departmental Advisers

Brooklyn College offers myriad academic and certificate programs. For each of these programs, there is a designated departmental adviser or graduate deputy to assist undergraduate and graduate students in satisfying their graduation requirements and developing their career goals. For a list of undergraduate departmental advisers (composed of faculty and staff), click [here](#). For a list of graduate advisers/graduate deputies, click [here](#).

iii. Pre-Health Professions Advisement Office

The director of the **Pre-Health Professions Advisement Office** monitors the academic progress of all undergraduate and post-baccalaureate pre-health professions students, meets with them individually on a regular basis throughout their academic career at Brooklyn College, and helps them plan suitable academic programs, prepare for standardized examinations, and prepare their applications for health professions schools.

The office also maintains a credential service for forwarding letters of recommendation to admissions offices of health professions schools. The office has two locations: The director may be found in 2231 Boylan Hall, 718.951.4706; two assistants who handle advisement and letters of recommendation are located in 1122 Boylan Hall.

The **Pre-Health Professions Handbook** (pdf) provides students who are interested in a health science career with a detailed path to follow (including prerequisite course work) in order to be fully prepared to enter a professional school.

A chapter of the American Medical Students Association is active at Brooklyn College.

iv. Pre-Law Professional Advisement

The **Pre-Law Program** helps achievement-oriented students make informed decisions about pursuing a career in legal professions; assists them in assessing the academic, personal, and professional competencies and credentials they need to become successful applicants to and students at the law schools they aspire to attend; and provides access to the academic and career advisement, resources, opportunities, and professional networks that will support them in clarifying and achieving their goals.

The **Brooklyn College Pre-Law Handbook** (pdf) will answer most questions about preparing for law school and legal careers.

Students interested in legal careers should contact Pam Brown at the Magner Career Center, 718.951.5696, to have their name added to the list of pre-law students and to receive information about workshops and panels, LSAT preparation, and internships. The **Magner Career Center Pre-Law Resources** webpage contains more information.

College Bulletins

The Undergraduate and Graduate Bulletins describe the academic policies, services, and course and program offerings of Brooklyn College for undergraduate and graduate students. Bulletins are updated annually and may be found on the [Brooklyn College website](#).

DegreeWorks

DegreeWorks is a web-based degree audit program and academic advising tool designed to assist students and advisers to track and manage degree progress. The DegreeWorks system is a virtual road map that provides students with details about the courses and requirements they have taken and those that are still required for graduation.

DegreeWorks enables students to:

- determine what requirements have been completed (including transfer courses) and what requirements are still needed;
- view transfer credits, waivers, and exemptions applied toward their degree;
- estimate how many semesters it will take to graduate;
- view individual course grades, cumulative grade point average (GPA), and major average;
- see how course work could be applied toward another major, minor, or concentration using the “What If” option; and
- use “Look Ahead” to plan future course work.

E: DGW@brooklyn.cuny.edu

First College Year

First College Year (FCY) is the home for all first-year students. We are here to help first-year students transition seamlessly into college by integrating them into the college community and starting them on their successful path toward graduation.

FCY coordinates advisement and enrollment for first-year students for their first two semesters by developing an academic plan focused on their goals and career aspirations. Additionally, FCY offers various programming to support student success, such as the First Year Modules through Blackboard and a host of workshops. These initiatives not only help acclimate students to college, but also help students develop habits that are essential to their academic success and promotes self-awareness and self-reliance.

3219 Boylan Hall

P: 718.951.5254

E: FirstCollegeYear@brooklyn.cuny.edu

Learning Center

The **Learning Center** offers students free peer tutoring in courses across the curriculum in a comfortable, supportive environment well stocked with computers and reference materials. Students working on writing assignments can get help with every stage of the writing process. Those who wish to work on their writing are advised to schedule an appointment for regular weekly meetings or an individual session. For all other subjects unrelated to writing, students may drop in without an appointment during advertised days and times. Sessions are conducted in small groups or one-on one, depending on availability. Additionally, the Learning Center offers comprehensive review sessions before midterm and final exams. Students are encouraged to visit the website or e-mail the center for updated schedules and additional information.

Brooklyn College Library

The **Brooklyn College Library** serves as the intellectual and creative center of academic life at the college. Visit the library—in person or online—to find books and articles, ask reference questions, listen to music, or examine government documents and archival manuscripts. Students can also check to see if their textbooks are available on reserve for in-library use. Reserves also has items such as calculators and skeletons! Librarians are available to answer student questions in person or via online chat. Students can bring their own computer and log in to the wireless network, borrow a library laptop, or use one of our four computer labs. The **Food and Drink Policy** provides guidelines by which library users can enjoy snacks and beverages without infringing on the rights of others or risk damage to library facilities and collections. The library also offers a wealth of services and resources, including:

- **Ask a Librarian chat** is available 24/7 to help you navigate our website, think through your research question, and answer general library questions.
- Students have access to **CUNY’s Library System** of 31 libraries to borrow books (in person or by having them sent here) and to use any CUNY library for study space.

- Use the **OneSearch** tool to identify books and news/journal articles, music, or government documents, or to consult archival manuscripts to support independent research across the curriculum. Remote access allows students to use the library resources anytime from anywhere!
- Group Study Rooms are available on every floor of the library. Room 134 has **adaptive equipment for people with disabilities**. Students may reserve at the New Media Center. There is a two-person minimum for group study rooms. Group study rooms are assigned for a two-hour period.
- Screen Sharing Study Rooms seat six students and are enhanced with plug and-play display technology. The table contains outlets and four HDMI plugs linking laptops and other devices to the HD wide-screen display. Other adapters (“dongles”) and whiteboard markers are available.
- Dedicated and easy-to-use scanning stations have been installed at convenient locations in the library. The scanners are provided free to all library patrons. Scans can be transferred to cloud services, to a flash drive, e-mailed, and printed.
- Students can borrow equipment such as laptops, cameras, camcorders, lighting equipment, audio recorders, calculators, computer projectors, and more—free of charge.
- The library offers a full calendar of free hands-on technology workshops on the CUNY Portal, Blackboard, Microsoft Office, SPSS, Windows, Macintosh, and Adobe Photoshop and Illustrator and other applications. Workshops are open to all Brooklyn College students, staff, and faculty. Registration is not necessary, and there is no cost. Workshops are announced via BC student e-mail and are listed under “workshops” on the Library Café’s website. The Library Café also offers **literature** on computer usage and academic skills.

Schedule of Classes

The undergraduate and graduate **schedule of classes** are published on the Brooklyn College website every semester.

For the most up-to-date schedule information, including course status and enrollment data, you may also search in **CUNYfirst**.

Study Abroad

The Office of **International Programs and Study Abroad** (IPSA) develops and administers study abroad and faculty-led programs, student exchanges, international agreements, COIL programs, and campus-wide international initiatives. IPSA administers the Furman Fellows Scholarship for Study Abroad and the Karen L. Gould Study Abroad Fund. Students interested in study or research abroad should visit the IPSA webpage, friend IPSA on Facebook, and attend the Study Abroad 1.0 information session at 1 p.m. on Tuesdays to learn about program selection, funding, and academic planning. A study abroad adviser is available to meet with students to explore their options and identify appropriate programs. IPSA collaborates with all offices and with academic departments to promote international engagement and global initiatives.

For information, contact International Programs and Study Abroad via e-mail; by telephone, 718.951.5189; or in person, 1212 Boylan Hall.

Transfer Evaluations Office

The **Transfer Evaluations Office** processes transfer credit evaluations for college courses completed prior to attendance at Brooklyn College. For transfer credit evaluation policies and procedures, see the “Admission” section of the Undergraduate Bulletin. The office can be reached **via e-mail**.

VI. CAMPUS RESOURCES

ATM Banking

Automated teller machines (ATMs), installed by HSBC Bank, are located in the main lobby of Boylan Hall near Room 1139A and in the lobby of the West Quad Center. ATMs perform all transactions except deposits. The service is free of charge to users with HSBC accounts, but fees are charged to those who have accounts at other banks and whose own bank charges for ATM use. In

addition, the Student Center has an ATM located in the Game Room on the first floor, and an additional ATM is located in Boylan Hall on the lower level/basement area. These two ATMs are not affiliated with HSBC or any other bank, and only withdrawals can be made. Both ATMs charge a fee. Additional fees may also be charged by your own bank.

Bicycle Rack

The Office of Campus and Community Safety Services supplies bicycle racks at Campus Road and East 27th Street, at the West Gate, inside the West Quad entrance on Bedford Avenue, and inside the gate at the Whitehead Hall entrance during the hours the campus is open. Students, staff, and faculty may use the enclosures upon presentation of a valid Brooklyn College photo ID card. There are also two racks outside the East and West Quad entrances on Bedford Avenue, supplied by CityRacks and not maintained or overseen by the college. Bicycles must be properly secured to the rack with sturdy chains or locks. Overnight storage of bicycles is discouraged.

Located at the East 27th Street bike rack entrance is a bike repair station. The station provides the tools necessary to perform basic bike repairs and maintenance, from changing a tire to adjusting brakes and derailleurs. Tools available include a manual tire pump, tire levers, headset wrench, pedal wrench, Allen and box wrenches, and Phillips and flat head screwdrivers.

Bookstore

The [BC Bookstore](#) operates completely online. The bookstore offers students the best deals on course materials. Students can select new, used, eBook, rental, and marketplace options. If you have questions, visit the website or call 888.286.8249 to talk to a customer service representative. School-branded merchandise can be purchased online at [the CUNY store](#).

Computer Labs

i. ITS Computing Labs

The computing infrastructure at Brooklyn College

is one of the most advanced in CUNY. These systems support applications in all disciplines and are used by students and faculty to access critical administrative data. [Information Technology Services](#) provides support to students, faculty, and administration through the Help Desk and on-site. All students may use the college's public-access computer labs and extensive web and distance learning systems. Every registered student is provided with an advanced Microsoft Exchange e-mail account that may be accessed on or off campus via the internet.

Brooklyn College maintains several large-scale public access computing facilities, supplemented by departmental discipline-specific labs and electronic classrooms. Overall, nearly 1,500 computers are available to students. Facilities include the ITS Computing Labs in the West End Building, the New Media Center and lower-level labs in the library, the 24/7 Morton and Angela Topfer Library Café in Whitehead Hall, the Learning Center off the Boylan Hall lobby, and the Student Center Computer Corner.

Located in the West End Building, the ITS Computer Labs house four computer classrooms, black-and-white and color printers, 300+ public computers, Linux and Mac computers, lounge areas, workshops, video conferencing, and group study rooms. The library computer labs have more than 500 PCs and Macs; the Library Café has more than 100 PCs and Macs. All campus labs have shared network printing linked to free black-and-white printing quotas, high-speed internet access, group-study rooms, express printing, screen sharing rooms, scanning stations, photocopying, and helpful support staff.

The college supports various computing platforms, including Windows, Apple Mac, and Linux systems. All of these are available at public-access facilities and are used in various instructional contexts. The college also maintains a sophisticated videoconferencing and multimedia facility that is used in many courses for distance learning and facilitates interaction with students and faculty from other CUNY colleges. An extensive inventory of adaptive computer equipment enables students with disabilities to utilize the computer resources.

These facilities and associated technical support are concentrated in the ITS Computing Labs, the library, and the Mamie and Frank Goldstein Resource Center in the Center for Student Disability Services.

ii. Library

Each library lab can assist you with your computing needs. There are over 500 PCs and Macs available to all library users. Access to the internet and online library resources, as well as to Microsoft Office and additional software such as statistical and graphics packages, are available from these computers. Click [here](#) for a list of software available on these computers. All campus labs have shared network printing linked to free black-and-white printing quotas, high-speed internet access, group-study rooms, express printing, screen sharing rooms, scanning stations, and helpful support staff.

Located on the second floor of the library, the New Media Center (NMC) offers a Student Laptop and Tablet Loan service free of charge. Windows laptops and netbooks are available for three-day loans to undergraduate students, and up to 30 days for graduate students. Apple MacBooks and Apple iPads are available for one-day loan only. A valid Brooklyn College ID and an additional photo ID are required to borrow a laptop. Audio and video recording devices are also available for loan.

iii. Morton and Angela Topfer Library Café

The Library Café, located on the first floor of Whitehead Hall, is open 24 hours a day, seven days a week, and features 100 PC- and Macintosh-networked computer stations. Each has the latest versions of multiple software packages and internet browsers. Wi-Fi for personal laptops and high-quality laser printers (in color and black and white) are also available. There are group-study rooms and areas for individual study or reading. Modeled on the style of internet cafés, the sleek, state-of-the-art facility, with large windows facing a landscaped courtyard providing natural light, is a popular site for computing, study, and student interchange or merely having a sandwich, coffee, or soda.

iv. Student Center Computer Corner

The Computer Corner, located on the first floor of the Student Center, generally has less traffic than other labs on campus with the same bandwidth. You must go to the Student Center Administrative Office on the first floor/lobby and present a valid Brooklyn College ID to register for a computer and retrieve printouts.

P: 718.951.5528

Monday–Thursday: 11 a.m.–6 p.m.

Friday: Closed

Copy Center

The **BC Copy Center** is the campus mini-reproduction center. It offers full-color and black-and-white photocopying of documents up to 11 x 17 inches. The center also copies and sells course packs, and provides résumé copying, transparencies, laminating, disk printing, and faxing services. Finishing options include coil binding and stapling of documents.

0714 James Hall

P: 718.677.6166

Monday–Thursday: 9 a.m.–6:30 p.m.

Friday: 9 a.m.–1 p.m.

Early Childhood Center Programs for Infants, Toddlers, and Young Children, and Laboratory School for the School of Education

The **Early Childhood Center** (ECC) is the Lab School for the School of Education and provides nationally recognized high-quality early education and care programs, primarily for the children of Brooklyn College students from 8:30 a.m. to 3 p.m. and extended hours from 3 to 5 or 5:30 p.m. The ECC is rooted in a commitment to the arts and play and the inclusion and celebration of differences of all kinds, offering programs for children from four months through five years of age. The ECC provides on-site, supervised field experiences for teacher education candidates, students in allied professional fields, and students in the liberal arts and sciences as well as observational and research opportunities for students and faculty. A partnership with the New York State Education Department allows for the provision of a free Universal Pre-Kindergarten

(UPK) program for four-year-old children. Summer programs for infants, toddlers, and young children are available. Tuition for services is based on family income and is a sliding scale for full-time matriculated undergraduate and graduate students. Tuition assistance is offered through grants to Pell-eligible students and low-income families. The ECC also houses a lactation room on-site, available to the college community.

Enrollment Services Center

Designed to provide students with a “one-stop” location for student services, the **Enrollment Services Center** (ESC), located in the lobby of the West Quad Center, enables students to accomplish routine tasks quickly and efficiently. The ESC is the home of the registrar’s information counter, tuition and fees payment processing, photo ID services, check distribution functions, general financial aid information, and recreational passes functions. For hours of operation or other information, visit the **website**, call 718.951.8150, or **e-mail** the center.

Food Pantry

The **Food Pantry** offers healthy, nonperishable food selections to currently enrolled Brooklyn College students who may be experiencing hunger, so that they can focus on their academic studies. All information about applications to this program will be kept confidential. Students are encouraged to bring their own grocery bag or to reuse the grocery bag they are given upon their initial visit to the pantry.

STUDENT ELIGIBILITY

- The Food Pantry is open to currently enrolled Brooklyn College students.
- A valid Brooklyn College ID is required.
- Applicants need to complete a brief intake form.
- Two visits per month are permitted.

HOW TO MAKE AN APPOINTMENT

To schedule an appointment, contact the Food Pantry via **e-mail** or telephone, 718.951.5059.

312 Student Center

P: 718.951.5059

E: civicengagement@brooklyn.cuny.edu

Wednesday, 10 a.m.–3 p.m. (by appointment)

HOW TO MAKE REFERRALS TO THE FOOD PANTRY

Faculty and staff are encouraged to refer students who express a need that could be addressed by using the Food Pantry. Contact the Food Pantry at 718.951.5059 or via **e-mail** with any questions.

HOW TO DONATE

Donations of nonperishable food items will be accepted in 302 Student Center. Special arrangements can be made by calling Da’Nashja Davis at 718.951.5712.

Food Services

Dining facilities are located on the lower level of Boylan Hall. They include cafeteria service, a kosher dairy bar, a gourmet coffee bar, and a buffet service dining room. The main cafeteria offers bagels, salads, sandwiches, vegetarian and vegan offerings, and expanded vending machine snack choices. The cafeteria is open from morning until evening. Catering is available for receptions and other special events. Vending machines are located in several buildings throughout the campus, and sandwiches and snacks are available in the lobby of the West Quad Center as well as the lobby of James Hall. Starbucks, in the Library Café, serves hot beverages as well as cold drinks, baked goods, and snacks.

Health Clinic

The **Brooklyn College Health Clinic** offers a wide range of primary care services to students. These include the diagnosis, treatment, and management of medical and psychiatric conditions; gynecological, reproductive, and sexual health care; skin concerns; urgent care; and social service support. Practitioners stress the importance of health education and disease prevention. Medication and laboratory testing are available for free or at greatly reduced prices. Nutrition services are provided in collaboration with the Department of Health Nutrition Sciences.

Located in 114 Roosevelt Hall, the Health Clinic provides an inviting and respectful environment. Stop

in or make an appointment for telehealth or in-person care by [sending an e-mail](#) or by calling 718.951.5580.

All services are strictly confidential.

CLINIC HOURS

Patient care is available both by appointment and on a walk-in basis:

- Monday, Tuesday, and Thursday: 10 a.m.–6 p.m. (last scheduled appointment at 5:30 p.m.)
- Wednesday: 10 a.m.–7 p.m. (last scheduled appointment at 6:30 p.m.)

The Health Clinic typically remains open throughout reading and exam periods and between semesters.

Please note that walk-in care is delivered by triage and is not necessarily determined by the order of arrival.

Call 718.951.5580 or come to 114 Roosevelt Hall to make an appointment.

HEALTH CARE PROVIDERS

Clinical care is provided by [nurse practitioners](#) (NPs), [physician assistants](#) (PAs), and licensed practitioners who have received advanced training in medical diagnoses and treatment, the ordering and interpretation of laboratory tests, and the prescription of medications and other treatments.

Nutrition consultations are provided by a registered dietician. In collaboration with the Department of Health and Nutrition Sciences, the BC Nutrition Clinic offers free diet and body composition analysis, recommendations to improve health and reduce the risk of disease, and assistance in meeting personalized goals.

Lactation Room

A lactation room is available for nursing mothers in the Early Childhood Center in 1604 James Hall and in the John Whyte Room, 303 Student Center. For more information, review the City University of New York [Lactation Room Policy](#).

Lost and Found

Contact us, or come to us in person, if you lose or find any personal belongings on campus.

0202 Ingersoll Hall

P: 718.951.5511

F: 718.951.4840

E: security@brooklyn.cuny.edu

New York Public Interest Research Group, Inc. (NYPIRG)

The New York Public Interest Research Group, Inc. (NYPIRG) is a nonprofit, nonpartisan research and advocacy organization established, directed, and supported by New York State college students. NYPIRG provides the structure through which concerned students may work for social change in such areas as consumer protection, environmental quality, fiscal responsibility, political reform, equal opportunity, and social justice while gaining experience in areas of research, government, and citizenship.

Academic credit may be received for NYPIRG internship work through urban fieldwork courses (Political Science 3610 and 3611) or through internships arranged with the permission of individual course instructors.

The Brooklyn College chapter of NYPIRG is funded by students through the Student Activity Fee. Refund of the NYPIRG contribution may be obtained during the first 10 business days of the semester. Refund forms may be obtained in the NYPRIG office, 1433 Ingersoll Hall.

Parking

Street parking is available but very limited. There are metered spaces on Bedford Avenue, Campus Road, Glenwood Road, Nostrand Avenue, and East 26th Street. Most meters allow parking for up to six hours. There is a pay-parking garage at the Target store at Nostrand Avenue and Avenue H. Parking spaces without meters are just a little farther away. Be sure to read the signs.

There are limited parking permits for the Brooklyn College Parking Lot available to students enrolled in classes beginning at 3 p.m. or later on a first-come, first-served basis at an annual fee of \$111. The entrance to

the lot is located on Avenue H and Ocean Avenue and runs underneath Ingersoll Hall.

New parking applicants must present a valid driver's license, photocopy of the vehicle's registration, and a copy of your current class schedule to the Enrollment Services Center in the West Quad Center. Simply grab a ticket from one of the self-service kiosks (select "Bursar" and then "Parking") and wait for your number to be called. Continuing permit holders may re-apply online through your [BC WebCentral](#) portal account. Payment can be made via Discover, Visa, or MasterCard. All permit holders must agree to the [Parking Rules and Regulations](#).

Room for Quiet Reflection

Located in 408 Student Center, the Room for Quiet Reflection is available to all students to support the holistic wellness of the college community. This space allows individuals of all religious faiths and nonreligious beliefs to experience a place for peace, meditation, and/or reflection throughout the day. The Room for Quiet Reflection is intended for individual use and not for any organized group activity or meetings. All users are expected to exercise mutual respect for the integrity of each other's beliefs, cultures, and traditions. The room is not reservable and is available for individual students to use whenever the college is open. If you have any concerns regarding the use of this space, [e-mail the Division of Student Affairs](#) or call 718.951.5352.

Student Center

The [Student Center](#), the hub of student life, is a part of the Division of Student Affairs and is home to the two student government offices (Undergraduate Student Government and Graduate Student Organization) and Greek Council. It is also home to Student Activities, Involvement, and Leadership (SAIL), where students can receive information about joining clubs, attending club events/activities, and acquiring program and planning advisement. In addition, the Student Center offers meeting and conference rooms for registered club groups, a Computer Corner, Room for Quiet Reflection, Lactation Room, Food Pantry, and a Game Room. The Conference Center, located on the top floors,

contains a meeting complex that is available to student groups, staff, faculty, and the community at large for presentations, conferences, and workshops.

Rules and Procedures for Access

I. Brooklyn College Community

All students, staff, and faculty are required to present a valid Brooklyn College ID upon entering the Student Center. Alumni are required to present their alumni ID card. A public safety officer may request a picture ID.

II. CUNY (Non-Brooklyn College)

CUNY (non-Brooklyn College) students, staff, and faculty are guests at the college and must adhere to the following procedures to gain entry into the Student Center:

1. Enter at the East Gate on Campus Road and Amersfort Place.
2. Present a valid CUNY ID.
3. Present an additional acceptable government-issued photo ID if requested by the officer on duty. Other forms of picture ID may be acceptable as determined by the administration of the Student Center or the Office of Public Safety.
4. Be listed on a RSVP or guest list. Walk-ins may be permitted upon approval of the Student Center director or designee.
5. Sign and complete Guest Registry. A BCSC Visitor's Pass will be issued if the above procedures are satisfied. This pass is valid only for the Student Center. It must be worn and visible at all times.

III. Guests Arriving for Administrative Purposes and for Student Club-Hosted or External Events/Meetings

1. Enter at the East Gate on Campus Road and Amersfort Place. (If under age 18, see section IV).
2. Present acceptable photo ID and, if requested, an additional acceptable government-issued photo ID. Other forms of picture ID may be acceptable as determined by the administration of the Student Center or the Office of Public Safety.

3. Sign and complete Guest Registry. A BCSC Visitor's Pass will be issued if the above procedures are satisfied. This pass is valid only for the Student Center. It must be worn and visible at all times.
4. Be listed on a guest list. Walk-ins may be permitted upon approval of the Student Center director or designee.

IV. Minors

1. Minors (under age 18) are allowed in the Student Center with parental/guardian supervision only. Minors must remain with parent/guardian at all times. (Note: This excludes Brooklyn College/CUNY students with valid IDs who are under 18 years of age).
2. Related college departments/entities such as BCA, STAR, and College Now students who are under age 18 are not allowed in the Student Center without authorized staff from the respective organization(s).

During major events, Brooklyn College students, staff, and faculty, as well as CUNY and all other guests, will not gain entry to specified event(s) without a prior RSVP. Metal detection may be used at the discretion of the Brooklyn College Office of Public Safety.

Television Center

The **Brooklyn College Television Center** (BCTV), 018 Whitehead Hall, works in conjunction with the Department of Television and Radio to facilitate the production of high-quality programs by our many talented students, staff, and faculty. The center's primary services include providing field production equipment, television studio facilities, and a post-production lab. The center also provides engineering support, set-building capabilities, and additional post facilities for M.F.A. students as well as tech support for the Radio Lab and WBCR.

The Television Center houses a full complement of production gear, including HD cameras, field lighting, grip and camera support equipment, and a variety of microphones, mixers, and digital recorders. Students

currently enrolled in production classes or the M.F.A. program may utilize the facilities and loan equipment free of charge. The center also provides limited video production services to the college community as well as independent clients. BCTV can be contacted at 718.951.5585.

Testing

The **Office of Testing** is responsible for administering assessments in accordance with the City University's Testing Program and the Ability-to-Benefit (ATB) test in accordance to New York State guidelines. For Testing Office services, see the "Additional Campus Services and Facilities" section of the Undergraduate Bulletin. The office may be reached via [e-mail](#).

Tow Center for the Performing Arts

The Leonard & Claire Tow Center for the Performing Arts serves the rehearsal and performance needs of both the Conservatory of Music and the Department of Theater. In addition to a fully equipped 220-seat, multipurpose performance space, two large music rehearsal spaces, a theater rehearsal space, and scene shop, the Tow Center includes numerous music teaching studios, chamber-music rehearsal spaces, practice rooms, a recording studio and a sound lab for the programs of the Center for Computer Music and PIMA. Rehearsal and practice studios for the Conservatory of Music, theater workshops and classrooms for the Department of Theater, and performance spaces for both are in the Tow Center.

The Conservatory of Music also maintains a select library of books and scores; playback facilities for records, tapes, compact discs, and CD-ROMs; and a large collection of musical instruments for instructional use. The Theater Department has access to two stages, three acting studios, a directing studio, dressing rooms, lighting and carpentry areas, a costume construction workshop, instructional audiovisual equipment, and a design lab. It also offers a special library and reading room for theater majors. A dance studio is located on the second floor of the West Quad Center.

Events in music and theater presented by student performers are open, inexpensively, to Brooklyn College

students. Information on performances is published on the department websites.

The Brooklyn College Preparatory Center for the Performing Arts is the precollege component of the Conservatory of Music and the Department of Theater. It offers community programs in music, theater, and dance for children three to 18 years of age and for adults. Its Suzuki Program for violin and cello is among the largest and most successful of New York City's Suzuki schools. Student and faculty recitals are held regularly in Studio 312 in Roosevelt Hall Extension. It is open to all who seek high-quality training by professional artist teachers, from beginners to those preparing for college-level work. For information on admission and tuition, call 718.951.4111.

VII. CAMPUS SAFETY AND EMERGENCY SERVICES

Anonymous Reporting Hotline

A reporting hotline, 718.951.4628, is available for use by anyone wishing to report suspicious activity anonymously.

Annual Security Report (ASR)

The Office of Campus and Community Safety Services is in compliance with the Jeanne Clery Act (formerly the Campus Security Act of 1990) and publishes an **annual security report** each fall. The report, available on the office's website, includes campus crime statistics. A campus log of reported crimes is open to the public in the office.

Campus and Community Safety Services

The staff in the **Office of Campus and Community Safety Services** seeks to ensure that the rights of every member of the campus community are respected and that the campus enjoys a safe and secure atmosphere conducive to the pursuit of educational objectives. Public safety personnel are on duty 24 hours a day, seven days a week. Criminal actions or other emergencies on campus should be reported

immediately, in person or by telephone, to Safety Services or to any public safety officer on patrol. Reports of crimes may also be made in writing. The college maintains a close working relationship with the New York Police Department and has in place an Emergency Response Plan for dealing with emergencies on campus.

0202 Ingersoll Hall

Office: 718.951.5511

Emergencies: 718.951.5444 or

911 from any college telephone

Emergency Closings/Inclement Weather

You can receive text or voice alerts of emergencies or weather-related closings on your campus via cell or home phone and e-mail through **CUNY A!ert**. CUNY A!ert is an emergency notification system that enables the university's campuses to advise students, staff, and faculty of an emergency (a severe hurricane or snowstorm, for example), and provide timely information to protect lives and minimize campus disruption. All students are automatically enrolled in CUNY A!ert. Students should log on to check their preferences.

In addition to CUNY A!ert, you can also find out about emergency closings by calling 718.951.5444 or 5445, or by listening to the following radio stations:

- WCBS 880 AM / 101.1 FM
- WINS 1010 AM
- WLIB 1190 AM
- WFAS 1230 AM
- WBLS 107.5 FM
- WADO 1280 AM (Spanish)

Emergency Services

Emergencies, accidents, injuries, and other unexpected events can occur at any time and place. Being prepared both mentally and physically for the unexpected is the first and best defense to minimize an incident. For contact information for on- and off-campus emergency services, **contact the appropriate office or service**.

Escort Service

Escorts are provided by Public Safety personnel to campus parking lots and nearby public transportation (bus and subway) for students, staff, and faculty members who request them. Requests should be made at least 20 minutes before an escort is needed by calling 718.951.5511.

Shuttle Van Service

Security shuttle service operates during campus hours and upon request. The shuttle transports students, staff, and faculty to the college campus parking lots, nearby subway stations, and local street parking adjacent to the campus. Van service can be arranged by calling 718.951.5511 or by informing an officer at any of the college entry points. All must show a valid Brooklyn College ID to use this service.

Volunteer Emergency Medical Squad (EMS)

Emergency medical assistance and ambulance service are offered by the student volunteer [Emergency Medical Squad](#), 021 Ingersoll Hall Extension. Several public safety officers are certified EMTs and are available to respond to medical emergencies 24 hours a day. To contact EMS, call 718.951.5858.

VIII. ENROLLMENT SERVICES

Enrollment and Degree Verifications

Students can request [Enrollment or Degree Verification online](#), in person, or via telephone. Students who would like to verify a degree may visit the [Brooklyn College Transcripts webpage](#) to request an official transcript.

Registration

[Registration](#) takes place four times per year, once for each semester: fall, January intersession, spring, and summer.

Incoming student registration is a comprehensive program that includes a success workshop, advisement, program planning, and course registration. SEEK students register in person. New undergraduate first-

time degree-seeking first-semester freshmen and transfer students are required to register in person with an adviser, by appointment. Registration instructions are included in the admissions acceptance packet.

All continuing degree- and nondegree-seeking undergraduates register via Self Service in CUNYfirst at an assigned appointment time. Students are not required to attend in-person registration. Registration information is communicated via e-mail to Brooklyn College e-mail accounts. Some academic departments or programs may require students to obtain permission for certain classes or departmental advisement before being allowed to register. Every semester, the Office of the Registrar publishes an online schedule of classes, the final examination schedule, an academic calendar, and course registration information.

Student ID Card

All students are required to carry a Brooklyn College photo identification card on campus. A student is issued a photo ID card for the entire period of enrollment. The card must be validated each term. The card must be displayed upon request in order to gain access to the campus, library, and Student Center. It is required identification for receiving checks distributed by the college.

Photo ID card services are located in the Enrollment Services Center, West Quad Center.

Students who wish to enter or remain on campus after hours must obtain written permission from the Office of the Vice President for Student Affairs or have a 24-hour photo ID.

Students must report a lost card to the Security Office, and the card must be replaced. A fee of \$10 is charged.

MOBILE DIGITAL ID

The Brooklyn College Mobile Digital ID—bundled with the official BC Navigator app for iOS and Android—is a convenient and secure replacement for your plastic college ID card and is accepted at all campus entrances. The Digital ID card can be accessed on your phone or tablet from the main menu of the BC Navigator app. The Digital ID is automatically validated. See “Section X. Online Navigation” for more details.

Transcripts

Brooklyn College makes it easy to [order and view your transcript](#). If you need assistance at any time, contact the Enrollment Services Center via telephone at 718.758.8150 or [e-mail](#). Note: The Registrar's Office cannot provide "on the spot," same-day pickup or 24-hour pickup service for transcripts. Plan ahead and submit your requests at least two weeks prior to your deadlines.

If you attended a CUNY institution in the last two years, you can view your transcript online through CUNYfirst.

IX. STUDENT FINANCIAL SERVICES

Tuition and Fees for Undergraduate Students

Tuition and fees are set by the Board of Trustees of The City University of New York and are subject to change without notice. If tuition or fees are increased, payments already made are counted as partial payments. Students will be notified of the additional amount due and of the payment deadline. The bursar's webpage lists [current tuition and fees](#).

Students pay tuition and fees for each term they enroll. Tuition is determined by a student's place of residence and classification as a full-time or part-time, matriculated or nondegree student. Fees consist of the Technology Fee, Student Activity Fee, CUNY Consolidated Services Fee, and University Student Senate Fee. Other fees may be applicable based on program or course requirements. The Technology Fee is determined by full- or part-time enrollment status.

Students who have applied for, or are receiving, financial assistance and do not plan to attend classes for a semester must officially drop all courses before the first official day of classes or they will be liable for payment of tuition and fees. Students who are receiving financial assistance and withdraw prior to the 60 percent attendance requirement may have a financial obligation to the college.

Students who are delinquent in paying tuition or fees may have their classes cancelled and will not

be permitted to register for subsequent semesters or obtain academic transcripts or other records until all financial obligations have been satisfied. Failure to receive notices of balances due after a student has registered does not relieve the student of the responsibility of covering all payments by the stated due dates. Students are expected to verify whether any payments are due by accessing their account in CUNYfirst; failure to pay will normally lead to a student being dropped from classes. However, students who register but fail to attend classes should not depend on the college to remove them from their classes for nonpayment. Depending on the timing of registration, a student who has not paid may still continue to be registered for the semester; such students will be liable for tuition even if they do not pay tuition or attend classes. It is the responsibility of the students, not the college, to officially drop or withdraw from any classes they have registered for because the failure to drop classes keeps another student from being able to register for that seat in a class.

If a student does not make full payment on his or her tuition and fees and his or her account is sent to a collection agency, he or she will be responsible for all collections costs, including agency fees, attorney fees, and court costs, in addition to whatever amounts he or she owes the college. Furthermore, nonpayment or a default judgment against the student's account may be reported to a credit bureau and reflected in his or her credit report.

i. Payment of Tuition and Fees, and Payment Plans

BILLS

Bills are not mailed by the college. A student can view his or her account by logging on to [CUNYfirst](#) and visiting his or her Student Center page.

PAYMENT DEADLINES

Each semester, [payment deadlines](#) are posted on the bursar's webpage. If a student's account is not properly settled by the specified due date, registration may be subject to cancellation.

PAYMENT OPTIONS

Tuition may be paid online, by mail, in person, or under the terms and conditions of an approved

university payment plan. Brooklyn College does not accept telephone or faxed payments.

1. ONLINE

Bills may be paid in full online for free via e-check or credit card. Credit card payments are subject to a 2.65% convenience fee.

2. BY MAIL

Payments may be mailed to the Office of the Bursar/Student Payment Services, Brooklyn College, 2900 Bedford Avenue, Brooklyn, NY 11210. Students may send any combination of check and money order payments. All checks and money orders should be made payable to Brooklyn College. Students should include their name, CUNYfirst EMPLID, and the semester that they are paying for on all checks or money orders. Do not mail cash.

3. IN PERSON

Bills may be paid in person at the Enrollment Services Center, West Quad Center. The balance due may be paid in cash, by check or money order, or any combination thereof. Credit cards are not accepted in person.

4. MONTHLY TUITION PAYMENT PLAN

Under the terms of a CUNY-wide program, students may enroll in the approved budgeted **tuition payment plan**. To maximize the benefit of this plan, students should enroll as soon as possible. There is an enrollment fee, and interest is not charged, but late payment fees do apply. There is no payment plan for the January intersession.

ii. Refund Policy

The following tuition refund schedule for fall and spring semesters is subject to change by the Board of Trustees of The City University of New York:

- 100 percent refund for dropped courses before the scheduled start date of classes;
- 75 percent refund for dropped courses within one week after the scheduled start date of classes;
- 50 percent refund for dropped courses during the second week after the scheduled start date of classes;
- 25 percent refund for dropped courses during the third week after the scheduled start date of classes;
- no refund for dropped courses later than the third week after the scheduled start date of classes.

Tuition refunds are also processed for **summer sessions and the January intersession**. A schedule for these refunds is established by the number of days in the term. Unless the college cancels a student's registration, or he or she drops his or her courses before the first scheduled day of classes, no portion of the Student Activity Fee or special fees is refunded. Refund of the NYPIRG contribution may be obtained during the first 10 business days of the semester. Refund forms may be obtained from the NYPIRG Office located in 1433 Ingersoll Hall Extension.

Students who enlist in the armed services, Peace Corps, or AmeriCorps and who have not attended classes long enough to qualify for a grade but continue in attendance to within two weeks of induction receive a refund of tuition and all fees, except application fees, as follows:

- 100 percent refund for withdrawal before the beginning of the fifth calendar week (third calendar week for summer session) after the scheduled start date of classes;
- 50 percent refund for withdrawal thereafter.

In instances where students who are drafted into the military or are recalled to active duty do not attend for a sufficient time to qualify for a grade, there shall be a 100 percent refund of tuition and all other fees except application fees. Service must be documented with a copy of induction or service orders. No refund is made to a student who has been assigned a grade, whether the grade is passing or failing. To obtain a grade, a student must have been enrolled for approximately 13 weeks, or for five weeks in a summer session.

iii. Tuition for Continuing Matriculated Undergraduate Students

NEW YORK STATE RESIDENTS

- Full-time\$3,465 per semester
- Part-time\$305 per credit

NONRESIDENTS AND INTERNATIONAL STUDENTS

- Full-time \$620 per credit (no limit)
- Part-time\$620 per credit

UNDERGRADUATE TUITION FOR NON-DEGREE STUDENTS

- New York State residents \$445 per credit (no limit)
- Nonresidents and international students \$915 per credit (no limit)

iv. Student Classification

1. FULL-TIME STUDENTS

Matriculated students who are enrolled for 12 credits or more each term are classified as full-time students.

2. PART-TIME STUDENTS

Students who are enrolled for fewer than 12 credits or the equivalent each term are classified as part-time students. All courses taken by part-time students are billed on a per-credit basis except developmental courses, which are billed on an equated credit basis. The tuition charged part-time students on a per-credit basis in any one term may not exceed the term rate for full-time students.

v. Summer and January Intersession Tuition

Students enrolled in the summer session and January intersession pay tuition at the per-credit rate according to their classification.

vi. Student Activity Fee

Students pay the Student Activity Fee for each term and summer session in which they enroll. It covers funding of student government, student organizations, college newspapers, use of athletic equipment and campus facilities, admission to certain social and cultural events, and maintenance and amortization of the Student Center.

Item	Fall and Spring (All Undergraduate Students)	Summer 1 and Summer 2 (All Undergraduate Students)
Athletics and Recreation	\$18.60	\$10
BC Poetry Slam Team	\$0.20	
Broeklundian Yearbook	\$0.50	
Career Services	\$5	
Child Care	\$5	\$5
Emergency Medical Squad (EMS)	\$2	\$1
Global Medical Brigades	\$1	
Health Care Clinic	\$20	\$20
Nightcall Newspaper	\$1	
NYPIRG (New York Public Interest Research Group)	\$5	\$5
Riverrun Journal	\$0.20	
Stuck in the Library	\$0.45	
Student Center	\$32.50	\$32.50
Student Film Society	\$0.50	
Student Forensics Society	\$2.40	
Student Government Clubs/Activities	\$7.55	\$2.50
Student Government Operating Budget	\$3	
Student Organization For Every Disability United for Progress (SOFEDUP)	\$1	
Study Abroad Scholarship Association	\$1.50	\$1.50
Vanguard Newspaper	\$2.50	
Veterans Student Organization	\$1	
WBCR Radio Station	\$1	
Women's Center	\$1.50	
Total Student Activity Fee	\$113.40	\$77.50
Additional Fees		
University Student Senate	\$1.45	\$1.45
CUNY Consolidated Services Fee	\$15	\$15
Technology Fee	\$125 per term for full-time students and \$62.50 for part-time students	\$62.50 for all sessions

vii. Compensatory and Developmental Courses

Compensatory courses offer excess contact hours to provide skills needed for success in the course. Excess hours in compensatory courses are not counted as equated credits and are not calculated in tuition and financial aid load. Equated credits are used to determine tuition and financial aid enrollment status.

Developmental courses carry excess contact hours of a remedial nature that may be counted as equated credits in addition to degree credits. Equated credits are used to determine tuition and financial aid enrollment status.

1. COMPENSATORY COURSES

- Chemistry 1050 and 2050
- Mathematics 1011, 1021, 1026, and 1031
- Physics 1112

2. DEVELOPMENTAL COURSES

- ESLR 1004, 1005, 1006, 1007, 1008, and 1009

viii. Special Fees*

- **APPLICATION** \$65 for undergraduate nondegree students
\$70 for first-year and transfer students
\$125 for graduate degree and nondegree students
\$65 for visiting students (non-CUNY students only)
- **READMISSION FEE** \$20
- **DUPLICATE DIPLOMA** \$30
- **LATE REGISTRATION** \$25
- **PROGRAM CHANGE** \$18 for adding a course, changing from one course to another, or changing from one section to another if changes are made at one time.
- **REPLACEMENT OF ID CARD** \$10
- **REPROCESSING** \$20 for a check returned by bank as uncollectible.
- **SPECIAL EXAMINATION** \$25 plus \$5 for each additional examination.
- **SPEECH AND HEARING CENTER** \$200 for speech-language diagnostic evaluation;
\$175 for audiological evaluations;
\$770 for 14 45-minute individual speech therapy

sessions one time per week; \$1,400 for 14 individual speech therapy sessions two times per week; \$150 per semester for aphasia group. Brooklyn College students, staff, and faculty with valid college ID receive a 40 percent discount.

- **TRANSCRIPT** \$7, waived for transcripts sent to other CUNY schools
- **LIBRARY FINES** Students should consult the library for the policy on fines.
- **MATERIAL FEES** Some courses entail a fee to cover the costs of special materials, film rental charges, transportation, field trip expenses, or other non-instructional costs. Material fees are subject to change and are nonrefundable. Details may be found in each term’s Schedule of Classes.
- **PRIVATE MUSIC LESSONS** \$250. This fee is for the following music courses and is charged per course, per semester: MUSC 3791, 3792, 3793, 3794, 3795, 3796, 4841, and 4842.

* Fees are subject to change.

ix. Undergraduate Students Taking Graduate Courses

Undergraduate students who take graduate courses for graduate credit pay applicable resident or nonresident tuition rates set for graduate students and are subject to the maximum tuition rate set for undergraduate students. Graduate Division tuition rates are listed in the [Graduate Bulletin](#) and on the [bursar’s webpage](#).

Undergraduate students who take graduate courses for undergraduate credit pay applicable tuition rates set for undergraduate students.

x. Postgraduation Enrollment

Students who have satisfied their degree requirements but wish to take additional credits beyond the degree are charged the nondegree rate per credit unless they have filed for a second degree.

xi. Auditing Fee

The fee for auditing a day, evening, or weekend course is the same as if the course were being taken for credit. The fee for senior citizens (New York State residents age 60 and older) is \$65 plus the \$15 CUNY Consolidated Services Fee per term. Senior

citizens who take courses for undergraduate credit must pay the applicable tuition and fee rates set for undergraduate students. The \$65 auditing fee applies only to undergraduate courses. Senior citizens who wish to audit graduate courses will pay at the established tuition rates for graduate students and receive the AUD grade.

Tuition and Fees for Graduate Students

i. Tuition for New York State Residents

Students residing in New York State who are enrolled for 12 or more credits per semester are classified as full-time students. For them, tuition is \$5,545. Students who are enrolled for fewer than 12 credits per semester are classified as part-time students. All courses taken by part-time graduate students are billed on a per-credit basis. Part-time students residing in New York State pay tuition at \$470 per credit. For courses in which the number of hours a class meets each week exceeds the number of credits, part-time students pay \$470 per credit plus \$65 for each additional class hour. Some departments have noncredit thesis research and supervision courses that are billed as three-hour, three-credit courses.

To be classified as a New York State resident, an applicant must have resided in the state of New York for the 12-month period preceding the first day of classes of the term in which the applicant enrolls. In addition, the applicant must fall under one of the following statuses:

- A. U.S. citizen or permanent resident
- B. Asylee, refugee/parolee, or other qualifying immigration status
- C. Hold a current temporary visa with categories such as A, E, G, H-1B, H-1C H-4 (Spouse or family member must be on H-1B or H-1C), I, K, L, N, O, R, S, T, U, V
- D. Nonresidents of New York State and Out-of-Status (undocumented) students who attended an approved New York State high school for two or more years, graduated, and applied to attend CUNY within five years of receiving their New

York State diploma or students who attended an approved New York State program for General Equivalency Diploma (GED), received the New York State GED, and applied to attend CUNY within five years of receiving their New York State GED diploma.

Students classified by the college as out-of-state residents must pay tuition as nonresident students. They may apply to change their status to New York State resident by filing a [CUNY Residency Application](#).

Students must provide all documents proving residency status no later than the last day of classes of the semester in which that status would take effect. An applicant for residency who does not provide the Office of the Registrar with the required information or documentation may be classified as an out-of-state resident. Students denied resident status by the Office of the Registrar may appeal the decision within 10 days of the date of notification.

ii. Tuition for Non–New York State Residents and International Students

There is no full-time tuition rate for nonresidents and international students. Regardless of the number of credits, all courses taken by these students are billed at the rate of \$855 per credit. For courses in which the number of hours a class meets each week exceeds the number of credits, students pay \$855 per credit plus \$85 for each additional class hour. Some departments have noncredit thesis research and supervision courses that are billed as three-hour, three-credit courses.

iii. Maintenance of Matriculation

Master's students must be in a matriculated status to complete degree requirements. This includes resolving INC grades, taking comprehensive examinations, and filing theses as final requirements in preparation for graduation. Students must also be registered during the semester in which they intend to graduate. If they are not registered for any credit-bearing classes recognized as degree-related by their program, they must register for maintenance of matriculation status and pay the required fee. The nonrefundable fee for maintenance of matriculation

is \$225 for New York State residents and \$370 for nonresidents. Students should plan their academic program with this fee in mind and discuss options for credit-bearing courses that are acceptable in their program with their deputies as they plan their schedules near the point of graduation.

iv. Graduate Students Taking Undergraduate Courses

Graduate students who take undergraduate courses to satisfy graduate degree prerequisites, co-requisites, conditions of admission, or other requirements pay tuition rates set for undergraduate part-time matriculated students.

Generally, graduate students can enroll in undergraduate courses without any special permission, but in some cases the academic department may need to be consulted for course permissions, prerequisite overrides, or other enrollment permissions.

v. Fees

Graduate students pay a Student Activity Fee, a University Student Senate Fee, a CUNY Consolidated Services Fee, and a Technology Fee each semester and summer session in which they enroll. Together, the fees cover the funding of student government, student organizations, college newspapers, and other student activities; funding to support the Early Childhood Center; and services and maintenance of the Student Center. The entire fee must be paid at registration. No part of the fee is refundable.

Item	Fall and Spring Semesters	Summer 1 and Summer 2 Sessions
Student Center	\$32.50	\$32.50
Student Government	\$16.75	\$2.50
Child Care	\$5	\$5
Health Clinic	\$20	\$20
Total Student Activity Fee	\$74.25	\$60
Additional Fees		
University Student Senate Fee	\$1.45	\$1.45
CUNY Consolidated Services Fee	\$15	\$15

Students registered at the college must also pay a fee to cover the costs of equipment and technology used in teaching. The Technology Fee is \$125 for full-time students, enrolled for 12 or more credits per semester, and \$62.50 for part-time students, enrolled for fewer than 12 credits per semester. Graduate students taking either summer session must pay the part-time Technology Fee once during the summer.

vi. Special Fees

- **ADMISSION APPLICATION** \$65–\$75, depending on application
- **READMISSION FEE** \$20
- **DUPLICATE DIPLOMA** \$30
- **LATE REGISTRATION** \$25
- **LIBRARY FINES** Students should consult the library for the policy on fines.
- **MAKEUP EXAMINATION** \$25 for the first examination; \$5 for each additional examination
- **MATERIAL FEES** Some courses entail a fee to cover the costs of special materials, film rental charges, transportation, field trip expenses, or other non-instructional costs. Material fees are subject to change and are nonrefundable. Details may be found in each semester’s Schedule of Classes.
- **PROGRAM CHANGE** \$18 for adding a course, changing from one course to another, or changing from one section to another if changes are made at one time
- **RECREATION AND ATHLETICS** \$18.60 for use of athletics facilities (optional); \$10 for summer
- **REPLACEMENT OF ID CARD** \$10
- **REPROCESSING** \$20 for a check returned by bank as uncollectible
- **SPEECH AND HEARING CENTER** \$200 for speech-language diagnostic evaluation; \$175 for audiological evaluations; \$770 for 14 45-minute individual speech therapy sessions (per semester) one time per week; \$1,400 for individual speech therapy sessions two times per week; \$150 per semester for aphasia group. Brooklyn College students, staff and faculty with valid college ID receive a 40 percent discount.

- **TRANSCRIPT** \$7 (waived for transcripts sent to the admissions offices of other units of the City University of New York)
- **VISITING STUDENT** \$65 processing fee (non-CUNY students only)
- **ACADEMIC EXCELLENCE FEE**
 \$5,022 for Cinema Arts Media Scoring or Sonic Arts students enrolled in 12 or more credits
 \$3,767 for Cinema Arts, Media Scoring or Sonic Arts students enrolled in 9–11 credits
 \$2,511 for Cinema Arts, Media Scoring or Sonic Arts students enrolled in fewer than 9 credits
 This fee is for students in the above M.F.A. programs at the Feirstein Graduate School of Cinema for the fall/spring terms. Summer and winter fees are \$1,175 per course. These rates are subject to change.
- **PRIVATE MUSIC LESSONS** \$250.
 This fee is for the following music courses and is charged per course, per semester: MUSC 6791, 6792, 6793, 6794, 7791, 7792, 7793, 7795, 7796, 7797, 7798, and 7950.
- **EXCESS CONTACT HOUR FEE** \$65 for in-state residents and \$85 for out-of-state residents. This fee is charged for courses that meet beyond the established credit hours. These courses are listed in the Graduate Bulletin.

* Fees are subject to change.

Financing Your Education

Office of Financial Aid

308 West Quad Center
 Brooklyn College
 2900 Bedford Avenue
 Brooklyn, NY 11210

P: 718.951.5051

F: 718.951.4778

E: finaid@brooklyn.cuny.edu

W: www.brooklyn.cuny.edu/financialaid

Please visit the [financial aid website](#) for updates on available financial aid services while we continue to be impacted by the COVID-19 pandemic.

The **Office of Financial Aid** assists eligible students with obtaining federal and state student financial aid. These financial aid programs are used to help students meet expenses such as tuition, fees, books, and other costs related to higher education. The Office of Financial Aid is here to assist and educate students in understanding their eligibility and in navigating the student aid process.

The types of financial aid for undergraduate study administered by the Office of Financial Aid include the following (see “Financing Your Education—Undergraduate Students,” below, for more information):

- Federal and state grants (such as, but not limited to, New York State TAP and Federal Pell)
- Federal Work-Study
- CUNY-specific scholarships
- Federal Direct subsidized and unsubsidized loans
- Private alternative educational loans

The types of financial aid for graduate study administered by the Office of Financial Aid include the following (see “Financing Your Education—Graduate Students,” below, for more information):

- Federal Work-Study
- Federal Direct unsubsidized loans
- Federal Direct Graduate PLUS Loan
- Private alternative educational loans

Scholarships and Awards

Brooklyn College offers more than 600 scholarships, awards, and prizes each year to undergraduate and graduate students. Well over \$1 million is available to support the education of qualified students.

The Scholarships Office administers Brooklyn College-specific scholarship programs. More information about this type of aid can be found below under the “Types of Aid” sections for undergraduate and graduate students. For information regarding the Brooklyn College scholarship application and opportunities, contact the **Office of Scholarships**, 718.951.4796.

i. Online Application

UNDERGRADUATE STUDENTS

Undergraduate students who wish to apply for scholarships and awards should fill out the [online application](#) and file a Free Application for Federal Student Aid (FAFSA). The deadline for applying is posted on the Scholarships website as well.

GRADUATE STUDENTS

Entering graduate students are automatically considered based on the admissions application. Continuing graduate students are considered by their departments based on financial need and academic record. Students are encouraged to complete a Free Application for Federal Student Aid (FAFSA).

ii. External Scholarships

There is information about an extensive array of external scholarships on the internet. Students may search for scholarships online by using such keywords as scholarships, fellowships, or financial aid. Some sites allow registration that will report scholarships fitting a student's profile. Searching the internet for scholarships is free; check with the Office of Scholarships before contacting any external scholarship agency that is requesting a fee for its services.

In addition to the internet, external scholarships may be located through places of employment, religious organizations, community and civic organizations, and libraries.

Donors of external scholarships should be instructed to send checks to the Office of Scholarships. Checks should include the name of the scholarship, the term(s) for which the award is made, the student's complete legal name, and student identification number. If the donor does not provide instructions otherwise, the amount of the scholarship will be divided and applied to the student's account equally for the fall and spring semesters.

For more information about available scholarship opportunities, please visit the [Scholarships Office website](#) or call the office at 718.951.4796.

INTERNATIONAL STUDENTS

International students should contact the [Office of International Student and Scholar Services](#), 718.951.4477.

VETERANS ADMINISTRATION EDUCATIONAL ASSISTANCE

Information about Department of Veterans Affairs educational benefits under the GI Bill and for post-Vietnam-era veterans may be obtained from the Department of Veterans Affairs and from the Brooklyn College [Veteran and Military programs](#) office, 1407 James Hall, 718.951.5105, veteransaffairs@brooklyn.cuny.edu. Federal veterans educational benefits are described on the [Department of Veteran Affairs benefits webpage](#).

INFORMATION RESOURCES

Detailed information on various student financial aid programs and how to apply is available on the [Financial Aid webpage](#).

Financial Aid Services and Locations

i. Enrollment Services Center (ESC), Lobby, West Quad Center

The ESC is a point of in-person financial aid general inquiries and certain documents that cannot be submitted electronically. Hours of service may be affected by the COVID-19 pandemic; check the [Brooklyn College website](#) for updates.

ii. Virtual Financial Aid Office

During the pandemic, the Office of Financial aid operates the [Virtual Financial Aid Office](#) to assist students with inquiries in a similar manner to the ESC. Check the website for hours and instructions on how to access the Virtual Financial Aid Office.

iii. Financial Aid Advisement Services, 217–218 West Quad Center

Every Free Application for Federal Student Aid (FAFSA) applicant who enrolls at Brooklyn College is assigned a [financial aid adviser](#). These advisers serve as a primary point of contact for financial aid counseling. An appointment for a telephone or virtual session with your assigned (or other available) financial aid adviser should be made before you enroll so that you have a clear understanding of the

aid you are eligible for and how you will finance your education before you register.

To make an appointment, log into your [BC WebCentral](#) account and, under e-services, find the link to F.A.S.T. (Financial Aid Specialists Tool). Appointments may be made Monday through Thursday. Usually new appointment slots will open each Monday for the following week. Detailed instructions for how to look up your financial aid adviser and to make an appointment for both continuing and prospective students is available on the Office of Financial Aid [Information Guides](#) webpage.

Additional Financial Aid Resources Available Online

The [Office of Financial Aid website](#) provides a comprehensive overview of financial aid information, access to services, forms, and videos on a 24/7 basis.

- [Financial Aid TV \(FATV\)](#)—Financial aid videos provide answers to questions 24/7.
- [Financial Literacy Counseling Center](#)—Self-paced video sessions to help students learn about managing finances, credit, and more.
- [Dynamic Forms](#)—Most forms at the Office of Financial Aid are electronic and can be submitted online through the Dynamic Forms platform. This allows students to submit documents 24/7 and without having to visit the campus.
- [Virtual FAFSA Filing Workshop](#)—A video walkthrough for completing the FAFSA, accessible 24/7.
- [Virtual Financial Aid Office](#)—Allows students to visit the Office of Financial Aid remotely without an advisement appointment.

Cost of Attendance

The following cost estimates of the current academic year may help students determine how much assistance they may need. These cost estimates are based on the following assumptions:

- The student is enrolled for full-time study (12 credits) per term.

- The student meets the New York State residency definition for tuition.
- Student enrollment is for nine months, which is the period of time for the fall and spring semesters combined (two terms).

Note that a student's cost of attendance budget can increase or decrease based on enrollment status and other individual circumstances.

STUDENTS LIVING WITH PARENTS

Books and supplies	\$1,364
Transportation (MetroCard)	\$1,122
Lunch	\$1,360
Personal expenses	\$1,776
Housing	\$ 4,660
Loan fees (if applicable)	\$58
Total variable cost	\$10,340 + tuition and fees

STUDENTS LIVING AWAY FROM PARENTS

Books and supplies	\$1,364
Transportation (MetroCard)	\$1,122
Lunch	\$1,360
Personal expense*	\$6,933
Housing	\$13,536
Loan fees (if applicable)	\$58
Total variable cost	\$24,373 + tuition and fees

*Students living away from their parents are assumed to have additional costs, such as paying for food at home and medical expenses in addition to general personal expenses.

Adjustments to a student's cost of attendance budget can be considered by the Office of Financial Aid on a case-by-case basis. Additional information is available on the [Office of Financial Aid website](#).

Financing Your Education—Undergraduate Students

ESTABLISHING ELIGIBILITY—APPLYING FOR AID

Eligibility for federal student financial aid is determined by filing the Free Application for Federal Student Aid (FAFSA). Therefore, it is extremely important that students file their FAFSA accurately and as soon as they plan to attend Brooklyn College. Incorrect information on the FAFSA can cause reduced eligibility or even a total loss of eligibility. Certain federal financial aid programs have a limited allocation from the federal government, so students are encouraged to file early to improve the possibility of being considered for federal supplemental financial assistance. In order for students to receive federal or state student financial aid, they need to meet and maintain certain academic, state, and federal eligibility requirements and academic progress standards.

Students who are **defined as New York State residents** according to the New York State Higher Education Services Corporation (HESC) should also file a New York State Tuition Assistance Program (TAP) application to be considered for New York State financial aid programs.

HOW TO APPLY

The FAFSA is filed electronically through the **Federal Student Aid Portal**. The New York State TAP application is available on the **HESC website**. Additional information regarding application procedures, eligibility requirements, and rights and responsibilities of recipients may be obtained from the **Office of Financial Aid**.

FAFSA VERIFICATION

FAFSA applications may be selected by the U.S. Department of Education for a process called Verification. If your FAFSA record is selected for verification, you will see this information in the comments section of your Student Aid Report (SAR). You will also see To Do List items indicating this process in your CUNYfirst Student Center to complete the process and determine your eligibility. The Office of Financial Aid must compare information from your FAFSA with information you provide on your verification worksheet and with any other documents you are required to submit. If there are differences, the Office of Financial Aid could require additional

documentation and/or your FAFSA information may need to be corrected. You may not receive federal financial aid until all verification requirements are met and the necessary corrections have been processed by the federal processor.

Types of Aid

- Federal/State Grant—money awarded by the federal or state government that you do not need to pay back.
- Loan—money you borrow now and pay back later with interest.
- Work-Study—money you earn by working at an approved Brooklyn College or CUNY Work-Study job site.
- Scholarship—a type of grant awarded by the college or university based on merit and/or financial need.

Grants

i. Federal Pell Grant

Federal Pell Grants are available to eligible matriculated first-degree undergraduate baccalaureate students only. The amount of the award is determined by the student's enrollment status, expected family contribution (EFC), and approved award amount per year, as determined by the U.S. Congress. It can be used to pay for tuition or other education-related expenses if tuition is already paid for by other means. Students can receive the Federal Pell Grant for no more than 12 full-time semesters (approximately six years if enrolled full time or its part-time equivalent). This is called a student's Pell Lifetime Eligibility Usage (LEU). The current maximum annual Pell grant will be \$6,495, or \$3,247.50 per semester. Pell awards are subject to change due to individual EFC and enrollment status.

Year-round Pell: The Federal Pell Grant Program allows eligible students to receive up to 150 percent of their Federal Pell Grant scheduled award provided that they are enrolled in at least six credits in the term that they are receiving more than 100% of the scheduled Pell grant.

ii. Federal Supplemental Educational Opportunity Grant (FSEOG)

Federal Supplemental Educational Opportunity Grants

provide between \$100 and \$4,000 (approximately \$400 on average) to matriculated undergraduate students who demonstrate exceptional need. Amounts can vary, as approved each year by Congress. Eligible students must be enrolled for at least six credits and be eligible to receive at least one qualified Pell disbursement for the 2021–22 academic year. Note that funds for this award are finite and therefore, even if eligibility requirements are met, receipt of an award is not guaranteed.

iii. The Percy Ellis Sutton SEEK Program

Search for Education, Elevation and Knowledge (SEEK) is the legislatively mandated higher education opportunity program of the senior colleges of the City University of New York. It provides special academic, financial, and counseling assistance to students entering college for the first time.

All SEEK students must demonstrate and document financial need prior to entrance into the program. The SEEK program awards financial assistance to economically eligible students to help with such expenses as books and college fees. Prospective students must have:

- a high school diploma as well as a high school average less than that normally required for admission to Brooklyn College (usually around an 80 CAA), or a New York State high school equivalency diploma or its equivalent from another state;
- resided in New York State for at least one year prior to application;
- not previously attended an institution of postsecondary education, except in the case of veterans who are permitted up to 18 credits earned during or prior to their tour of duty in the armed forces; and
- a gross family income in the qualifying range.

iv. The Peter F. Vallone Academic Scholarship

The Peter F. Vallone Scholarship (formerly known as the New York City Council Merit Scholarship) is available to New York City high school graduates who have proven their ability to succeed academically while in high school. Students may receive \$700 per year (\$350 per semester). Funding is determined by the New York City Council, and the scholarship award amount is subject to change based upon an allocation provided each academic year. Once a college has reached its allocation amount, no additional recipients can be awarded.

HOW TO APPLY

There is no separate application for the scholarship. Students are automatically considered for the award when they apply for admission to CUNY.

QUALIFICATION REQUIREMENTS

To qualify, a student must:

- be a U.S. citizen or eligible noncitizen,
- be a resident of New York City,
- graduate from a New York City high school with at least an 80 (B) GPA,
- enroll at a CUNY college as a full-time student within one year of graduating from high school,
- register as a full-time student each semester (except summer) and maintain at least a 3.00 cumulative GPA, and
- attend CUNY before attending any other postsecondary institution.

PURSUIT AND PROGRESS

- You must maintain continuous full-time (12 credits) enrollment within the City University of New York system.
- You must maintain a cumulative GPA of at least 3.00 that is calculated once a year at the end of the spring semester.
- Students pursuing an associate's degree may receive the Peter F. Vallone Academic Scholarship for a maximum of six semesters. Those seeking a bachelor's degree are limited to eight semesters of eligibility.
- The award is not restored once it has been lost.

v. Federal TEACH Grant Program

The Teacher Education Assistance for College and Higher Education (TEACH) Grant is offered only to students who are matriculated in a TEACH Grant–eligible program. To be considered for this federal student financial aid program, you must:

- meet the **basic eligibility criteria for the federal student aid programs**,
- complete the **Free Application for Federal Student Aid** (FAFSA) form,
- be enrolled as an undergraduate, postbaccalaureate at a school that participates in the TEACH Grant Program,
- be enrolled in a TEACH Grant–eligible program,
- meet certain academic achievement requirements (generally, scoring above the 75th percentile on one or more portions of a college admissions test or maintaining a cumulative GPA of at least 3.25),
- receive **TEACH Grant counseling** that explains the terms and conditions of the TEACH Grant service obligation,
- complete counseling each year that you receive a TEACH Grant, and
- sign a TEACH Grant Agreement to Serve.

Students not yet admitted into an approved degree program do not qualify for the TEACH Grant.

The TEACH Grant Agreement to Serve explains the terms and conditions for receiving a TEACH Grant:

- You must serve as a full-time teacher for a total of at least four academic years within eight years after you complete or otherwise cease to be enrolled in the program(s) for which you received TEACH Grant funds.
- You must perform the teaching service as a highly qualified teacher at a low-income school or educational service agency.
- Your teaching service must be in a high-need field.
- You must provide the U.S. Department of Education with documentation of your progress toward completing your service obligation.

- If you do not meet the requirements of your service obligation, all TEACH Grants you received will be converted to **Direct Unsubsidized Loans**. You must repay these loans in full, with interest charged from the date of each TEACH Grant disbursement.

More information about the TEACH grant is available on the **Federal Student Aid website**. For information about eligible programs, contact to the Brooklyn College School of Education.

vi. New York State Tuition Assistance Program (TAP)

This New York State grant is available to qualified undergraduate full-time matriculated students. There are certain degree and progress/pursuit requirements that need to be satisfied in order to qualify.

ELIGIBILITY

To be eligible for TAP, an applicant must:

- be a legal resident of New York State and have resided in New York State for 12 continuous months;
- be a U.S. citizen or eligible noncitizen;
- have graduated from high school in the United States, earned a high school equivalency diploma by passing a Test Assessing Secondary Completion (TASC) formally known as a GED, or passed a federally approved “Ability to Benefit” test as defined by the commissioner of the State Education Department;
- study at an approved postsecondary institution in New York State;
- be matriculated in an approved program of study and be in good academic standing with at least a C average as of the fourth semester payment;
- be enrolled as a full-time student taking 12 or more credits applicable toward the degree program, per semester;
- be charged at least \$200 tuition per year;
- meet income eligibility limitations;

- not be in default on any state or federal student loans and not be in default on any repayment of state awards; and
- be in compliance with the terms of any service condition imposed by a New York State award.

Credit-bearing courses in the student's minimum full-time course load (12 semester hours or the equivalent) must consist of courses applicable to the student's program of study as a general education requirement, major requirement, or elective as described in the Bulletin.

Electives are acceptable when taken in accordance with published degree requirements. A student may take courses not applicable to a degree in a given semester as long as the course work is above the minimum full-time requirement of 12 credits. Undergraduate students may receive up to eight TAP payments for eight semesters; SEEK or approved five-year program students may receive up to 10 TAP payments for 10 semesters.

To receive each TAP payment, students must:

- meet the eligibility requirements outlined above,
- have completed a specific number of credits in the previous TAP semester,
- have accumulated a specific number of credits toward their degree,
- maintain a specific minimum grade point average (GPA),
- have declared a major by the time they complete 60 credits, and
- meet specific academic standards.

Students' academic progress and pursuit requirements will be evaluated depending on when they received their first TAP payment and whether they are in a remedial program.

For New York State financial aid purposes, good academic standing consists of two elements: Satisfactory Academic Progress and pursuit of

program. Satisfactory Academic Progress is a measure of the student's achievement, of earning credits toward a degree or certificate with a specified GPA. Pursuit of program is a measure of the student's effort to complete a program.

In accordance with section 145-2.2 of the Regulations of the Commissioner of Education, each institution participating in New York State student financial aid programs must determine whether a student is in good academic standing based on a standard of Satisfactory Academic Progress comprising a minimum number of credits to be accrued (earned) with a minimum cumulative GPA in each term an award payment is received. The progress standard is presented in chart format (see below).

Current regulations mandate a minimum cumulative C average after a student has received four full-time semester award payments or the equivalent (24 payment points).

Effective for the 2010–11 academic year and thereafter, New York State Education Law requires that a nonremedial student whose first award year is in 2010–11 or thereafter must meet new standards of New York State Satisfactory Academic Progress (SAP). Nonremedial students whose first year was 2007–08 through 2009–10 must meet the SAP requirements enacted in 2006. Those meeting the **definition of “remedial student”** are not subject to the new SAP standards but will use the requirements established in 2006. The law enacted in 2006 mandated minimum standards of Satisfactory Academic Progress for students receiving their first state award in the academic year 2006–07.

First-Time TAP Recipients: 2005–06 and Prior, Nonremedial and Remedial Students

To receive payment number:	1	2	3	4	5	6	7	8	9	10
You must have completed at least this many credits in the previous payment semester:	0	6	6	9	9	12	12	12	12	12
You must have accumulated this many credits toward your degree:	0	0	6	18	31	45	60	75	90	105
You must have a GPA of:	0	0	1.0	1.20	2.00	2.00	2.00	2.00	2.00	2.00

First-Time TAP Recipients: 2007–08 through 2009–10, Plus Remedial Students

To receive payment number:	1	2	3	4	5	6	7	8	9	10
You must have completed at least this many credits in the previous payment semester:	0	6	6	9	9	12	12	12	12	12
You must have accumulated this many credits toward your degree:	0	3	9	21	33	45	60	75	90	105
You must have a GPA of:	0	1.10	1.20	1.30	2.00	2.00	2.00	2.00	2.00	2.00

First-Time TAP Recipients: 2010 and Beyond, Nonremedial Students

To receive payment number:	1	2	3	4	5	6	7	8	9	10
You must have completed at least this many credits in the previous payment semester:	0	6	6	9	9	12	12	12	12	12
You must have accumulated this many credits toward your degree:	0	6	15	27	39	51	66	81	96	111
You must have a GPA of:	0	1.50	1.80	1.80	2.00	2.00	2.00	2.00	2.00	2.00

Students Receiving TAP Who Meet ADA Definitions and Are Enrolled Part Time

Program: Baccalaureate Calendar: Semester 2015–16 and Thereafter (ADA part-time students)

Before being certified for payment number:	1	2	3	4	5	6	7	8	9	10
A student must have accrued at least this many credits:	0	3	9	21	33	45	60	75	90	105
With at least this GPA:	0	1.50	1.80	1.80	2.00	2.00	2.00	2.00	2.00	2.00

ONE-TIME TAP WAIVER

Regulations permit undergraduate students to receive a one-time waiver of the good academic standing requirement as an undergraduate student.

Reasons for granting a waiver may include:

- personal illness involving either hospitalization or extended home confinement;
- illness in the immediate family requiring your absence from classes for an extended period of time;
- emotionally disabling condition that prevented you from attending classes;
- change in working conditions of your job on which you and your family are dependent; and

- military duty, incarceration, or other involvement with agencies of government.

WAIVER OF C-AVERAGE REQUIREMENT

Unlike the good academic standing waiver, it is possible, should circumstances warrant it, for a student to receive more than one C-average waiver. The C-average requirement may be waived for undue hardship based on:

- death of a relative of the student;
- personal injury or illness of the student; or
- other extenuating circumstances

REPEATED COURSES

Repeated courses in which you have already received a passing grade cannot be included in meeting the TAP full-time study requirement unless:

- You repeat a course for additional credit (e.g., certain seminar courses).
- You need to meet a minimum grade requirement for that course. (Check the Brooklyn College [Bulletin](#) or specific department. GPA requirements do not count.)

vii. New York State Excelsior Scholarship

The New York State Excelsior Scholarship, in combination with other student financial aid programs, allows students to attend a SUNY or CUNY college tuition-free (note: fees are not covered by this scholarship).

Recipients of the Excelsior Scholarship may receive up to \$5,500 or actual tuition, whichever is less. The maximum Excelsior Scholarship will be reduced by the amount of certain other student financial aid awards that an applicant has received or will receive for the academic year, including, but not limited to, a New York State Tuition Assistance Program (TAP) award and/or Federal Pell Grant.

A recipient of an Excelsior Scholarship is eligible to receive award payments for not more than two years of full-time undergraduate study in a program leading to an associate's degree or four years of full-time undergraduate study, or five years if the program of study normally requires five years, in a program leading to a bachelor's degree.

Students must live in New York State for the length of time they receive the award. Failure to meet these requirements will result in the conversion of the award to a no-interest loan.

ELIGIBILITY

To be eligible for the New York State Excelsior Scholarship, a student must:

- be a resident of New York State and have resided in New York State for 12 continuous months prior to the beginning of the term;
- be a U.S. citizen or eligible noncitizen;

- have either graduated from high school in the United States, earned a high school equivalency diploma, or passed a federally approved "Ability to Benefit" test, as defined by the commissioner of the State Education Department;
- have a combined household (student and parent) federal adjusted gross income of \$125,000 or less;
- be pursuing an undergraduate degree at a SUNY or CUNY college, including community colleges and the statutory colleges at Cornell University and Alfred University;
- be enrolled in at least 12 credits applicable toward his or her degree program per term and complete at least 30 credits each year (successively);
- if attended college prior to the 2021–22 academic year, have earned at least 30 credits each year (successively), applicable toward his or her degree program prior to applying for an Excelsior Scholarship;
- be in a nondefault status on a student loan made under any New York State or federal education loan program or on the repayment of any New York State award;
- be in compliance with the terms of the service condition(s) imposed by a New York State award that he or she has previously received;
- execute a contract agreeing to reside in New York State for the length of time the award was received, and, if employed during such time, be employed in New York State; and
- apply for the FAFSA, and New York State TAP, every year.

The [Brooklyn College website](#) and the [New York State Higher Education Services Corporation website](#) contain further information.

viii. Other New York State Student Financial Aid Programs

Information on the following scholarships and awards administered by the Higher Education Services Corporation of New York State is available on the [HESC website](#).

- Veterans Tuition Awards

Eligible students are those who are New York State residents discharged under honorable conditions from the U.S. armed forces and who are:

- Vietnam veterans who served in Indochina between February 28, 1961, and May 7, 1975.
 - Persian Gulf veterans who served in the Persian Gulf on or after August 2, 1990.
 - Afghanistan veterans who served in Afghanistan during hostilities on or after September 11, 2001.
 - Veterans of the armed forces of the United States who served in hostilities that occurred after February 28, 1961, as evidenced by receipt of an Armed Forces Expeditionary Medal, Navy Expeditionary Medal, or Marine Corps Expeditionary Medal.
- New York State Memorial Scholarship for Families of Deceased Firefighters, Volunteer Firefighters, Police Officers, Peace Officers and Emergency Medical Service Workers
 - New York State World Trade Center Memorial Scholarships
 - New York State Aid to Native Americans
 - Flight 587 Memorial Scholarships
 - Flight 3407 Memorial Scholarships
 - Military Service Recognition Scholarships
 - New York State Math & Science Teaching Incentive Scholarships
 - New York State Scholarships for Academic Excellence
 - New York State Volunteer Recruitment Service Scholarships
 - New York State Regents Awards for Children of Deceased and Disabled Veterans
 - New York State Science, Technology, Engineering and Mathematics (STEM) Incentive Program

ix. Part-Time Tuition Assistance Program (PTAP)

New York State Education Law presently allows for a Part-time Tuition Assistance Program (PTAP)

award for New York State students. To be eligible for PTAP, students must meet all of the TAP eligibility requirements, have earned 12 or more credits in each of two consecutive semesters for a minimum total of 24 credits, and maintain at least a C average. PTAP allows for partial TAP payment for students taking six to 11 credits.

x. Aid for Part-Time Study (APTS)

This New York State grant is available to qualified undergraduate part-time matriculated students who have resided in the state for at least a year and meet stipulated economic criteria. There are certain degree and progress/pursuit (academic) requirements that need to be satisfied in order to qualify.

APPLICATION REQUIREMENTS

APTS recipients are subject to the same requirements for good academic standing that govern the TAP program (see the TAP charts, above). You must demonstrate program pursuit every semester you receive an APTS award and meet the academic progress standard every two semesters. Failure to meet these requirements will result in the loss of your APTS eligibility.

To be considered for APTS, you must:

- be a legal resident of New York State and have resided in New York State for at least 12 continuous months prior to the start of the term;
- have graduated from a high school in the United States, earned a high school equivalency diploma by passing a Test Assessing Secondary Completion (TASC) formally known as a GED, or passed a federally approved “Ability to Benefit” test as defined by the commissioner of the State Education Department;
- be enrolled as a part-time student;
- be matriculated in an approved program of study in a participating New York State postsecondary institution;
- be in good academic standing;
- be charged at least \$100 tuition per year;
- meet income eligibility limitations;

- not have exhausted Tuition Assistance Program (TAP) eligibility;
- not be in default on a student loan made under any New York State or federal education loan program or repayment of any New York State award; and
- be in compliance with the terms of any service condition imposed by a New York State award.

DEFINITION OF PART TIME FOR APTS

For this APTS, part-time study means being enrolled for at least three but fewer than 12 semester hours per semester.

INCOME LIMITS

Eligibility for an APTS award is based on New York State net taxable income; federal, state, or local pension income; and private pension and annuity income, if applicable, from the preceding calendar year.

- For students who were eligible to be claimed as tax dependents by their parents, family New York State net taxable income may not exceed \$50,550. Family income includes student and parent income.
- For students who were not eligible to be claimed by their parents as tax dependents, their New York State net taxable income (including spouse's income) may not exceed \$34,250. The spouse's income must be included if they were married on or before December 31 of the previous calendar year.
- For students who were not eligible to be claimed by their parents but were eligible to claim tax dependents other than self and/or spouse, their New York State net taxable income (including spouse's income) may not exceed \$50,550. The spouse's income must be included if they were married on or before December 31 of the previous calendar year.

HOW DO I APPLY?

1. Apply for APTS by filing a [FAFSA](#). (Be sure to indicate Brooklyn College as one of your college choices.)
2. [Apply for TAP](#). You must also submit the New York State TAP application in order to be considered for an APTS award.

3. Complete the CUNY supplement form located in [CUNYfirst](#), under Student Center – Finances section – Financial Aid – Supplement Form.

APPLICATION DEADLINE

You must complete the APTS application process before the fourth week of the semester (generally by September 30 for the fall and March 1 for the spring; however, these dates can fluctuate based on university guidance) in order to receive an APTS award.

Federal Work-Study Program (FWS)

The Federal Work-Study Program is a financial aid program that allows students in good academic standing to earn an hourly wage for work performed at approved sites at the college or at public or other nonprofit agencies. Students may work up to 20 hours per week while enrolled for a minimum of six credits in their division of matriculation. Students must have a Federal Work-Study offering on their financial aid package and they must accept the offering before they can initiate the Work-Study hiring and job placement process. Federal Work-Study is a financial aid program with fiscal limitation. This means that the U.S. government provides an allocation of a specific dollar amount to award to students. As a result, not all students who meet the income and eligibility requirements will receive an offering. More information on this program is available through the [Office of Financial Aid](#).

Federal Direct Student Loans

Unlike grants or Work-Study, loans are a type of financial aid that you must pay back with interest. Interest rates for federal direct loans are determined annually and are fixed for the lifetime of the loan. Repayment typically begins six months after your studies have been completed, or if you fail to be enrolled for at least six credits. The amount of the loan you decide to borrow should be determined only after all available grant-aid has been applied for. Federal loans are available only to matriculated students who are enrolled for a minimum of six credits. Federal Direct loans may be forgiven after a period of time if the student is employed in a public service position after graduation. For more information about federal Direct Loans, visit the [Federal Student Aid Portal](#).

i. William D. Ford Direct Loan Program

Federal direct loan programs consist of **low-interest loans** and are available to both undergraduate and graduate students. Each loan also carries a small origination fee, which is deducted from the loan at the time of disbursement. Details about current-year interest rates and fees are available on the **Federal Student Aid website**.

ii. Federal Direct Subsidized Loans

Subsidized loan eligibility is based upon demonstrated financial need as determined when you file your FAFSA. The interest is subsidized (paid) by the federal government until you complete your degree or if you enroll less than half-time. The loan interest rate can vary from year to year as determined annually by Congress; however, the interest rate for a specific year is fixed for the lifetime of the loan. The interest rates are capped to not exceed 8.25% in any given year.

If you are a first-time borrower on or after July 1, 2013, there is a maximum period of time (measured in academic years) over which you can receive Direct Subsidized Loans. It is called Subsidized Usage Limit Applies (SULA). This time limit does not apply to Direct Unsubsidized Loans or Direct PLUS Loans. Students will not be able to receive Direct Subsidized Loans for more than 150% of the published length of their program. This is the “maximum eligibility period” and is determined by the published length of a student’s program. For example, if a student is enrolled in a four-year bachelor’s degree program, the maximum period for which he or she can receive Direct Subsidized Loans is six years (150% of four years). If a student receives Direct Subsidized Loans for one program and then changes to another program, the Direct Subsidized Loans received for the earlier program will generally count toward the student’s new maximum eligibility period. For more information, visit the **Federal Student Aid Portal**.

There are annual and lifetime borrowing limits for the subsidized loan. A complete outline of the borrowing limits is available on the Federal Student Aid Portal and in the chart below.

iii. Federal Direct Unsubsidized Loans

Interest accrues from the time the loan is disbursed. Therefore, unlike the subsidized loan, the unsubsidized loan builds interest while the student is enrolled. To keep interest from accumulating, students can make interest payments while they are enrolled. The loan interest rate can vary from year to year as determined annually by Congress; however, the interest rate for a specific year is fixed for the lifetime of the loan. The interest rates are capped to not exceed 8.25% in any given year. For more information, visit the **Federal Student Aid Portal**.

There are annual and lifetime borrowing limits for the subsidized loan. A complete outline of the borrowing limits is available on the Federal Student Aid Portal and in the chart below.

iv. How Much Can I Borrow?

The annual borrowing maximums for the subsidized and unsubsidized loans are subject to the student’s dependency status as determined when filing the FAFSA and to reduction if the loan amount and all other aid received within the aid year exceed the cost of attendance. The numbers in the chart below only represent the maximum amounts that the federal government permits to be awarded, not what may actually be packaged following a loan request. The reason for this is that for the subsidized loan both financial need and other aid need to be compared to the cost of attendance. For the Unsubsidized loan, financial need is not a factor, but the total amount of aid cannot exceed the cost of attendance and a loan amount may need to be reduced to ensure that total aid awarded does not exceed the cost of attendance. For more information, visit www.studentaid.ed.gov.

Direct Loan Undergraduate Borrowing Chart (from www.studentaid.gov)

Year	Dependent Students (except students whose parents are unable to obtain PLUS Loans)	Independent Students (and dependent students whose parents are unable to obtain PLUS Loans)
First-Year Undergraduate Annual Loan Limit	\$5,500. No more than \$3,500 of this amount may be in subsidized loans.	\$9,500. No more than \$3,500 of this amount may be in subsidized loans.
Second-Year Undergraduate Annual Loan Limit	\$6,500. No more than \$4,500 of this amount may be in subsidized loans.	\$10,500. No more than \$4,500 of this amount may be in subsidized loans.
Third-Year and Beyond Undergraduate Annual Loan Limit	\$7,500. No more than \$5,500 of this amount may be in subsidized loans.	\$12,500. No more than \$5,500 of this amount may be in subsidized loans.
Subsidized and Unsubsidized Aggregate Loan Limit	\$31,000. No more than \$23,000 of this amount may be in subsidized loans.	\$57,500. No more than \$23,000 of this amount may be in subsidized loans.

FEDERAL DIRECT LOAN PRORATION

Federal regulations require that when an undergraduate student is enrolled in a program that is one academic year or more in length, but is in a remaining period of study that is shorter than a full academic year, the loan must be prorated. Students who graduate in the summer session or fall semester will have their loans prorated. The loan proration formula is available on the [Office of Financial Aid website](#).

v. Federal Direct Parent PLUS Loan Program

Parents of dependent undergraduate students may borrow up to the cost of attendance minus any other financial aid resources (grants, scholarships, and other loans) under the PLUS Program. Loans may not exceed the cost of attendance less financial aid.

Applicants for the Parent PLUS loan are required to:

- be the biological or adoptive parent of the student,
- meet all of the basic eligibility criteria for federal student aid (such as being a U.S. citizen or eligible noncitizen, not being in default on a federal loan, etc.), and
- not have an adverse credit history as defined by the U.S. Department of Education (that is, pass a credit check).

Additionally, for the parent to be able to borrow, the student must also:

- complete the Free Application for Federal Student Aid (FAFSA),
- be considered a dependent, based on the FAFSA criteria,
- be matriculated as a degree-seeking undergraduate student,
- be enrolled for at least half time (six or more credits), and
- still have expenses in their cost of attendance not already covered by other financial aid resources.

Unlike the Subsidized and Unsubsidized loans, the Parent PLUS loan does not have an annual or lifetime maximum. The loan is, however (as noted above), limited by the cost of attendance. Dependent undergraduate students whose parent is ineligible for the PLUS loan due to adverse credit history may be eligible to borrow the additional unsubsidized loan amount available to independent undergraduate students.

ORIGINATION FEE

Borrowers are charged an origination fee and an insurance fee, which are deducted from the loan proceeds before disbursement. For more information about Parent PLUS loans, visit the [Federal Student Aid website](#).

vi. Private Educational Alternative Student Loans

These loans are typically sought by nonmatriculated students, international students, students attending less than half time, and students who have reached their federal aggregate or annual loan limits. Alternative loans are credit-based, private education loans facilitated by a nonfederal third-party lender. Students interested in alternative loans may borrow up to the full cost of their education minus all other aid. However, alternative loans generally carry a significantly higher interest rate because it is based upon individual credit score.

vii. Withdrawing

Circumstances may necessitate your withdrawing completely from Brooklyn College for a semester in which you are already registered. Withdrawing from all courses impacts your financial aid differently depending on when the withdrawal is initiated and the type of financial aid you have received. However, in all cases, your financial aid must be recalculated.

RETURN OF TITLE IV FUNDS FORMULA

Federal financial aid (sometimes called “Title IV aid” since it is Title IV of the Higher Education Act of 1965) is recalculated based on the number of days attended, using total federal aid and total institutional charges. The percentage of unearned aid to be returned is equal to the number of days remaining in the semester divided by the number of calendar days in the semester. If you initiate an official complete withdrawal after the 60% point in the semester, you will have earned 100% of the aid you received for that semester. The date of withdrawal is counted as a completed day. Scheduled breaks of more than five consecutive days within a semester are excluded.

If a return of Title IV aid is required, Brooklyn College will return the unearned portion of Title IV financial aid to the federal programs on behalf of the student. Any return of financial aid funds made by the college on behalf of the student will be charged to the student’s account, resulting in a balance that the student will need to pay to the college. Payment for these charges is due on

demand. Please pay the Brooklyn College Bursar’s Office directly for these charges, not the U.S. Department of Education.

If you are one of the few students who are eligible for a post-withdrawal disbursement, you will be sent a letter of notification of your eligibility, which must be returned within 14 days from the date of the notice, or the offer will be rescinded. Students are strongly encouraged to ensure that the mailing address on file with Brooklyn College is always correct.

Title IV funds included under Title IV of the Higher Education Act are Federal Pell Grants, Federal Direct Loans, Federal PLUS Loans, Federal Supplemental Educational Opportunity Grants (FSEOG), Federal Work-Study, and any other type of federal financial aid.

Note that any Pell funds disbursed as a result of a return of Title IV Funds calculation will be added toward your overall Lifetime Eligibility Usage (LEU).

For purposes of complete withdrawal and the Return of Title IV Funds Formula, Federal Work-Study is not considered. However, in all cases of total withdrawal, you cannot continue to work under the Federal Work-Study Program after your date of withdrawal. Also, any students whose enrollment falls below six credits because they drop or withdraw (officially or unofficially) or stop attending classes must stop working immediately. Students are responsible for notifying their site supervisor regarding changes in class schedule/enrollment and the Federal Work-Study staff at the Office of Financial Aid. If you have further questions specifically regarding FWS and the impact of withdrawing, contact the FWS staff at 718.951.5178 or .5816, or [via e-mail](#).

IMPACT ON FINANCIAL AID FROM OFFICIAL WITHDRAWAL

Depending upon the date of withdrawal, certain situations and recalculations of federal aid may apply:

- If the semester has not yet begun and you drop or cancel your registration, any financial aid transmitted to your account will be removed. However, failure to cancel your registration

and failure to attend classes will result in the cancellation of your financial aid, and you will be responsible for tuition and fee charges.

- If you drop all classes prior to the first day to officially withdraw (always check the **academic calendar** for each individual semester for these important dates) you may also be billed for tuition charges for that semester (see the **bursar's tuition liability schedule**).
- If you officially withdraw before the 60% point of the semester has lapsed, the Office of Financial Aid will recalculate your Title IV aid based on the Federal Return of Title IV Funds Formula. You will be responsible for any balance due to the college for that term. In addition, depending on your college entry date, there is a possibility that you may not qualify for federal or state aid in future semesters. See Satisfactory Academic Progress, below.
- If you officially process a withdrawal form after the 60% point of the semester, you will not be required to return any Title IV aid you received for the semester up to the point of withdrawal. Note that any disbursed Pell funds will be added toward your overall Lifetime Eligibility Usage (LEU).
- Federal Direct Loans will be subject to a Return of Title IV Funds calculation for the current semester. However, if funds have not yet been disbursed for the current and future semesters within the same academic year, the college will cancel your loan. Also, if your enrollment status drops to less than half time (six credits), your loan will be cancelled.
- If you have an outstanding balance on a Perkins and/or Federal Direct Loan, the date on which you drop to less than half time is the date used for the start of your grace period; you will go into repayment as soon as six months afterward. Let your lender(s) know when you drop to less than half time.
- If you withdraw or drop to less than half-time, you must complete an Exit Counseling for your Federal Direct Loan, which will go into repayment six months after you are less than half time.

IMPACT ON FINANCIAL AID FROM UNOFFICIAL WITHDRAWAL

If you stop attending classes and do not initiate an official withdrawal, you will incur significant financial aid penalties, including full or partial cancellation of the financial aid you received for the semester. Therefore, it is critical that you initiate an official withdrawal prior to the end of the semester and that you keep your personal information current with Brooklyn College.

- Federal Direct Loans will be subject to a Return of Title IV Funds calculation for the current semester. However, if funds have not yet been disbursed for the current and future semesters within the same academic year, your loan will be cancelled by the college. Also, if your enrollment status drops to less than half time (six credits), your loan will be cancelled.
- Courses attempted prior to withdrawal from Brooklyn College will count in the calculation of Satisfactory Academic Progress (SAP). SAP is calculated annually and is checked when you reapply for financial aid. You could be denied future aid if you do not meet the standards of SAP.
- If you have an outstanding balance on a Perkins and/or Federal Direct loan, the date on which you drop to less than half time is the date used for the start of your grace period; you will go into repayment as soon as six months afterward. Let your lender(s) know when you drop to less than half time.
- If you withdraw or drop to less than half time, you must complete an Exit Counseling for your Federal Direct loan, which will go into repayment six months after you are less than half time.

WITHDRAWAL NEVER ATTENDED

A WN grade (withdrew never attended) is given to students who never began attendance in a course. Students will be considered not to have earned any Title IV aid for any course that has a WN grade. Any aid awarded on the basis of attending that course will be cancelled and students will be liable for the tuition.

WITHDRAWAL DROP

A WD is assigned for officially dropping a course during the add/drop period but after the seventh day

of the semester. If a student drops or withdraws from all classes, a Return of Federal (Title IV) Funds (R2T4) calculation will be performed.

If a Return of Title IV Funds calculation is required, Brooklyn College will return the unearned portion of Title IV financial aid funds to the federal program(s) on behalf of the student. Any return of financial aid funds made by the college on behalf of the student will be charged to the student's account resulting in a balance that the student will need to pay to the college. Payment for these charges is due on demand.

viii. Federal Satisfactory Academic Progress (SAP) Standards for Federal (Title IV) Financial Aid

Students must meet the qualitative and quantitative Satisfactory Academic Progress (SAP) standards, as defined by the U.S. Department of Education and Brooklyn College, in order to remain eligible for federal financial aid.

Federal aid programs governed by these regulations are:

- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Federal TEACH Grant
- Federal Work-Study (FWS)
- Federal Direct Subsidized, Unsubsidized loans
- Federal Direct Parent Loan for Undergraduate Students (PLUS)
- All other Title IV aid programs

DEFINITION OF SAP

SAP is defined in three components:

- Qualitative Standard:
 - Grade Point Average (GPA)
- Quantitative Standard:
 - Pace of Progression
 - Maximum Time Frame

Qualitative Standard

Undergraduate students must achieve the following GPAs:

- 1–12 credits: 1.50
- 13–24 credits: 1.75
- 25 or more credits: 2.00

The regulations also stipulate that, if enrolled in an educational program of more than two academic years, a student must have a GPA of at least 2.00 or the equivalent at the end of the second academic year. This means that a student must maintain a minimum 2.00 GPA after being at the school for four semesters or six quarters without regard to enrollment status and superseding the above requirements.

Quantitative Standard—Pace of Progression

For baccalaureate programs, accumulated (or earned) credits must be equal to or greater than a certain percentage of the total credits attempted. For more information on this standard, visit the [Brooklyn College financial aid website](#).

Quantitative Standard—Maximum Time Frame

Students may not attempt more than 150% of the credits normally required for completion of their degree program. Therefore, for a 120-credit program you could attempt a maximum of 180 credits. Beyond that credit amount will cause a failure to meet SAP.

DETERMINATION OF CUMULATIVE ATTEMPTED CREDITS AND CUMULATIVE EARNED CREDITS

Attempted credits, as defined in this section, pertain to the courses and credits that must be included to calculate pace of progression and maximum time frame. The accumulation of attempted credits usually reflects the semester course enrollment maintained in a student's permanent record at the college and will usually reflect a student's enrollment as of the last day to add a class (also called the Form A date). Accumulated credits should reflect credits that the student has earned toward the completion of the degree program in which the student is enrolled.

In applying the Federal (Title IV) SAP standard, the college must address how the following types of courses, situations, and procedures may affect a student's GPA and pace of progression:

WITHDRAWALS

Since the last date to add a class (also called the Form A date) usually reflects a student's course load for the term, net of program adjustments, withdrawals as part of the program adjustment period (i.e., "drops") will not be included as cumulative attempted credits. Withdrawals that are recorded on a student's permanent record will be included as cumulative attempted credits and will have an adverse effect on the student's ability to meet the pace of progression standard.

Note: Retroactive "nonpunitive" administrative withdrawal activity may result in the requirement for the student to repay any assistance received as a result of the student's enrollment at the time of receipt of the student assistance funds.

INCOMPLETE GRADES

Courses with incomplete grades are included as cumulative attempted credits. However, these courses cannot be used as credits accumulated toward the degree because successful completion is the criterion for positive credit accumulation (i.e., earning the credit). If the student fails to meet the pace of progression standard due to a lack of successful completion grades for incomplete courses, the recording of successful completion grades within a term that brings the accumulated credit level to the appropriate standard will restore eligibility for the term and subsequent terms within the academic year.

REPEATED COURSES

Successfully completed courses can generally be accepted toward degree requirements once. However, each time a student attempts a course, even if that course is part of a forgiveness or amnesty policy whereby credits attempted and grades earned in prior semesters are excluded from the GPA, it must be included as part of the cumulative attempted credit record for the measuring of pace of progression. Therefore, repeated courses, regardless of the prior grade,

reduce a student's capacity to meet the pace of progression standard.

Note: The revised regulations allow students to receive Title IV aid for one-time repeat of a previously passed course as long as the student is again receiving credit for the course. Should the student subsequently fail the course, any additional attempt of that course cannot be included in the student's enrollment status for federal (Title IV) assistance. There is no regulatory limit on the number of times a student may be paid to retake a failed course, unless the student has also previously passed that course.

Transfer of Credit

Transfer students from colleges inside and outside of CUNY shall have their pace of progression status initialized for purposes of Satisfactory Academic Progress measurement by using the number of credits determined to be acceptable toward the degree as both cumulative attempted credits and cumulative earned credits.

Treatment of Nonstandard Situations

READMITTED STUDENTS. A student not making SAP cannot re-establish eligibility for Title IV program assistance by re-enrolling after a one-year or longer period of non-enrollment. Upon readmission after any period of non-enrollment, the student's Title IV progress standing must be re-evaluated for SAP under the standard as the record stood at the end of his or her last term of attendance. If the student has taken any action during the period of non-enrollment that would bring him or her into compliance with the progress standard (e.g., successfully completing transferable courses at another institution during the period of absence), this should also be factored into the reassessment. If the readmitted student has not taken any such action, or if the action taken is not sufficient to bring the student back into compliance with the progress standard, the student remains on financial aid suspension and must file a successful appeal to re-establish eligibility.

SECOND-DEGREE STUDENTS. A student enrolling for a second baccalaureate shall have his or her pace of progression status initialized for purposes of Satisfactory Academic Progress measurement by using the number of credits determined to be acceptable toward the degree as both the student's cumulative attempted credits and cumulative earned credits.

CHANGE OF MAJOR. Students who change majors within the same degree or certificate program must complete the degree within the maximum time frame, unless the college has allowed for such changes by establishing various time frames for different programs leading to the degree or by individually re-evaluating the time frame for these students.

CHANGE OF DEGREE. If a student changes his or her objective and begins pursuing a different degree or certificate, the college may make the student subject to the maximum time frame it establishes for the new objective without regard to time spent pursuing the previous degree or certificate. The college also has the flexibility to develop a policy that is more restrictive and limits the student to an overall time frame for the completion of his or her studies.

Additional Federal SAP Requirements

The following points are required by the U.S. Department of Education and have been implemented since the 2011–12 academic year:

- Students' records are reviewed annually at the end of each academic year. A student who is found to be deficient in one or more components as defined above is ineligible for any future financial aid immediately. No tolerance is permitted. A student who is ineligible has the right to appeal in order to regain eligibility if there are extenuating circumstances that contributed to the deficiency.
- First-year students must earn a minimum of a 1.50 GPA within their first 12 credits and a 1.75 by their 24th. Continuing students at 25 or more credits must earn a minimum of a 2.00 GPA.

Satisfactory Academic Progress (SAP) Appeal

The Office of Financial Aid has established an appeal process for suspension of financial aid related to Satisfactory Academic Progress. All students failing SAP will be notified of their SAP status. Students who have failed to meet the requirements and wish to submit an appeal must complete the Satisfactory Academic Progress Appeal Form, which can be found on the [Office of Financial Aid website](#). Any student who wishes to appeal the suspension of financial aid should read the following instructions.

PROCEDURE. The process for submitting a financial aid federal Satisfactory Academic Progress appeal is outlined on the [Brooklyn College financial aid website](#).

GUIDELINES. Be specific when explaining your circumstances. Lack of information or documentation may result in a denial of your appeal. If health problems played a role in your circumstances, attach supporting documentation from a physician or counselor. Appeals are considered only for extenuating situations that can be documented. Students who appeal will have their appeal considered for the following reasons:

- serious physical or mental illness of the student,
- serious physical or mental illness of a member of the student's immediate family,
- death of a member of the student's immediate family, or
- other documentable extreme circumstances.

The circumstance must have occurred during the time the student struggled academically. All appeals must have documentation of the circumstances claimed in the appeal. Approved appeals can result in no more than one term of financial aid eligibility. Students whose appeals are approved are granted one term of financial aid probation. For continued eligibility, students must resolve all SAP deficiencies and/or meet the terms of their academic plan during the period of probation. Students who cannot mathematically resolve all deficiencies within one term and/

or who fail to meet the terms of their academic plan will once again become ineligible for federal financial aid.

There is no limit to the number of times a student may follow the financial aid appeals procedure. Although a student may file only one appeal per payment period (semester), additional appeals to extend financial aid probation to subsequent semesters must vary in nature from the originally appealed and approved appeal reason, or show cause as to how it may still remain relevant.

As in the original appeal, the student would indicate the mitigating circumstances, the reasons why SAP was not achieved, and what has ensured or will ensure that the student will be able to meet SAP at the next evaluation via an academic plan.

Re-Establishing Eligibility

Other than having eligibility restored through filing a successful appeal, a student on financial aid suspension may regain eligibility by taking action that brings the student into compliance with the appropriate progress standard. The mere passage of time is insufficient to restore Federal Student Aid (Title IV) eligibility to a student who has lost eligibility due to not meeting the SAP standard. Therefore, students may not re-establish eligibility solely by leaving the college for at least one year because this action, by itself, would not bring the student into compliance for federal SAP.

Students who choose to remain enrolled without receiving federal student financial aid may request a review of their academic record after any term in which they were on financial aid suspension to determine if they were able to re-attain appropriate standard.

Unusual Enrollment History (UEH)

The U.S. Department of Education utilizes the Unusual Enrollment History (UEH) Flag to the Institutional Student Information Record (ISIR), which is a record of the FAFSA that the college receives (electronically). The purpose of the UEH Flag is to identify instances of potential fraud and abuse of federal student aid programs. For example: students enrolling only to receive a financial aid

refund and then ceasing enrollment thereafter.

While some students have legitimate reasons for unusual enrollment histories, other students may enroll in a postsecondary school long enough to receive credit balance payments, leave the institution, and repeat the process at other schools. For this reason, the institution is responsible for reviewing the student's federal student aid payment history and for collecting all academic transcripts in order to validate that the student has earned credit. The periods that are reviewed are the four most recent academic years.

ix. Determining Federal (Title IV) Aid Eligibility

Brooklyn College has established policies and procedures to determine whether the documentation obtained supports the student's explanation and demonstrates that the student did not enroll only to receive a Title IV credit balance payment. Brooklyn College must document its decision in the student's file, and the student cannot appeal the decision to the department.

Eligibility Approved

If the documentation supports an assertion that the student did not enroll in multiple schools/programs solely to obtain the credit balance payment or in certain cases depending on the type of UEH Flag on the ISIR the student has received a payment of Pell or Direct Loan aid in the prior four academic years at Brooklyn College, then the student is eligible for additional Title IV funds. Brooklyn College must document its determination in the student's file and process the student's Title IV aid accordingly.

Eligibility Denied

The student loses eligibility for all federal (Title IV) aid if both of the following are true: the student did not earn academic credit at one or more of the prior schools, *and*, after reviewing a student's submitted UEH Appeal, Brooklyn College determines that the documentation fails to disprove that the student enrolled in multiple programs solely to obtain the credit balance payment.

Brooklyn College will document its determination in the student's file and provide the student with an

opportunity to question and appeal the decision. The Brooklyn College Office of Financial Aid will also provide students with information about regaining eligibility.

Reinstatement of Eligibility

All students who have lost eligibility for all federal (Title IV) aid and would like to appeal for reinstatement must schedule an appointment with their assigned financial aid adviser.

Note: The U.S. Department of Education indicates that it expects the school's policies to require that the student complete academic credit as at least a part of the basis for a UEH appeal and potential reinstatement of federal (Title IV) aid. When a student regains eligibility under these provisions, eligibility for Pell Grant and campus-based aid begins in the payment period during which the student regained that eligibility. For Direct Loans, eligibility begins with the period of enrollment during which the student regained eligibility.

x. COVID-19 Pandemic and National Emergency Declaration

The country has been impacted by the novel coronavirus, SARS-CoV-2, since March 13, 2020, when the U.S. government declared a national emergency. As a result, certain allowances have been made for SAP, certain verification requirements, R2T4, and other areas. If you were impacted by COVID-19 and had a significant change in your financial situation, schedule an appointment with a financial aid adviser to discuss what options may be available to you. Additionally, [New York State's HESC](#) and the [U.S. Department of Education](#) continue to provide new policy and regulatory updates.

Financing Your Education—Graduate Students

ESTABLISHING ELIGIBILITY—APPLYING FOR AID

Eligibility for federal student financial aid is determined by filing the Free Application for Federal Student Aid (FAFSA). Therefore, it is extremely important that students file their FAFSA accurately and as soon as they plan to

attend Brooklyn College. Incorrect information on the FAFSA can cause reduced eligibility or even a total loss of eligibility. Certain federal financial aid programs have a limited allocation from the federal government and so students are encouraged to file early to improve the possibility of being considered for federal supplemental financial assistance.

The FAFSA is filed electronically through the [Federal Student Aid Portal](#). Additional information regarding application procedures, eligibility requirements, and rights and responsibilities of recipients may be obtained from the [Office of Financial Aid website](#).

FAFSA VERIFICATION

FAFSA applications may be selected by the U.S. Department of Education for a process called Verification. If your FAFSA record is selected for verification, you will see this information in the comments section of your Student Aid Report (SAR). You will also see To Do List items indicating this process in your CUNYfirst Student Center to complete the process and determine your eligibility. The Financial Aid Office must compare information from your FAFSA with information you provide on your verification worksheet and with any other documents you are required to submit. If there are differences, the Office of Financial Aid could require additional documentation and/or your FAFSA information may need to be corrected. You may not receive federal financial aid until all verification requirements are met and the necessary corrections have been processed by the federal processor.

Types of Aid

- Federal/State Grant—money awarded by the federal or state governments that you do not need to pay back.
- Loan—money you borrow now and pay back later with interest.
- Work-Study—money you earn by working at an approved Brooklyn College or CUNY Work-Study job site.

- Scholarship—a type of grant awarded by the college or university based on merit and/or financial need.

Grants/Work-Study

i. Federal TEACH Grant Program

The Teacher Education Assistance for College and Higher Education (TEACH) Grant is offered only to students who are matriculated in a TEACH Grant–eligible program. To be considered for this federal student financial aid program, you must:

- meet the [basic eligibility criteria for the federal student aid programs](#),
- complete the [Free Application for Federal Student Aid \(FAFSA\) form](#),
- be enrolled as an undergraduate, postbaccalaureate at a school that participates in the TEACH Grant Program,
- be enrolled in a TEACH Grant–eligible program,
- meet certain academic achievement requirements (generally, scoring above the 75th percentile on one or more portions of a college admissions test or maintaining a cumulative GPA of at least 3.25),
- receive [TEACH Grant counseling](#) that explains the terms and conditions of the TEACH Grant [service obligation](#),
- complete counseling each year that you receive a TEACH Grant, and
- sign a TEACH Grant Agreement to Serve.

Students not yet admitted into an approved degree program do not qualify for the TEACH Grant.

The TEACH Grant Agreement to Serve explains the terms and conditions for receiving a TEACH Grant:

- You must serve as a full-time teacher for a total of at least four academic years within eight years after you complete or otherwise cease to be enrolled in the program(s) for which you received TEACH Grant funds.
- You must perform the teaching service as a highly qualified teacher at a low-income school or educational service agency.

- Your teaching service must be in a high-need field.
- You must provide the U.S. Department of Education with documentation of your progress toward completing your service obligation.
- If you do not meet the requirements of your service obligation, all TEACH Grants you received will be converted to Direct Unsubsidized Loans. You must repay these loans in full, with interest charged from the date of each TEACH Grant disbursement.

More information about the TEACH grant is available on the [Federal Student Aid website](#). For information about eligible programs, contact to the Brooklyn College School of Education.

ii. Federal Work-Study Program (FWS)

The Federal Work-Study Program is a financial aid program that allows students in good academic standing to earn an hourly wage for work performed at approved sites at the college or at public or other nonprofit agencies. Students may work up to 20 hours per week while enrolled for a minimum of six credits in their division of matriculation. Students must have a Federal Work-Study offering on their financial aid package and they must accept the offering before they can initiate the Work-Study hiring and job placement process. Federal Work-Study is a financial aid program with fiscal limitation. This means that the U.S. government provides an allocation of a specific dollar amount to award to students. As a result, not all students who meet the income and eligibility requirements will receive an offering. More information on this program is available through the [Office of Financial Aid](#).

Federal Direct Student Loans

Unlike grants or Work-Study, loans are a type of financial aid that you must pay back with interest. Interest rates for federal direct loans are determined annually and are fixed for the lifetime of the loan. Repayment typically begins six months after your studies have been completed, or if you fail to be enrolled for at least six credits. The amount of the loan you decide to borrow should be determined only after

all available grant-aid has been applied for. Federal loans are available only to matriculated students who are enrolled for a minimum of six credits. Federal Direct loans may be forgiven after a period of time if the student is employed in a public service position after graduation. For more information about federal Direct Loans, visit the [Federal Student Aid Portal](#).

i. William D. Ford Direct Loan Program

Federal direct loan programs consist of **low-interest loans**. Each loan also carries a small origination fee, which is deducted from the loan at the time of disbursement. Details about current-year interest rates and fees are available on the [Federal Student Aid website](#).

ii. Federal Direct Unsubsidized Loans

Interest accrues from the time the loan is disbursed. Therefore, the unsubsidized loan builds interest while the student is enrolled. To keep interest from accumulating, students can make interest payments while they are enrolled. The loan interest rate can vary from year to year as determined annually by Congress; however, the interest rate for a specific year is fixed for the lifetime of the loan. The interest rates are capped to not exceed 8.25% in any given year. For more information, visit the [Federal Student Aid Portal](#).

There are annual and lifetime borrowing limits for the subsidized loan. A complete outline of the borrowing limits is available on the [Federal Student Aid Portal](#) and in the chart below.

HOW MUCH CAN I BORROW?

The annual borrowing maximum for the unsubsidized loan (and/or Graduate PLUS loan) may be subject to reduction if the loan amount and all other aid received within the aid year exceed the cost of attendance. The numbers in the chart below represent only the maximum amounts that the federal government permits to be awarded, not what may actually be packaged following a loan request. The reason for this is that the unsubsidized loan, for which financial need is not a factor, when combined with other aid cannot exceed the cost of attendance. Therefore, a requested loan amount may need to be reduced to ensure that total aid awarded does not exceed the cost of attendance. For more information, visit www.studentaid.ed.gov.

AGGREGATE GRADUATE LOAN LIMIT

The aggregate or lifetime limit for graduate and professional student borrowing is \$138,500 (no more than \$65,500 of which can be subsidized), including any Federal Direct Loans received for undergraduate study.

Graduate Federal Direct Unsubsidized Loan Borrowing Chart (from www.studentaid.gov)

Year	Independent Students (all graduate and professional degree students are considered independent)
Graduate or Professional Student Annual Loan Limit	\$20,500 (unsubsidized only)
Unsubsidized Aggregate Loan Limit	\$138,500 for graduate or professional students. No more than \$65,500 of this amount may be in subsidized loans. The graduate aggregate limit includes all federal loans received for undergraduate study.

iii. Federal Direct Graduate PLUS Loan Program

Graduate students may borrow up to the cost of attendance less any other financial aid resources (including the unsubsidized loan) under the Graduate PLUS Program.

Applicants for the Graduate PLUS loan are required to:

- complete the Free Application for Federal Student Aid (FAFSA);
- borrow the maximum amount of the unsubsidized loan for which they are eligible, which is generally the full \$20,500;
- not have an adverse credit history as defined by the U.S. Department of Education (i.e., pass a credit check);
- be matriculated in a degree-granting graduate program or a federal aid-eligible graduate advanced certificate program;
- be enrolled at least half time (6 credits); and
- still have expenses in their cost of attendance not already covered by other financial aid resources,

OPTIONS FOR STUDENTS WITH AN ADVERSE CREDIT HISTORY

Students who have no adverse credit history as defined by the U.S. Department of Education may be eligible. There is no aggregate limit for the Graduate PLUS loan.

Students with an adverse credit history as defined by the U.S. Department of Education will not be eligible for the Graduate PLUS loan unless they:

- A) Obtain an endorser who does not have an adverse credit history (an endorser is someone who agrees to repay the Graduate PLUS loan if the student does not repay it), or
- B) Appeal by documenting to the satisfaction of the U.S. Department of Education that there are **extenuating circumstances relating to the student's adverse credit history**.

With either option A or B, students must also complete credit counseling for PLUS loan borrowers to be eligible for a loan disbursement.

More information about the definition of **adverse credit history** and the appeal process is available on the **Federal Student Aid website**.

ORIGINATION FEE

Borrowers are charged an origination fee and an insurance fee, which are deducted from the loan proceeds before disbursement. For more information, visit StudentAid.ed.gov.

iv. Elimination of Graduate Subsidized Loans

Since July 1, 2012 the graduate Federal Direct Loan program has become entirely unsubsidized, which means that the borrowed amount accrues interest while the student is in school. The annual and aggregate borrowing limits have not changed (the maximum amount a student can borrow in the Federal Direct Loan program will remain at \$20,500 per academic year), and all students are evaluated for loan eligibility when they apply.

v. Federal Direct Loan Proration

Federal Direct loans for graduate or professional study (Unsubsidized and Graduate PLUS) are not subject to proration.

vi. Private Educational Alternative Student Loans

These loans are typically sought by nonmatriculated students, international students, students attending less than half time, and students who have reached their federal aggregate or annual loan limits. Alternative loans are credit-based, private education loans facilitated by a nonfederal third-party lender. Students interested in alternative loans may borrow up to the full cost of their education minus all other aid. However, alternative loans generally carry a significantly higher interest rate because it is based upon individual credit score.

vii. City University of New York Programs

GRADUATE ASSISTANTSHIPS

A small number of graduate assistantships are available primarily in departments awarding M.F.A. degrees, awarded to graduate students on the basis of academic qualifications. The duties of graduate assistants may include teaching, research, laboratory work, graduate program administration, and similar assignments as specified by the academic department. Students should contact their graduate deputy about such assistantships.

FELLOWSHIPS

As a graduate fellow, a student teaches, does research, or engages in other related activities. Limited fellowship funds are available for master's students. Some appointments are made possible by college funds, others by research grants from outside agencies. Inquiry should be made to the department of program study or the Office of Scholarships.

There are also external fellowship opportunities for support both during the course of study and following completion of the degree or advanced certificate. Such programs include the Fulbright Scholars Program. Information on external fellowship opportunities is available in the Office of Research and Sponsored Programs, 2158 Boylan Hall, 718.951.5622, and the [Office of Scholarships](#), 213 West Quad Center.

INTERNSHIPS

Internships are opportunities to learn valuable skills, make professional contacts, and gain real-world work experience. Increasingly, internships lead directly to employment. Brooklyn College may provide stipends to support students during their internships. Students may meet with an internship counselor to discuss appropriate internship placements. For more information, contact the [Magner Career Center](#), 1303 James Hall, 718.951.5774, or visit the [BC WebCentral portal](#).

CUNYCAP: A GRADUATE INTERNSHIP PROGRAM

The City University of New York Counseling Assistantship Program (CUNYCAP) aims to provide graduate students who have CUNY undergraduate degrees with the opportunity to intern in college offices. The program includes more than 200 students CUNY-wide. At Brooklyn College, CUNYCAPs work in such offices as Admissions, Undergraduate Studies, Student Development, Athletics, and Student Affairs. Students receive at least \$10 per hour for up to 20 hours per week and six credits of in-state CUNY tuition. The experience acquired from working within administrative offices is invaluable. The networking and support help students both academically and professionally. For an application or further information, contact the Office of the Vice President for Student Affairs, 2113 Boylan Hall, or the CUNY Central Office, 212.290.5709.

viii. Withdrawing

Circumstances may necessitate your withdrawing completely from Brooklyn College for a semester in which you are already registered. Withdrawing from all courses impacts your financial aid differently depending on when the withdrawal is initiated and the type of financial aid you have received. However, in all cases, your financial aid must be recalculated.

RETURN OF TITLE IV FUNDS FORMULA

Federal financial aid (sometimes called "Title IV aid" since it is Title IV of the Higher Education Act of 1965) is recalculated based on the number of days attended, using total federal aid and total institutional charges. The percentage of unearned aid to be returned is equal to the number of days remaining in the semester divided by the number of calendar days in the semester. If you initiate an official complete withdrawal after the 60% point in the semester, you will have earned 100% of the aid you received for that semester. The date of withdrawal is counted as a completed day. Scheduled breaks of more than five consecutive days within a semester are excluded.

If a return of Title IV aid is required, Brooklyn College will return the unearned portion of Title IV financial aid to the federal programs on behalf of the student. Any return of financial aid funds made by the college on behalf of the student will be charged to the student's account, resulting in a balance that the student will need to pay to the college. Payment for these charges is due on demand. Please pay the Brooklyn College Bursar's Office directly for these charges, not the U.S. Department of Education.

If you are one of the few students who are eligible for a post-withdrawal disbursement, you will be sent a letter of notification of your eligibility, which must be returned within 14 days from the date of the notice, or the offer will be rescinded. Students are strongly encouraged to ensure that the mailing address on file with Brooklyn College is always correct.

Title IV funds included under Title IV of the Higher Education Act are Federal Pell Grants, Federal Direct Loans, Federal PLUS Loans, Federal Supplemental

Educational Opportunity Grants (FSEOG), Federal Work-Study, and any other type of federal financial aid.

Note that any Pell funds disbursed as a result of a return of Title IV Funds calculation will be added toward your overall Lifetime Eligibility Usage (LEU).

For purposes of complete withdrawal and the Return of Title IV Funds Formula, Federal Work-Study is not considered. However, in all cases of total withdrawal, you cannot continue to work under the Federal Work-Study Program after your date of withdrawal. Also, any students whose enrollment falls below six credits because they drop or withdraw (officially or unofficially) or stop attending classes must stop working immediately. Students are responsible for notifying their site supervisor regarding changes in class schedule/enrollment and the Federal Work-Study staff at the Office of Financial Aid. If you have further questions specifically regarding FWS and the impact of withdrawing, contact the FWS staff at 718.951.5178 or .5816, or [via e-mail](#).

IMPACT ON FINANCIAL AID FROM OFFICIAL WITHDRAWAL

Depending upon the date of withdrawal, certain situations and recalculations of federal aid may apply:

- If the semester has not yet begun and you drop or cancel your registration, any financial aid transmitted to your account will be removed. However, failure to cancel your registration and failure to attend classes will result in the cancellation of your financial aid, and you will be responsible for tuition and fee charges.
- If you drop all classes prior to the first day to officially withdraw (always check the [academic calendar](#) for each individual semester for these important dates) you may also be billed for tuition charges for that semester (see the [bursar's tuition liability schedule](#)).
- If you officially withdraw before the 60% point of the semester has lapsed, the Office of Financial Aid will recalculate your Title IV aid based on the Federal Return of Title IV Funds Formula. You will be responsible for any balance

due to the college for that term. In addition, depending on your college entry date, there is a possibility that you may not qualify for federal or state aid in future semesters. See Satisfactory Academic Progress, below.

- If you officially process a withdrawal form after the 60% point of the semester, you will not be required to return any Title IV aid you received for the semester up to the point of withdrawal. Note that any disbursed Pell funds will be added toward your overall Lifetime Eligibility Usage (LEU).
- Federal Direct Loans will be subject to a Return of Title IV Funds calculation for the current semester. However, if funds have not yet been disbursed for the current and future semesters within the same academic year, the college will cancel your loan. Also, if your enrollment status drops to less than half time (six credits), your loan will be cancelled.
- If you have an outstanding balance on a Perkins and/or Federal Direct Loan, the date on which you drop to less than half time is the date used for the start of your grace period; you will go into repayment as soon as six months afterward. Let your lender(s) know when you drop to less than half time.
- If you withdraw or drop to less than half time, you must complete an Exit Counseling for your Federal Direct Loan, which will go into repayment six months after you are less than half time.

IMPACT ON FINANCIAL AID FROM UNOFFICIAL WITHDRAWAL

If you stop attending classes and do not initiate an official withdrawal, you will incur significant financial aid penalties, including full or partial cancellation of the financial aid you received for the semester. Therefore, it is critical that you initiate an official withdrawal prior to the end of the semester and that you keep your personal information current with Brooklyn College.

- Federal Direct Loans will be subject to a Return of Title IV Funds calculation for the current semester. However, if funds have not yet been disbursed for the current and future semesters

within the same academic year, your loan will be cancelled by the college. Also, if your enrollment status drops to less than half time (six credits), your loan will be cancelled.

- Courses attempted prior to withdrawal from Brooklyn College will count in the calculation of Satisfactory Academic Progress (SAP). SAP is calculated annually and is checked when you reapply for financial aid. You could be denied future aid if you do not meet the standards of SAP.
- If you have an outstanding balance on a Perkins and/or Federal Direct loan, the date on which you drop to less than half time is the date used for the start of your grace period; you will go into repayment as soon as six months afterward. Let your lender(s) know when you drop to less than half time.
- If you withdraw or drop to less than half time, you must complete an Exit Counseling for your Federal Direct loan, which will go into repayment six months after you are less than half time.

WITHDRAWAL NEVER ATTENDED

A WN grade (withdrew never attended) is given to students who never began attendance in a course. Students will be considered not to have earned any Title IV aid for any course that has a WN grade. Any aid awarded on the basis of attending that course will be cancelled and students will be liable for the tuition.

WITHDRAWAL DROP

A WD is assigned for officially dropping a course during the add/drop period but after the seventh day of the semester. If a student drops or withdraws from all classes, a Return of Federal (Title IV) Funds (R2T4) calculation will be performed.

If a Return of Title IV Funds calculation is required, Brooklyn College will return the unearned portion of Title IV financial aid funds to the federal program(s) on behalf of the student. Any return of financial aid funds made by the college on behalf of the student will be charged to the student's account resulting in a balance that the student will need to pay to the college. Payment for these charges is due on demand.

ix. Federal Satisfactory Academic Progress (SAP) Standards for Federal (Title IV) Financial Aid

Students must meet the qualitative and quantitative Satisfactory Academic Progress (SAP) standards, as defined by the U.S. Department of Education and Brooklyn College, in order to remain eligible for federal financial aid.

Federal aid graduate programs governed by these regulations are:

- Federal TEACH Grant
- Federal Direct Unsubsidized Loan
- Federal Direct Graduate PLUS Loan
- Federal Work-Study (FWS)
- All other Title IV aid programs

Definition of SAP

SAP is defined in three components:

- Qualitative Standard:
 - Grade Point Average (GPA)
- Quantitative Standard:
 - Pace of Progression
 - Maximum Time Frame

QUALITATIVE STANDARD. Graduate students must achieve and maintain a grade point average of at least 3.00.

QUANTITATIVE STANDARD—PACE OF PROGRESSION.

Graduate students accumulate credits toward the degree greater than or equal to two-thirds of the cumulative credits attempted at the institution.

QUANTITATIVE STANDARD—MAXIMUM TIME FRAME.

Graduate students may not attempt more than 150 percent of the credits normally required for completion of the degree.

Determination of Cumulative Attempted Credits and Cumulative Earned Credits

Attempted credits, as defined in this section, pertain to the courses and credits that must be included to calculate pace of progression and maximum time frame. The accumulation of attempted credits usually reflects the semester course enrollment maintained in a student's permanent record at

the college and will usually reflect a student's enrollment as of the last day to add a class (also called the Form A date). Accumulated credits should reflect credits that the student has earned toward the completion of the degree program in which the student is enrolled.

In applying the Federal (Title IV) SAP standard, the college must address how the following types of courses, situations, and procedures may affect a student's GPA and pace of progression:

Withdrawals

Since the last date to add a class (also called the Form A date) usually reflects a student's course load for the term, net of program adjustments, withdrawals as part of the program adjustment period (i.e., "drops") will not be included as cumulative attempted credits. Withdrawals that are recorded on a student's permanent record will be included as cumulative attempted credits and will have an adverse effect on the student's ability to meet the pace of progression standard.

Note: Retroactive "nonpunitive" administrative withdrawal activity may result in the requirement for the student to repay any assistance received as a result of the student's enrollment at the time of receipt of the student assistance funds.

Incomplete Grades

Courses with incomplete grades are included as cumulative attempted credits. However, these courses cannot be used as credits accumulated toward the degree because successful completion is the criterion for positive credit accumulation (i.e., earning the credit). If the student fails to meet the pace of progression standard due to a lack of successful completion grades for incomplete courses, the recording of successful completion grades within a term that brings the accumulated credit level to the appropriate standard will restore eligibility for the term and subsequent terms within the academic year.

Repeated Courses

Successfully completed courses can generally be accepted toward degree requirements once. However, each time a student attempts a course, even if that course is part of a forgiveness or amnesty policy whereby credits attempted and

grades earned in prior semesters are excluded from the GPA, it must be included as part of the cumulative attempted credit record for the measuring of pace of progression. Therefore, repeated courses, regardless of the prior grade, reduce a student's capacity to meet the pace of progression standard.

Note: The revised regulations allow students to receive Title IV aid for one-time repeat of a previously passed course as long as the student is again receiving credit for the course. Should the student subsequently fail the course, any additional attempt of that course cannot be included in the student's enrollment status for federal (Title IV) assistance. There is no regulatory limit on the number of times a student may be paid to retake a failed course, unless the student has also previously passed that course.

Transfer of Credit

Transfer students from colleges inside and outside of CUNY shall have their pace of progression status initialized for purposes of Satisfactory Academic Progress measurement by using the number of credits determined to be acceptable toward the degree as both cumulative attempted credits and cumulative earned credits.

Treatment of Nonstandard Situations

READMITTED STUDENTS. A student not making SAP cannot re-establish eligibility for Title IV program assistance by re-enrolling after a one-year or longer period of non-enrollment. Upon readmission after any period of non-enrollment, the student's Title IV progress standing must be re-evaluated for SAP under the standard as the record stood at the end of his or her last term of attendance. If the student has taken any action during the period of non-enrollment that would bring him or her into compliance with the progress standard (e.g., successfully completing transferable courses at another institution during the period of absence), this should also be factored into the reassessment. If the readmitted student has not taken any such action, or if the action taken is not sufficient to bring the student back into compliance with the progress standard, the student remains on financial aid

suspension and must file a successful appeal to re-establish eligibility.

SECOND-DEGREE STUDENTS. A student enrolling for a second graduate degree shall have his or her pace of progression status initialized for purposes of Satisfactory Academic Progress measurement by using the number of credits determined to be acceptable toward the degree as both the student's cumulative attempted credits and cumulative earned credits.

CHANGE OF SPECIALIZATION. Students who change specializations within the same degree or certificate program must complete the degree within the maximum time frame, unless the college has allowed for such changes by establishing various time frames for different specializations leading to the degree or by individually re-evaluating the time frame for these students.

CHANGE OF DEGREE. If a student changes his or her objective and begins pursuing a different degree or certificate, the college may make the student subject to the maximum time frame it establishes for the new objective without regard to time spent pursuing the previous degree or certificate. The college also has the flexibility to develop a policy that is more restrictive and limits the student to an overall time frame for the completion of his or her studies.

Additional Federal SAP Requirements

The following points are required by the U.S. Department of Education and have been implemented since the 2011–12 academic year:

- Students' records are reviewed annually at the end of each academic year. A student who is found to be deficient in one or more components as defined above is ineligible for any future financial aid immediately. No tolerance is permitted.
- A student who is ineligible has the right to appeal in order to regain eligibility if there are extenuating circumstances that contributed to the deficiency.

Satisfactory Academic Progress (SAP) Appeal

The Office of Financial Aid has established an appeal process for suspension of financial aid

related to Satisfactory Academic Progress. All students failing SAP will be notified of their SAP status. Students who have failed to meet the requirements and wish to submit an appeal must complete the Satisfactory Academic Progress Appeal Form, which can be found on the [Office of Financial Aid website](#). Any student who wishes to appeal the suspension of financial aid should read the following instructions.

PROCEDURE. The process for submitting a financial aid federal Satisfactory Academic Progress appeal is outlined on the [Brooklyn College financial aid website](#).

GUIDELINES. Be specific when explaining your circumstances. Lack of information or documentation may result in a denial of your appeal. If health problems played a role in your circumstances, attach supporting documentation from a physician or counselor. Appeals are considered only for extenuating situations that can be documented. Students who appeal will have their appeal considered for the following reasons:

- serious physical or mental illness of the student,
- serious physical or mental illness of a member of the student's immediate family,
- death of a member of the student's immediate family, or
- other documentable extreme circumstances.

The circumstance must have occurred during the time the student struggled academically. All appeals must have documentation of the circumstances claimed in the appeal. Approved appeals can result in no more than one term of financial aid eligibility. Students whose appeals are approved are granted one term of financial aid probation. For continued eligibility, students must resolve all SAP deficiencies and/or meet the terms of their academic plan during the period of probation. Students who cannot mathematically resolve all deficiencies within one term and/or who fail to meet the terms of their academic plan will once again become ineligible for federal financial aid.

X. ONLINE NAVIGATION

The [Online Resources and Tools Reference page](#) lists many services that can be accessed online. A [setup guide](#) (pdf) will assist you with CUNYfirst, BC WebCentral (student e-mail and on-campus Wi-Fi), and CUNY Portal (Blackboard).

BC Navigator Mobile App

[BC Navigator for Students](#) gives you access to core Brooklyn College services and personalized information from your mobile devices. The app is available for iOS and Android devices. Features include:

- Digital ID with automatic term validation and library checkout),
- access to your student information and course schedules,
- BC Fix-it (report broken toilets and sinks),
- My Career (checklist for your career preparation),
- campus map with building search (rooms, bathrooms, elevators, public safety),
- campus directory,
- events calendar,
- system status information, and
- frequently asked questions.

BC WebCentral Portal

Brooklyn College students may use the [BC WebCentral portal](#) to complete a wide range of academic services online, including: scheduling advisement appointments, applying for scholarships, declaring a major, electing for a pass-fail option, projecting their GPA based on current grades, setting their preferred e-mail address, enrolling in e-mail/text notifications for grades and alerts, and much more. WebCentral also includes connection instructions for Microsoft Office 365, e-mail, Brooklyn College Wi-Fi, and other useful tools.

Brooklyn College E-Mail Accounts

All Brooklyn College students receive an e-mail account hosted on [Microsoft Office 365](#) (see below). Your student e-mail address uses the following format:

CUNYfirst username followed by [@bcmail.cuny.edu](#) (e.g., your.username01@bcmail.cuny.edu). You can access your e-mail account on the Microsoft Office website by entering your e-mail address (above) and your CUNYfirst password. To learn more, visit the [student e-mail resource page](#) and check the “My Info” section in [WebCentral](#).

E-mail is Brooklyn College’s primary method of communication. It is important that you keep your e-mail address current. Every student is assigned an official Brooklyn College e-mail address, but you have the option to use a personal e-mail account for some college notifications. Note: Some departments and offices, such as Financial Aid, communicate to you only via your official Brooklyn College e-mail address. Therefore, it is important that you check it frequently.

Brooklyn College Website

The [Brooklyn College website](#) provides a wealth of useful information about the college and its programs for prospective and current students, prospective employees, visitors, and guests.

Bulldog Connection

The [Bulldog Connection](#) is your way to connect to organizations, communicate with other club members, and explore the college community.

- Search the available student clubs/organizations and join as many as you like online.
- Use discussion boards, news posts, and group messaging to communicate within your organizations.
- Record your activities and memberships to showcase your involvement while on campus through the Co-Curricular Transcript.
- Download the [mobile app](#) to search upcoming events during your free time and join organizations.

CUNYfirst

[CUNYfirst](#) is a CUNY-wide software system hosted by CUNY that allows students to transact a wide range of academic business, including browsing the course catalog, registering for courses, dropping courses,

paying tuition and fees online, managing personal information, viewing grades and progress toward a degree, and viewing and printing unofficial transcripts.

CUNY Technology Services

CUNY Technology Services is your one-stop access point to everything CUNY offers you as a member of the university community. View your private and secure CUNY information, such as application status and financial aid information. You can also obtain information about CUNY services and benefits, including CUNY eMail, and connect with volunteer opportunities. Citizen CUNY provides information on services available to you, and offers opportunities for you to continue CUNY's long tradition of serving the community.

Office 365

All Brooklyn College students have free access to the Microsoft Office 365 suite that includes e-mail, OneDrive, and online/offline access to Word, Excel, PowerPoint, Outlook, OneNote, Teams, and more. You can download and install any of the bundled applications on up to five devices (desktop and mobile versions are available). You can access everything from the **Office 365 dashboard** by using your e-mail address (above) and CUNYfirst password to log in. More information is available on the **Office 365 resource page**.

Wireless Network Access (BC Wi-Fi)

BC Wi-Fi is available throughout the campus, including all main buildings and most outside gathering spaces. Students with Brooklyn College e-mail accounts can access Wi-Fi with appropriately configured laptops or mobile devices. Further information and setup instructions are available on the technology tab on the **BC Wi-Fi page** and **BC WebCentral portal**.

XI. STUDENT RIGHTS AND COLLEGE AND UNIVERSITY RULES

As a public institution of higher education that is part of the City University of New York, the college and its students, staff, and faculty are required to comply with federal, state, and local laws, rules, and regulations as

well as university and college policies that seek to enforce them. Those currently in effect are summarized below with links to relevant websites for the complete text of each, subject to change by the appropriate authorities.

Academic Integrity

The CUNY Board of Trustees has adopted an **Academic Integrity Policy** that applies to all students at Brooklyn College. Academic dishonesty is prohibited and is punishable by penalties, including failing grades, suspension, and expulsion. Cheating is the unauthorized use or attempted use of material, information, notes, study aids or devices, or communication during an academic exercise. Plagiarism is the act of presenting another person's ideas, research or writing as one's own. Internet plagiarism includes submitting downloaded papers or part of term papers, paraphrasing or copying information from the internet without citing the source, and cutting and pasting from various sources without proper attribution.

Acceptable Use of Computer Resources

The computer resources of Brooklyn College and the City University of New York must be used in a manner that is consistent with the university's educational purposes and environment. CUNY recognizes that there is a concern among the university community that because information created, used, transmitted, or stored in electronic form is by its nature susceptible to disclosure, invasion, loss, and similar risks, electronic communications and transactions are particularly vulnerable to infringements of academic freedom. CUNY's commitment to the principles of academic freedom and freedom of expression includes electronic information.

Therefore, whenever possible, CUNY will resolve doubts about the need to access CUNY computer resources in favor of a user's privacy interest.

However, the use of CUNY computer resources, including the use for electronic transactions and communications, like the use of other university-provided resources and activities, is subject to the requirements of legal and ethical behavior.

This [CUNY Policy on Acceptable Use of Computer Resources](#) (pdf) is intended to support the free exchange of ideas among members of the CUNY community and between the CUNY community and other communities while recognizing the responsibilities and limitations associated with such exchange.

Brooklyn College developed a [policy statement](#) that is a modified version of a statement originally prepared by the university's Computer Policy Committee and reviewed by the University Faculty Senate and the CUNY Office of the Vice Chancellor for Legal Affairs.

All users of computer resources are expected to act in a spirit of mutual respect and cooperation and to adhere to the regulations for their use set forth in this document. As a user of CUNY/Brooklyn College resources, you:

- must have a valid authorized account to use any such computer resources that require one, and may use only those computer resources that are specifically authorized;
- may use your account in accordance with its authorized purposes and may not use an unauthorized account for any purpose;
- are responsible for the safeguarding of your computer account;
- are strongly advised to change your password frequently and not to disclose it to anyone—take all necessary precautions to protect your account, no matter what type of computer resources you are using;
- may not circumvent system protection facilities;
- may not knowingly use any system to produce system failure or degraded performance;
- may not engage in unauthorized duplication, alteration, or destruction of data, programs, and software;
- may not transmit or disclose data, programs, and software belonging to others, and may not duplicate copyrighted materials;
- may not engage in abusive or improper use of computer hardware, including, but not limited to,

tampering with equipment, unauthorized attempts to repair equipment, and unauthorized removal of equipment components;

- may not use computer resources for private purposes, including, but not limited to, use of computer resources for profit-making or illegal activities;
- may not use computer resources to engage in abuse of computer personnel or other users, including the sending of abusive, anonymous, or unsolicited messages within CUNY or beyond via network facilities; and
- are expected to be familiar with college regulations regarding the use of college computer resources.

These regulations are subject to change and/or revision. The university and Brooklyn College reserve the right to monitor, under appropriate conditions, all data contained in the system, to protect the integrity of the system, and to ensure compliance with regulations.

i. General Rules

- Users of university computing resources must comply with federal and state laws, university rules and policies, and the terms of applicable contracts, including software licenses, while using university-computing resources.
- Users may not state or imply that they speak on behalf of the university or use university trademarks and logos without authorization to do so. Authorization to use university trademarks and logos on university computing resources may be granted only by the Office of Communications and Marketing.
- The use of appropriate disclaimers is encouraged.

ii. Enforcement

Users who violate the policy stated herein may be denied access to university computing resources and may be subject to other penalties and disciplinary action, both within and outside the university, including:

- suspension and/or termination of computer privileges;

- disciplinary action(s) by appropriate college and/or university officials;
- referral to law enforcement authorities for criminal prosecution; and
- other legal action, including action to recover civil damages and penalties.

Bereavement Policy

Students who experience the death of a loved one may contact the Division of Student Affairs, 2113 Boylan Hall, if they wish to make a request for the [Standard Bereavement Procedure or the Leave of Absence Bereavement Procedure](#). Typically, this policy applies to immediate family members only.

Clip Boarding and Leafleting

Clip boarding and leafleting may take place on campus so long as such activity is not disruptive or infringes upon the rights of others. Specifically, students engaging in these activities shall not harass, threaten, or intimidate any member of the college community.

Drones

Recreational drone flying is not permitted on Brooklyn College's campus. Any drone activity (flying) shall be limited to professional purposes, such as filming, and must be approved by the Office of Campus and Community Safety Services and the Office of Communications and Marketing. Drone operators must provide a valid license and paperwork.

Drugs and Alcohol

The unlawful manufacture, distribution, dispensation, possession, or use of drugs or alcohol by anyone on CUNY property (including CUNY residence halls), in CUNY buses or vans, or at CUNY-sponsored activities, is prohibited. In addition, CUNY employees are prohibited from illegally providing drugs or alcohol to CUNY students. Finally, no student may possess or consume alcoholic beverages in any CUNY residence hall, regardless of whether the student is of lawful age, except for students living in the Graduate Center's graduate housing facilities, who may lawfully possess

and consume alcoholic beverages. For purposes of this policy, a CUNY residence hall means a residence hall owned and/or operated by CUNY, or operated by a private management company on CUNY's behalf.

In order to make informed choices about the use of drugs and alcohol, CUNY students and employees are expected to familiarize themselves with the information provided by CUNY about the physiological, psychological, and social consequences of substance abuse.

CUNY SANCTIONS

Students and employees who violate this policy are subject to sanctions under university policies, procedures, and collective bargaining agreements, as described below. Students and employees should be aware that, in addition to these CUNY sanctions, the university will contact appropriate law enforcement agencies if they believe that a violation of the policy should also be treated as a criminal matter.

STUDENTS

Students are expected to comply with the CUNY and college policies with respect to drugs and alcohol. Any student found in violation may be subject to disciplinary action under Article XV of the Bylaws of the Board of Trustees, which may result in sanctions up to and including expulsion from the university.

In addition, any student who resides in a CUNY residence hall and who is found to have violated any CUNY or college policy with respect to drugs and alcohol may be subject to sanctions under the CUNY Residence Hall Disciplinary Procedures, up to and including expulsion from the residence hall.

In lieu of formal disciplinary action, CUNY may, in appropriate cases, seek to resolve the matter through an agreement pursuant to which the student must see a counselor or successfully participate in a drug and alcohol treatment program.

In accordance with the Federal Educational Rights and Privacy Act (FERPA), CUNY may also choose—when appropriate—to contact parents or legal guardians of students who have violated the [CUNY Policy on Drugs and Alcohol](#).

The college recognizes the personal difficulties and complexities that are associated with drug and alcohol use. Members of the college community seeking help

are invited and encouraged to use the confidential therapeutic and counseling services that are available. Professional substance-abuse counselors together with trained students have proved of great assistance over the years in drug and alcohol rehabilitation. An appointment for these services may be obtained by calling the [Personal Counseling Office](#), 0203 James Hall, 718.951.5363.

E-Mail Policy

The college's e-mail system is an excellent tool for enhancing communication. Our policy is a modified version of a policy statement prepared by the university's Computer Policy Committee, reviewed by the University Faculty Senate and the Office of the Vice Chancellor for Legal Affairs.

Individual users broadcasting e-mail messages (i.e., announcements being sent to all or most campus users) are not permitted. Because the college's policy prohibits the use of computer resources for profit-making and similar private purposes, unsolicited e-mails sent to all or most campus users inviting them to purchase goods and/or services are not permitted.

i. Examples of Inappropriate Uses of E-Mail

In general, e-mail shall not be used for the initiation or retransmission of:

- chain mail (e-mail sent repeatedly from user to user, with requests to send to others) that misuses or disrupts resources;
- virus hoaxes;
- spamming or e-mail bombing attacks or intentional e-mail transmissions that disrupt normal e-mail service;
- junk mail (unsolicited e-mail that is not related to university business and is sent without a reasonable expectation that the recipient would welcome such mail);
- false identification (any actions that defraud the e-mail recipient, or misrepresent or fail to accurately identify the sender);
- messages containing obscene images or materials; and

- messages that violate the university's nondiscrimination policies.

Family Educational Rights and Privacy Act (FERPA)/Access to Student Records

The college abides by provisions of the Federal Education Rights and Privacy Act (FERPA) of 1974, a federal law concerning the privacy of student records and the obligations of the institution, primarily regarding the release of records and access provided to records. Students are encouraged to review [CUNY's Guidelines for the Implementation of the Student Records Access Policy and the Federal Family Education Rights and Privacy Act \(FERPA\)](#) (pdf).

Under these provisions, students have the right to be advised of what student records and information are maintained by the college, who maintains them, who has access to them and for what purposes, and policies for reviewing and expunging student records, procedures for granting access to them and for challenging them, cost charged for copies, and other rights and requirements under the law. Students also have the right to deny access by others who have not obtained their written consent. Brooklyn College may disclose, without consent, directory information (student's name, address, telephone number, e-mail address, date and place of birth, dates of attendance, major field of study, class, year or date of expected graduation, degrees and awards received, participation in officially recognized activities and sports, photograph, most recent educational agency or institution attended, and the height and weight of members of athletic teams) to persons having a legitimate interest in this information. Students may stipulate that any or all of the information above not be released without their written consent. Conversely, a student may request to allow disclosure of non-directory information to specified individuals. To exercise either of these options, students must [complete and submit a corresponding form](#).

A student's education records, other than information stated above, can be released without the student's consent only to university officials—including trustees, college officials, faculty, and staff—with a legitimate educational interest. Upon request, the college may

disclose education records without consent to officials of another school in which a student seeks or intends to enroll. A student who wishes to inspect and review his or her educational records may make the request to the student records access officer in the Office of the Registrar or to the person in charge of the office who is the official custodian of the record in question, but a request pertaining to records in the custody of a teacher or counselor should be made directly to that teacher or counselor. Requests made to the student records access officer in the Office of the Registrar must be made by completing a request form. Requests for records in other locations may be oral or written. Requests will be granted or denied within 15 days of receipt of the request.

If the request is granted, the student will be notified of the time and place where records may be inspected. If the request is denied or not responded to within 15 days, the student may appeal. Additional information regarding the appeal procedure will be provided to the student if a request is denied.

A student may request an amendment of education records that he or she believes are inaccurate or misleading. In this case, the student should write to the college official who is responsible for the record, clearly identify the part of the record that is in question, and specify why it should be changed. If the college decides not to amend the record, the student will be notified of the decision and advised of his or her right to a hearing. When the student is notified, additional information will be provided regarding the hearing procedures.

File-Sharing and Copyright Infringement

Peer-to-peer (P2P) file-sharing programs are a popular way to exchange music, movies, games, and software over the Internet. Academic applications of these programs are expanding, but their use is not without risk. Although P2P file-sharing programs are not illegal, they can be used for illegal copying or distributing of music, movie, software, and other files. Most material is copyrighted; downloading or distributing such material without permission of the copyright holder is a violation of U.S. copyright law.

If students use a P2P program to download, trade, or share files without appropriate permission, they may be liable for monetary damages and even subject to

jail time. This kind of use is also in violation of CUNY's policy on the use of CUNY computer resources and may subject students to disciplinary action. Students are encouraged to review the [Notice to the CUNY Community Regarding File Sharing and Copyright Infringement](#) (pdf).

Freedom of Information

Requests to inspect public records at the college should be made to the records access officer by visiting 1405 Boylan Hall, or calling 718.951.3118. Public records are available for inspection and copying by appointment only. You have a [right to appeal](#) (pdf) to the general counsel and vice chancellor for legal affairs if the college has not granted your request for access to its public records. Students are encouraged to review the [CUNY Procedures for Public Access to Public Records Pursuant to Article 6 of the Public Officers Law](#) (pdf).

Freedom of Speech and Campus Demonstrations

As a public entity and an educational institution committed to the robust and free exchange of ideas, Brooklyn College upholds the right of free speech protected by the First Amendment to the United States Constitution. Under the First Amendment, the belief that a topic or viewpoint is detestable is not a legitimate ground for its suppression.

Brooklyn College supports the right of students, staff, and faculty to peaceably demonstrate, provided they do not disrupt the normal educational operation of the campus. For example, clip boarding and leafleting may take place on campus, so long as it does not disrupt the educational environment. The college may reasonably restrict the time, place, and manner in which activities occur on campus. Persons may not block corridors or entrances to any area. They may not block or otherwise interfere with the free flow of pedestrian, vehicular, bicycle, or other traffic. Use of amplified sound will not be permitted without prior approval from the vice president for student affairs, and may not disrupt a conference, meeting, or class.

Free expression may not violate the civil rights or safety of others. Persons may not harass, physically abuse, or

threaten any person. They may not destroy or damage college property. For safety reasons, guns, knives, sharp objects, batons, torches, glass items, sticks, poles, and anything else that may be used as a weapon are prohibited. Wood or Plexiglas cannot be used for signs and posters; they must be made of foam or cardboard. At any time prior to or during an event, should a safety concern arise that cannot be addressed effectively, the director of public safety and security may cancel an event.

Persons must comply with all applicable university policies and procedures, including the [Rules and Regulations for the Maintenance of Public Order](#) (commonly known as the Henderson Rules). Violations of these rules may be grounds for disciplinary action.

Grievance Procedures

Grievance procedures for specific college rules and regulations differ depending on the nature of the complaint. Any student who has a grievance against another member of the college community may receive guidance on the appropriate complaint procedure in the Office of the Vice President for Student Affairs, 2113 Boylan Hall.

Hate Crimes

All members of the Brooklyn College community are subject to New York State law on hate crimes. The law applies to criminal acts involving violence, intimidation, and destruction of property based upon bias and prejudice. In such crimes, victims are intentionally selected, in whole or in part, because of their race, color, national origin, ancestry, gender, religion, religious practice, age, disability, or sexual orientation. [Information on the law and examples of the hate crimes that are prohibited](#) may be found on the Brooklyn College website.

Hazing

The Fraternal Information and Programming Group (FIPG), the organization that provides liability insurance to fraternities and sororities, defines hazing as:

“Any action taken or situation created, intentionally, whether on or off fraternity premises, to produce

mental or physical discomfort (including, violence, abuse, or torment), embarrassment, harassment, or ridicule. Such activities may include but are not limited to the following: use of alcohol (on or off campus), paddling in any form, creation of excessive fatigue, physical and psychological shocks, quests, treasure hunts, scavenger hunts, road trips or any other such activities carried on outside or inside of the confines of the chapter house, wearing public apparel which is conspicuous and not normally in good taste, engaging in public stunts and buffoonery, morally degrading or humiliating games and activities, and any other activities which are not consistent with academic achievement, fraternal law, ritual, or policy or the regulations and policies of the educational institution or applicable state law.”

New York State’s law (N.Y. Penal Law §120.16) defines hazing in the first degree as follows:

“A person is guilty of hazing in the first degree when, in the course of another person’s initiation into or affiliation with any organization, he intentionally or recklessly engages in conduct which creates a substantial risk of physical injury to such other person or a third person and thereby causes such injury. Hazing in the first degree is a class A misdemeanor.”

i. Zero Tolerance for Hazing

Brooklyn College has a zero tolerance policy for hazing. All students—including those who are not members of a fraternity or sorority—found to be in violation of Brooklyn College and university rules, regulations, and policies will be subject to disciplinary action, up to and including expulsion from the college and/or criminal prosecution.

All members of the college community are responsible for ensuring that the college remains free from hazing.

Hazing is any action or situation created intentionally or unintentionally, whether on or off the Brooklyn College premises, to produce mental or physical discomfort, pain, embarrassment, harassment, or ridicule, and is any method of initiation or pre-initiation into a student organization that causes, or is likely to cause,

physical injury or personal degradation or disgrace resulting in physical or mental harm to any student. Such activities include those cited by FIPG, cyber bullying, and any other activities that are inconsistent with Article XV of the CUNY Bylaws and the Rules and Regulations for the Maintenance of Public Order pursuant to Article 129a of the Education Law.

ii. Failure to Adhere to University Rules and Regulations or to Report Incidents of Hazing

Students found to have violated [Article XV](#) of the CUNY Bylaws and the [Rules and Regulations for the Maintenance of Public Order](#) pursuant to Article 129a of the Education Law shall be subject to disciplinary action by the college. Depending upon the severity of the violation, penalties may result in a suspension or immediate expulsion from the college. Students who have personal knowledge of or information about incidents of hazing have a duty to report the incident to the Office of Judicial Affairs, 2113 Boylan Hall. Failure to report the incident or information may result in disciplinary action.

Student organizations found to be engaged in hazing activity may have their charter permanently revoked. Disciplinary action by the college or CUNY will not exempt individuals from civil litigation and/or criminal prosecution. Brooklyn College reserves the right to refer known incidents of hazing to the appropriate law enforcement authorities.

Immunization Requirements

New York State health law requires students to submit documentation proving immunity to measles, mumps, and rubella as well as a Meningococcal Meningitis Vaccination Response Form. Information on the New York State Department of Health immunization requirements may be found in the [Health Programs/ Immunization Requirements Office](#). Questions may be referred to the office in person at 0710 James Hall, by telephone at 718.951.4505 or 4266, or via [e-mail](#).

i. COVID-19 Vaccination

As of October 7, all students must be fully vaccinated to enter campus unless you have been granted a religious exception or medical exemption.

Requests for religious exceptions or medical exemptions must be submitted via the CUNYfirst Vaccine Verification Form. Please refer to the [Vaccine/Testing Information webpage](#) for the most current information.

Infectious Disease Notification Protocol (CUNY)

From time to time, CUNY students or employees may contract an infectious disease that can be spread through casual contact. In such circumstances, which could impact the health and safety of the CUNY community, students and employees should [follow this protocol](#) (pdf). If a student or an employee is in doubt whether an infectious disease is covered, he or she should contact the campus Health Services office.

When students contract an infectious disease that can be spread through casual contact, they should immediately report it to the campus health services director. If the director is unavailable, they should report it to the campus chief student affairs administrator. If the student affairs office is closed, they should report it to the campus public safety office.

Confidentiality of personal information, including medical information and the name of the individual, must be respected to the fullest extent possible. Such information shall be disclosed only on a need-to-know basis.

Medical Release From Classes

Students who find themselves facing serious medical issues, physical or psychological, can make a request to be released from their classes. The [Medical Release process](#) outlines the steps needed to make a request and to return for a future semester. Students may contact the student ombudsperson by [e-mail](#) for assistance with their request.

Medical Withdrawal and Re-Entry

The City University of New York is committed to the academic success and personal growth of its students. As part of that commitment, the university and its constituent campuses are responsible for providing a safe learning and working environment for students, staff, faculty, and other members of the

university community. Some students may, because of a medical condition, engage in behavior that presents a direct threat of harm to themselves or to others, or substantially disrupts the learning or working environment of others. In such situations, the safety and security of the campus community, including the individual student, is paramount. This [policy](#) (pdf) does not replace or supersede reasonable and appropriate security and health and safety measures, such as calling 911 or taking other immediate action in case of imminent threat to life or limb.

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

Nonattendance Because of Religious Beliefs

The New York State Education Law provides that no student shall be expelled or refused admission to an institution of higher education because he or she is unable to attend classes or participate in examinations or study or work requirements on any particular day or days because of religious beliefs. Students who are unable to attend classes on a particular day or days because of religious beliefs will be excused from any examination or study or work requirements. Faculty must make good-faith efforts to provide students absent from class because of religious beliefs equivalent opportunities to make up the work missed; no additional fees may be charged for this consideration.

If classes, examinations, study, or work requirements occur on Friday after 4 p.m. or on Saturday, similar or makeup classes, examinations, or study or work requirements will be made available on other days, where possible and practical. The faculty and the administration will not allow any adverse or prejudicial

effects to accrue to students availing themselves of this regulation. If students have complaints about the application of this policy, they are entitled to bring action or a proceeding for enforcement of their rights in the Supreme Court of Kings County.

Nondiscrimination for Students With Disabilities

Brooklyn College, as a unit of the City University, does not and will not discriminate against qualified students with disabilities in access to its programs and services. Disability, for purposes of this policy, is defined to mean a "physical or mental impairment that substantially limits one or more major life activities," such as walking, seeing, hearing, speaking, breathing, or learning.

Brooklyn College operates its programs and activities so that these programs and activities will provide meaningful accessibility to qualified students with disabilities and reasonable accommodation in delivery of educational and other services. This commitment is reflected in adjustments to academic and other activities and structural modifications to college facilities if this is required for accessibility and is fiscally reasonable and does not fundamentally alter the program or activity.

Students who need individual accommodations should direct their needs to the Center for Student Disability Services, 138 Roosevelt Hall, 718.951.5538. If a requested academic adjustment cannot be implemented or if a student believes that he or she is being discriminated against on the basis of a handicap or disability, the student should contact the director of the center. Students may also consult with the Office of Diversity and Equity Programs, 2147 Boylan Hall, 718.951.4128, which will, as appropriate, refer the matter to the center, attempt to resolve the dispute among the parties, or accept a formal complaint in accordance with applicable procedures.

Notice of Nondiscrimination

It is the policy of The City University of New York—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 Nondiscrimination](#) (pdf).

CUNY's [Policy on Sexual Misconduct](#) (pdf) 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, observing religious practices, who have pregnancy or childbirth-related medical conditions, and who are 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.

The following people have been designated at Brooklyn College to handle inquiries and complaints relating to the policies described above:

Ivana Bologna, Esq.
Title IX Coordinator
Office of Diversity and Equity Programs
2147 Boylan Hall
718.951.4128

Anthony Brown, Esq.
Chief Diversity Officer and Special Assistant to the President
Office of Diversity and Equity Programs
2147 Boylan Hall
718.951.4128

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

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

Rules and Regulations for the Maintenance of Public Order

All members of the academic community are expected to abide by the [Rules and Regulations for the Maintenance of Public Order](#), also known as the Henderson Rules. This series of 11 rules governs the conduct of the academic community not only at Brooklyn College, but also CUNY-wide. The Henderson Rules cover infractions—including but not limited to—disorderly or indecent conduct, theft, possession or distribution of drugs and alcohol, possession of a weapon, failure to comply with directions issued by college officials, and unauthorized access to restricted areas of the campus. Students who fail to abide by any of the Henderson Rules may be sanctioned with one or more of the following penalties: admonition, warning, censure, disciplinary probation, restitution, suspension, expulsion, ejection, and/or arrest by the civil authorities. The Henderson Rules are administered in accordance with the requirements of due process as provided in [Article XV](#) of the CUNY Bylaws.

Sale of Term Papers

Title I, Article 5, Section 213-b of the New York State Education Law provides in pertinent part that: “No person shall, for financial consideration, or the promise of financial consideration, prepare, offer to prepare, cause to be prepared, sell or offer for sale to any person any written material which the seller knows, is informed, or has reason to believe is intended for submission as a dissertation, thesis, term paper, essay, report, or other written assignment by a student in a university, college, academy, school, or other educational institution to such

institution or to a course, seminar, or degree program held by such institution.”

Service Animals

Several federal, state, and city laws govern CUNY’s obligations to accommodate disabled persons using service animals in its facilities. In addition, residence halls are subject to more expansive obligations than other university facilities. This [memorandum](#) (pdf) provides a description of the relevant laws and CUNY’s obligations under those laws in order to ensure compliance in university facilities, including residence halls.

Student Complaints About Faculty Conduct in Academic Settings

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 regarding 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.

Students who have any question about the applicable procedure to follow for a particular complaint should consult with the chief student affairs officer. In particular, the chief student affairs officer should advise a student if some other procedure is applicable to the type of complaint he or she has.

Students are encouraged to attempt to resolve complaints informally with the faculty member or to

seek the assistance of the department chair or campus ombudsman to facilitate informal resolution. If the student does not pursue informal resolution, or if informal resolution is unsuccessful, the student may [file a written complaint](#) with the department chair or, if the chair is the subject of the complaint, with the academic dean or a senior faculty member designated by the college president.

Submission of Fraudulent Documents in Support of an Application for Admission

The submission of such documents in support of applications for admission 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 CUNY and may be punishable by a bar on applying for admission, suspension, and/or expulsion. The term “applications for admission” includes transfer applications. Materially incomplete applications include applications that fail to include all prior post-high school college-level courses, regardless of whether the courses were taken in the United States or abroad, whether the applicant received a degree or the courses were taken for credit, or whether the applicant is changing academic majors or fields. The complete [text for this policy](#) (pdf) may be found online.

Title IX—Combating Sexual Assault and Other Unwelcome Sexual Behavior

It is the policy of CUNY and Brooklyn College to promote a diverse and respectful academic and work environment for students, staff, and faculty. Harassment, including sexual violence, of students or employees is inconsistent with this objective and contrary to the university’s [Policy on Equal Opportunity and Nondiscrimination](#) (pdf). Sexual misconduct, including sexual harassment, sexual assault, intimate partner/domestic/dating violence, voyeurism and stalking are illegal under federal, state, and city laws. The college is committed to responding to reports of sexual harassment and gender discrimination in a professional manner that is respectful of the rights of all parties. The CUNY [Policy](#)

[on Sexual Misconduct](#) (pdf) includes information on prohibited conduct, how to file a complaint, and processes and procedures for investigating complaints.

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 the [Combating Sexual Assault and Other Unwelcome Sexual Behavior](#) 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.

CUNY students who experience sexual or gender-based harassment or sexual misconduct, including sexual harassment, sexual assault, intimate partner/domestic /dating violence, voyeurism and stalking, are entitled to rights as outlined in The City University of New York [Students' Bill of Rights](#). 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.

Brooklyn College's Title IX Coordinator's contact information is listed below. Other offices that can accept reports of sexual harassment or sexual misconduct are Campus and Community Safety Services, Human Resource Services, and the Office of the Vice President for Student Affairs.

Ivana Bologna, Esq.
Title IX Coordinator
Office of Diversity and Equity Programs
2147 Boylan Hall
718.951.4128

Tobacco-Free CUNY

Effective September 4, 2012, the use of tobacco is prohibited on all grounds and facilities under CUNY jurisdiction, including indoor locations and outdoor locations such as playing fields, entrances and exits to

buildings, and parking lots. This policy applies to all tobacco and tobacco products, including chew tobacco and e-cigarettes.

Withholding Student Records

According to a CUNY Board of Trustees resolution, 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 National Direct Defense Student Loan (now Perkins Loan) Program and the Nursing Student Loan Program, are not to be permitted to register or obtain a copy of their grades, financial aid transcripts, transcripts of their academic records, or certificates or degrees, nor are they to receive funds under the federal campus-based student assistance programs or the Pell (Basic) Grant Program unless the Financial Aid Office waives this regulation in writing due to cases of exceptional hardship, consistent with federal and state regulations.

Workplace Violence

The [City University of New York Campus and Workplace Violence Policy](#) prohibits violence in the workplace. Violence, threats of violence, intimidation, harassment, coercion, and other threatening behavior toward people or property will not be tolerated. Complaints involving workplace violence will be given the serious attention they deserve. Students are not directly covered by this policy, but they should contact the [Office of Campus and Community Safety Services](#) to report concerns about workplace violence.

XII. STUDENT LIFE

Civic Engagement and Social Responsibility

[Civic Engagement and Social Responsibility](#) (CESR) strives to create and provide volunteer opportunities for students to contribute positively to the quality of life in both the campus and the larger communities. CESR helps

students to become critical thinkers, and responsible and ethical leaders while recognizing the role they play as a member of a diverse community. Students may find out more information by going to the Student, Activities, Involvement, and Leadership (SAIL) Center, 302 Student Center, by completing the volunteer intake form online, [e-mailing the office](#), or calling 718.951.5712.

Co-Curricular Transcript (CCT)

There are many opportunities at Brooklyn College for students to engage in leadership and professional development activities, volunteerism, clubs and organizations, and athletics and recreation. The Brooklyn College [Co-Curricular Transcript \(CCT\)](#) is an official document provided by the Division of Student Affairs that students can use to document and track their participation in campus life. Students can create their CCT in the Bulldog Connection. The CCT complements their academic transcript, enhances their résumé, and helps to give them an edge when they pursue advanced degrees, internships, or employment. For more information, visit [Student Activities, Involvement, and Leadership \(SAIL\)](#), 302 Student Center.

Graduation Initiatives and Commencement Planning

The [Office of Graduation Initiatives and Commencement Planning](#), 2153 Boylan Hall, ensures that graduating students complete the necessary steps for participation in the commencement ceremony, held once each year, in late May or early June. Because commencement is a ceremonial recognition of graduation, all candidates seeking to participate must successfully complete a degree audit through the Office of the Registrar to determine their eligibility. For additional information about commencement-related processes, you may review the necessary steps for participation in the ceremony on the [Commencement website](#). If, after reviewing the processes, you have any further questions, you may complete the online [commencement contact form](#).

Judicial Affairs

The [Office of Judicial Affairs](#) works collaboratively with the campus community to guide students to act

responsibly and educate them about the university's policies. The office is responsible for investigating and addressing complaints and concerns about student behavior. Note: Alleged Title IX or sexual misconduct violations will be investigated by the college's Title IX Coordinator. For more information, contact the office at 718.951.5352 or by [e-mail](#).

i. How to Make a Report

Students, staff, or faculty who have a complaint or concern about a student should complete a [Student Behavior Form](#) (pdf). Any questions regarding the submission of the Student Behavior Form should be sent via [e-mail](#).

ii. Dean's Certification Forms

Dean's Certification Forms are used to check students' disciplinary record and are often required by colleges and prospective employers as part of their application process. These forms (often titled Dean's Certification, Credentials, or Disciplinary Clearance) are obtained from the college or employer to which you are applying.

In order to ensure timely completion of your form, it is strongly advised that you submit the request a minimum of 10 business days before you will need to have the certification ready. Send your request and forms to us via [e-mail](#). Completed forms will be sent out by e-mail. Dean's Certification Forms are not letters of good academic standing or letters of recommendation; they deal only with disciplinary issues.

iii. Brooklyn College Behavioral Education and Support Team (BEST)

The Brooklyn College Behavioral Education and Support Team (BEST) seeks to promote a civil campus environment and support students who may be in distress. Our work includes communication, collaboration, education, and prevention with respect to behaviors of concern, while protecting the privacy and the rights of the individuals involved. Students, staff, and faculty can refer students to BEST who may be in distress or in need of additional support by completing a [Student Behavior Form](#) (pdf). Reports on challenging

student behavior may also be made by **e-mail** or by calling 718.951.5352.

Recreation, Intramurals, and Intercollegiate Athletics

Recreational activities are open to all undergraduate students with a current BC ID. Graduate students need to purchase a Recreation Pass each semester for \$18.60. Summer passes from June 1 until the first day of fall classes are \$10 for all students. Schedules for activities are made available at the beginning of each semester. The recreational facilities include a fitness center, swimming pool, basketball courts, racquetball courts, tennis courts, and running track. To use the facilities, students must present a valid Brooklyn College ID card in the Recreation Center, West Quad Center, 718.951.5366.

i. Intercollegiate Athletics

The intercollegiate sports program offers a schedule of athletics competition in Division III of the National Collegiate Athletic Association (NCAA). All students are encouraged to take part in the program, which includes men's and women's basketball, cheerleading, cross country, soccer, swimming and diving, tennis, and volleyball, and women's softball. Students who are interested in joining a team should visit the Recreation Center, West Quad Center, 718.951.5366.

The mission of the intercollegiate athletics program is to enhance the educational experience by providing opportunities for students to achieve their athletic potential while representing Brooklyn College. The program fosters friendship and sportsmanship; winning and losing are important only as they support the process of learning. Brooklyn College strongly supports a policy of gender equity.

Recognizing that the most important priority for student athletics is academic performance, the Athletics Division supports this goal by limiting the length of the season, number of contests, length of practices, and extent of travel. In accord with NCAA Division III regulations, Brooklyn College does not offer athletic scholarships. There are no revenue-

producing sports, and admission to all games is free. Outstanding coaches, trainers, and physicians are assigned to all teams. Facilities and equipment are properly maintained for safety and cleanliness.

ii. Intramural Sports

Intramurals provide structured tournaments in a variety of sports for men's, women's, and coed teams. The program welcomes all students, staff members, and faculty, regardless of their athletic abilities. Information may be obtained in the Office of Recreation, Intramurals and Intercollegiate Athletics, 426 West Quad Center, 718.951.5366.

Student Activities, Involvement, and Leadership

Student Activities, Involvement, and Leadership

(SAIL), 302 Student Center, recognizes the importance of supporting the activities of students and providing them with proper advisement, program development, and opportunities for personal and academic growth. The center continues to focus on these core values while looking toward offering new opportunities to provide programming, mentoring, and education.

i. Student Clubs and Organizations

A large part of the college experience takes place outside the classroom. Student clubs and organizations offer co-curricular opportunities that both guarantee new lifelong friendships and strengthen students' résumés. Brooklyn College has 120 chartered student clubs and organizations, representing such areas of interest as academic and professional, cultural and identity-based, governance, graduate students, Greek lettered, health and wellness, performing arts, political and social awareness, publications and media, special interest, spiritual and faith-based, sports and recreation, and volunteer and service. Student newspapers (*Vanguard* and *Nightcall*) are available in the lobbies of campus buildings.

During common hours (Tuesday, 12:15–2:15 p.m.) and Flexible Common Hours (Thursday, 12:15–2:15 p.m.), when classes are generally not in session, students may participate in various programs

and activities. Several common hours are usually scheduled each term for evening students. The dates, which change each term, are listed on the calendar on the [Course Schedules and Bulletins](#) webpage. On common hour evenings, classes may meet for shorter periods than usual.

To find out more information and to learn about and/or join a student club/organization, visit the [Bulldog Connection](#) or call 718.951.5712.

ii. Student Governance

Student governance at Brooklyn College includes both undergraduate and graduate students. The Undergraduate Student Government (USG) is located in 311 Student Center. The Graduate Student Organization (GSO) is located in 308–309 Student Center. Students contribute to their respective student government through the Student Activity Fee, which is charged each time they register. Qualified students may seek office during the annual election held in the spring. Student government meetings are open to all students. Through student government, students may serve on a variety of campus-wide committees including Faculty Council, Policy Council, and other governance bodies throughout the college.

iii. Central Depository

Central Depository is responsible for the receipt, distribution, and accounting of all student activity fees and revenues generated by the activities funded through those fees.

Student Diversity Initiatives

The mission of Student Diversity Initiatives, 302 Student Center, is to enhance the environment of the college by offering diversity-related programs and services designed to foster unity and inclusivity among students. The office thrives as students expand their cross-cultural knowledge and understanding through cultural-based events and activities hosted and coordinated in collaboration with student clubs and organizations.

XIII. STUDENT SUPPORT SERVICES

Black and Latino Male Initiative

The Black and Latino Male Initiative (BLMI), 3309A James Hall, provides committed academic, socioemotional, and professional support while empowering students from underrepresented populations, including immigrants and first generation. Particular attention is paid to African, African American/Black, Caribbean, and Latino/Hispanic men. Increasing the enrollment, retention, and graduation rates of the target population is central to BLMI's commitment.

From initial contact through commencement, the Black and Latino Male Initiative will provide students from underrepresented populations with the tools and resources to strive throughout their academic career. BLMI will be a recruitment tool to help increase the number of students from its target population at Brooklyn College. With the use of published best practices and research, BLMI will implement programs, develop relationships, and provide resources that will emphasize students' academic achievement, learning, persistence and development. Alumni of BLMI will be well-rounded individuals who become transformative leaders and adept self-advocates. For more information, call 718.951.5766, visit our [Facebook page](#), or [e-mail](#).

Center for Student Disability Services

The [Center for Student Disability Services](#) (CSDS), 138 Roosevelt Hall, is committed to ensuring that students with disabilities enjoy an equal opportunity to participate in the classrooms, programs, and services that the college has to offer by facilitating the necessary accommodations. According to the Americans with Disabilities Act, no otherwise qualified person with a disability shall be denied a benefit or opportunity or be excluded from participation solely on the basis of that disability.

Services provided by the center include:

- Preadmission interviews
- Priority registration
- Accommodations
- A CUNY LEADS counselor who facilitates successful academic and career outcomes

- Collaborative Autism Spectrum Program support services
- Referrals to the most appropriate resources on campus
- Assistance in developing self-advocacy skills
- ADA Part-Time TAP Program
- Assistive technology
- New York State voter registration

i. Adaptive Software and Devices

The center offers adaptive equipment for studying, taking tests, tutoring, and other academic activities. A wide variety of equipment and software is available, including a Dragon dictate speech-recognition system, a scanner with screen-access software, a text-to-speech synthesizer, magnification systems, CCTV systems, 17-inch VGA display monitors, braille and large print keyboards, and a braille printer. Computers allow many documents to be accessible in alternative formats, such as braille print or vocalized text.

Adaptive equipment and software are available through the center's computer lab and its Mamie and Frank Goldstein Resource Center, 138 Roosevelt Hall. For more information, call 718.951.5538.

ii. Accommodations

It is the mission of the Center for Student Disability Services to ensure that students with disabilities have equal access to all campus facilities, curricula, and activities. The center's focuses on providing students with reasonable disability-related accommodations and the opportunity to maximize their academic success at Brooklyn College. The goal is to ensure an inclusive environment while maintaining and enhancing the college's academic excellence by providing students with disabilities the opportunity to achieve their highest possible academic potential.

The center serves as the primary program for ensuring the successful integration of students with disabilities into the college community. In order to receive disability related academic adjustments, a student must register with the CSDS and provide

documentation. Please note: Accommodations are not retroactive. Thus, students should register at the beginning of their first semester to receive the full benefit of the accommodation.

Together with the student, the CSDS will identify appropriate academic adjustments. The student is responsible for submitting the **Verification of Disabilities and Course Accommodations forms** (doc) to the faculty for their signature and for ensuring that the signed form is returned to the center. The exam accommodation procedure is available to students in the CSDS.

iii. Access-A-Ride Locations

Listed below are drop-off/pickup locations that can be used for Access-A-Ride. The college has established a permanent Access-A-Ride stop along with a covered shelter located on 2946 Bedford Avenue (by the Roosevelt Hall entrance).

- Roosevelt Hall (Bedford Avenue entrance)—
Permanent Access-A-Ride Stop
2946 Bedford Avenue
- Bedford Avenue (Bedford Avenue center gate)
2900 Bedford Avenue
- Whitehead Hall (near bicycle rack)
2710 Campus Road
- Student Center
2705 Campus Road

For more information, call 718.951.5538 or [e-mail](#).

CUNY EDGE

CUNY EDGE (Educate, Develop, Graduate, Empower) is a partnership between the New York City Human Resources Administration and the City University of New York. CUNY EDGE provides eligible students in pursuit of an undergraduate degree with a wide range of services, supplemental resources, and support needed to succeed in college and in their careers. Our mission is to help CUNY students who are receiving public assistance achieve academic excellence, graduate on time, and find employment by offering enhanced and structured academic support services. For more

information, visit 1163 Boylan Hall or call 718.951.5067.

Health Programs/Immunization Requirements Office

The [Health Programs/Immunization Requirements Office](#), 0710 James Hall, is responsible for immunization processing, health fairs, seminars, blood drives, and inviting public health insurance providers to the campus.

Immigrant Student Success Office

The mission of the Brooklyn College [Immigrant Student Success Office](#) (ISSO), 117 Roosevelt Hall, is to recruit, enroll, and retain students, with an emphasis on new immigrants, such as students granted Deferred Action for Childhood Arrivals (DACA) who identify with the Development, Relief and Education for Alien Minors Act (DREAMERS), and first-generation students by providing the necessary academic and non-academic support to ensure graduation from Brooklyn College in a timely manner.

ISSO's mission is to provide mentoring in addition to creating a safe space, where all students from the Brooklyn College community are treated with respect and dignity, using an integrated/holistic network of resources to reach the desired goal of completing a college degree armed with the knowledge, skills, and abilities to obtain successful careers. For more information, call 718.951.5023, or send an [e-mail](#).

International Student and Scholar Services

The [Office of International Student and Scholar Services](#) assists international students and scholars with visa and immigration processes and compliance, provides referrals to both on- and off-campus resources, and serves as an advocate for international students. In addition to assisting students, the office provides support to academic departments desiring to sponsor visiting faculty and researchers. The office aspires to provide high-quality service and support that will help the international student achieve academic and personal success and to promote a global classroom with the visiting scholars. From welcoming the student on campus to congratulating the student

at the commencement ceremony, staff members help support the international student experience at Brooklyn College. Students are encouraged to visit the office in person, 235 West Quad Center, on the [website](#), or on the office's [Facebook page](#).

LGBTQ Resource Center

The [LGBTQ \(Lesbian, Gay, Bisexual, Transgender, Queer and/or Questioning\) Resource Center](#), 219 Student Center, is both a welcoming space and supportive network for LGBTQIA students, staff, and faculty. By fostering a culture of respect, advocacy, and empowerment, the center promotes an inclusive community where everyone is celebrated for who they are and has the opportunity to learn, work, and grow in a supportive environment. The center also provides students with access to computers and a printer. Visit the center's [website](#) or [Facebook page](#) for current hours. For more information, call 718.951.5739 or [e-mail](#).

Magner Career Center

The [Magner Career Center](#), 1303 James Hall, assists students with a wide range of career needs such as résumé writing, interview preparation, choosing a career, learning how to network, and more. The center's career panels, company visit program, alumni mentor program, networking nights, and pre-law initiatives connect students with prestigious employers and successful alumni. The job/internship fair each semester and an online database give students access to thousands of full- and part-time jobs and internship opportunities. Start using the center's services in your first semester to be better prepared for your career after college. For more information, contact the Magner Career Center via [e-mail](#) or at 718.951.5696, visit the [BC WebCentral portal](#) (career section), or stop by 1303 James Hall.

Peer Mentoring Program

The [Peer Mentoring Program](#) enhances the experience of first-college-year and new transfer students by embedding successful students in first-college-year classes and by providing weekly networking and success workshops for new students in The Nation. Peer mentors attend a class with students in first year classes, connecting students to essential academic

and professional resources, assisting with campus navigation, and discussing topics relevant to the first-year experience. In addition, peer mentors hold academic and professional coaching sessions for all new students every Thursday, 12:30–2 p.m., at The Nation, 4141 Boylan Hall. For more information about The Nation, visit the Peer Mentoring office in 2211 Boylan Hall, call 718.951.5000, ext. 6642, or [e-mail](#).

Personal Counseling

Personal Counseling, 0203 James Hall, assists with personal issues or problems, including stress, depression, anxiety, trauma, substance use, and emergencies. Workshops on stress management, time management, test anxiety, etc., are offered. All services are free and confidential. No information is released without consent of the student. For more information, call 718.951.5363 or [e-mail](#).

SEEK Program

The **Percy Ellis Sutton Search for Education, Elevation and Knowledge** (SEEK) program of the City University of New York offers economically and educationally disadvantaged students opportunities for higher education. The program at Brooklyn College provides support through financial aid, academic support and instruction, workshops, and academic counseling.

The SEEK application is housed in the CUNY admissions application. Applicants should complete the special SEEK section of the CUNY admissions application. Prospective SEEK students must demonstrate both financial and educational eligibility as well as New York State residency. SEEK only accepts transfers from other Educational Opportunity Program. For additional program requirements and questions, please contact the Brooklyn College SEEK Program, 2208 Boylan Hall, 718.951.5738.

Student Ombuds Services

The mission of **Student Ombuds Services** is to ensure that students are able to define and articulate their concerns or issues and are referred to the appropriate contact persons on campus to help them arrive at a solution in an effective and timely manner. Student Ombuds Services will act as a source of information on

university rules, regulations, policies, and procedures, and will provide guidance in utilizing these resources as appropriate. For more information, [e-mail](#) or call 718.951.5352.

The **Social Services/Case Manager** helps students navigate and access a variety of needed resources, including emergency housing, food supplementation, health insurance, and to programs that address domestic violence, substance abuse, and other social concerns. All social services are specific to the student and respectful of confidentiality.

TransferNation

TransferNation is a peer mentoring program for first-semester transfer students. TransferNation students are connected to a peer mentor and receive weekly newsletter about campus events and resources. Transfer students can also attend The Nation, a 12-week series of academic and professional coaching sessions led by peer mentors and designed to support students in successfully navigating Brooklyn College. The Nation meets every Thursday, 12:30–2 p.m. For more information, call 718.951.5000, ext. 6642 or [e-mail](#).

Veteran and Military Programs

The **Veteran and Military Programs Office**, 1407 James Hall, is ready to assist America's veterans and military personnel, and their dependents and survivors, in obtaining all federal and state educational benefits and entitlements earned by serving in the United States military, and to provide guidance and support services that will aid in their transition to academic and civilian life.

The office supports, empowers, and encourages all student veterans, service members, and their dependents and survivors through services and programs designed to:

- ensure all educational benefits, as well as other entitlements, are received;
- assist in the transition from service to active contributing members of the campus community; and

- facilitate academic success, professional growth, and meaningful employment.

i. Admission and Financial Support Programs

- Assistance with direct admission
- Application fee waiver
- Priority registration
- Assistance in obtaining military transcripts
- 60 days tuition deferment
- Assistance with discharge upgrade
- Special scholarships for dependents of deceased veterans
- Disabled veterans book cost programs

ii. Military Benefits

- Assistance with filing all GI bill benefits and entitlements
- Certification and validation of educational benefits in compliance with current Veterans Administration regulations
- Updated information regarding changes in educational benefits, federal laws, and support services
- Advisement on additional entitlements under federal and state law regarding financial aid for war veterans

iii. Academic and Personal Support

- Assistance with course planning to ensure academic success
- VA tutorial assistance
- Peer mentoring
- A safe space for camaraderie and mentorship for all student veterans, service members, dependents, and survivors

iv. Access to Campus and Community Resources

- Personal counseling
- Immigration
- Substance abuse services

- Post-Traumatic Stress Disorder (PTSD) counseling
- Referrals to New York City agencies and community-based organizations when needed

v. Internships/Career Opportunities

- Veterans Administration internship program
- Career workshops and opportunities

For more information, call 718.951.5105 or [e-mail](#).

Women's Center

The [Women's Center](#), 227 Ingersoll Hall Extension, is a multi-dimensional support service hosting a wide range of needs-driven programs and activities that address the emotional, intellectual, physical, and financial well-being of Brooklyn College students. The center offers referrals to on- and off-campus legal, social, and counseling agencies, and provides a community lounge with coffee and tea and the Alice Miller Computer lab where students have access to computers and printers. The Women's Center is also fully equipped with Wi-Fi. For more information, call 718.951.5777.