Adjunct Faculty Handbook
2020-2021
Note to the Reader

Every effort has been made to present all information accurately in this Handbook; however, policies and procedures are subject to change. New editions replace all previous editions.

This Handbook is for informational purposes only and does not constitute terms or conditions of employment, nor does it establish any past practice of the City University of New York (CUNY) or The School of Professional Studies of The City University of New York (CUNY SPS). The policies, procedures and college information have been paraphrased or otherwise presented for readability. Employees are advised to consult the appropriate administrative office or academic department, as well as current contracts and/or policies for complete details and requirements.

CUNY and CUNY SPS reserve the right to make modifications as necessary to policies, procedures, and college requirements, including renegotiating contractual terms of employment with employees’ collective bargaining agents, without advance notice.
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Message to Faculty

Dear Members of the CUNY SPS Faculty:

We are delighted that you will be teaching with the CUNY School of Professional Studies, and we hope to make everything about your time with us as rich and rewarding as possible.

The CUNY School of Professional Studies is dedicated to offering education that is both timely and relevant. This commitment means we must be responsive to changes in the workplace, in knowledge resources, in our culture generally, and globally. Above all, it means we must be responsive to student needs.

If there is any way we can help you, please don’t hesitate to let us know.

We wish you all success.

Sincerely,

Dr. George Otte
Senior Associate Dean for Academic Affairs
**CUNY SPS at a Glance**

Founded in 2003 to be especially responsive to the needs of students in the workplace, CUNY SPS launched its first undergraduate degree program in 2006, and now offers 12 bachelor’s degrees specifically designed for adult students who are returning to college, and 12 distinctive graduate degrees. The School has grown significantly to enroll nearly 3,400 adult students in its credit-bearing programs and thousands of non-credit students annually. As part of the most affordable University in New York City, CUNY SPS’s programs provide unparalleled access to these opportunities, and we were the first school within the City University of New York system to offer degree programs entirely online. The ability to provide, not just online degrees, but the online services and support needed for them, has made CUNY SPS the vanguard for online instruction in the University.

We serve our students with unrivaled dedication and commitment, and receive such high marks in this area that this past year *U.S. News & World Report’s* 2020 list of Best Online Bachelor’s Degree Programs ranked CUNY SPS in the top 5 percent in the Nation.

**Mission**

The CUNY School of Professional Studies (CUNY SPS) provides online, classroom-based and customized programs of study that are responsive to the needs of our students and our city, focusing on fields as well as forms of teaching, learning, and scholarship that highlight innovation, personal and social progress, and opportunities for careers and service.

**Vision**

The CUNY School of Professional Studies (CUNY SPS), grounded in CUNY’s tradition of access and academic excellence, is dedicated to being the University’s premier school for adult learners. Adapting to the needs of our students across a growing range of fields and sectors, we expand CUNY’s ability to address the demands of evolving workplaces and disciplines. With core values of responsiveness and quality, and as the University’s leader in online learning, we will continue to introduce new opportunities that expand the possibility and promise of public education, and position our students to grow personally, excel in the workplace, and enrich their communities.
Accreditation

The CUNY School of Professional Studies is part of the Graduate School and University Center of the City University of New York. Its programs are registered by the New York State Education Department: Office of Higher Education and Professions, Cultural Education Center, Room 5B28 Albany New York 12230; telephone (518) 474-5851; www.nysed.gov/heds/IRPSL1.html.

The Graduate School and University Center is accredited by the Middle States Commission on Higher Education, 3624 Market Street, Philadelphia, PA 19104, (267) 284-5000. To view the Statement of Accreditation Status visit https://sps.cuny.edu/about
CUNY School of Professional Studies Programs

General Education

General Education

Undergraduate Degree

Bachelor of Arts in Communication and Media
Bachelor of Arts in Disability Studies
Bachelor of Arts in Human Relations
Bachelor of Arts in Liberal Studies
Bachelor of Arts in Psychology
Bachelor of Arts in Sociology
Bachelor of Science in Business
Bachelor of Science in Health Information Management
Bachelor of Science in Health Services Administration
Bachelor of Science in Information Systems
Bachelor of Science in Nursing
Bachelor of Science in Nursing Dual/Joint with Queensborough Community College (AAS to BS)
RN to BS-MS in Nursing Education (Accelerated)
RN to BS-MS in Nursing Informatics (Accelerated)
RN to BS-MS in Nursing Organizational Leadership (Accelerated)

Graduate Degree

Master of Arts in Applied Theatre
Master of Arts in Disability Studies
Master of Arts in Museum Studies
Master of Arts in Psychology
Master of Arts in Youth Studies
Master of Science in Business Management and Leadership
Master of Science in Data Science
Master of Science in Disability Services in Higher Education
Master of Science in Nursing Education
Master of Science in Nursing Informatics
Master of Science in Nursing Organizational Leadership
Master of Science in Research Administration and Compliance
Advanced Certificate

Advanced Certificate in Disability Studies
Advanced Certificate in Immigration Law Studies
Advanced Certificate in Management
Advanced Certificate in Nursing Education (*Launching Spring 2020*)
Advanced Certificate in Nursing Informatics (*Launching Spring 2020*)
Advanced Certificate in Project Management
Advanced Certificate in Research Administration
Advanced Certificate in Research Compliance
Advanced Certificate in Youth Studies

Certificate

Certificate in Medical Coding
Child Development Associate Certificate

Non-Degree Programs

Children’s Program Administrator Credential (CPAC) (Graduate)
Seminars in Science (Graduate)
Faculty Appointments

Adjunct Faculty Titles

CUNY SPS hires established faculty and experts from diverse fields.

Qualifications

For appointment as adjunct lecturer, adjunct assistant professor, adjunct associate professor, and adjunct professor, a person must have those qualifications or professional achievements and training comparable to those of faculty members in the corresponding ranks listed below and appointed through the regular channels of the University.

Adjunct Lecturer: For appointment to the rank of adjunct lecturer, the candidate must possess a baccalaureate degree and such other qualifications as may be necessary for the satisfactory performance of their instructional functions.

Adjunct Assistant Professor: For appointment to the rank of adjunct assistant professor, the candidate must have demonstrated satisfactory qualities of personality and character, evidence of significant success as a teacher, interest in productive scholarship or creative achievement and willingness to cooperate with others for the good of the institution. They must also have obtained the Ph.D. degree, or an equivalent degree, from an accredited university.

Adjunct Associate Professor: For appointment to the rank of adjunct associate professor, the candidate must have obtained the Ph.D. or an equivalent degree from an accredited university, and in addition, they must possess a record of significant achievement in their field or profession, or as a college or university administrator. There shall be evidence that their alertness and intellectual energy are respected outside their own immediate academic community. There shall be evidence of their continued growth and of continued effectiveness in teaching.

Adjunct Professor: For appointment to the rank of adjunct professor, the candidate must possess the qualifications for an associate professor, and in addition, a record of exceptional intellectual, educational, or artistic achievement, and an established reputation for excellence in teaching and scholarship in their discipline.

The CUNY School of Professional Studies is an EOE employer.
**Appointment Hours**

**Teaching (Instructional) Hours**

Most CUNY SPS appointments are for three-credit courses. Instructional appointments for a three-credit course are made for 45 instructional hours, which includes 37.5 “face-to-face” classroom contact hours and 7.5 hours for class preparation, grading papers/exams, office hours, and submission of final grades.

Instructional appointments for a one-credit course are made for 15 instructional hours: 12.5 contact hours and 2.5 hours for additional activities.

Instructional appointments for four-credit classes are made for 60 instructional hours: 50 contact hours and 10 hours for additional activities.

**Capstone and independent study courses**

Capstone and independent study appointments are based on the number of students registered. For five students or more, the appointment is processed as a regular class; for fewer than 5 students, the appointment is pro-rated such that each student is 1/5 of a regular appointment (for example: nine hours per student for a three-credit course with fewer than five students; 12 hours per student for a four-credit course).

**Non-Instructional Hours**

Non-instructional appointments may be provided when a faculty member performs additional program work or requires training for the curriculum they have been hired to teach. To receive payment for non-instructional hours, individuals must submit completed timesheets to payroll@sps.cuny.edu.

**Paid Office Hours and Professional Hours**

Effective the start of the Spring 2020 semester, CUNY SPS adjunct faculty titles who are assigned to teach at least a three-credit course per semester (at least 45 instructional hours) within the same college will be responsible for and paid for office hours, at their full hourly rate, in the amounts designated below:

- 3 or more but fewer than 6 classroom contact hours: 15 paid office hours/semester
- 6 or more but fewer than 9 classroom contact hours: 30 paid office hours/semester
- 9 or more classroom contact hours: 45 paid office hours/semester

*See section 15.2 of the current PSC-CUNY Agreement for more guidance.*
Guidance for Office Hours and Professional Hours

Online:

Professors must have dedicated student hours posted in the course and on their syllabus.

Professors can determine a fixed hour, stagger the hours for a variety of options, have a scheduling mechanism (Calendly or any other free scheduling site) or conduct a poll in the first week of class to determine the best option for the group.

Professors are strongly advised to use Blackboard Collaborate as this is the tool that every student and professor through their course site. Blackboard Collaborate training will be available to staff. Other methods such as telephone, Skype, Zoom, etc. can be used if a professor chooses.

Professors should strongly encourage student participation in student hours by offering at least one reminder during the semester.

In-person:

Professors must have dedicated student hours posted in the course and on their syllabus.

Professors can determine a fixed hour, have a scheduling mechanism (Calendly or any other free scheduling site) or conduct a poll in the first week of class to determine the best option for the group.

Professors can use classroom space before or after class*, use the SPS Adjunct Faculty Room in room 106 at 119 W. 31 street (see page 26), or any other space that is agreed upon by faculty and staff.

Professors can also use an online option such as Blackboard Collaborate as this is the tool that every student and professor through their course site. Training will be available to staff. Other methods such as telephone, Skype, Zoom, etc. can be used if a professor chooses.

Professors should strongly encourage student participation in student hours by offering at least one reminder during the semester.

*Please note: The use of classroom space for time beyond that designated for the class has to be cleared with CUNY SPS Facilities through your Academic Director.
Faculty Workload Reporting Requirement

Adjunct Instructional Staff who are not full-time faculty at another CUNY college are required to submit a CUNY Adjunct Workload Reporting Form every semester to their Academic Director or Program Coordinator.

The Workload Reporting Form can be located here:
https://sps.cuny.edu/about/directory/office-human-resources/forms-current-employees

Fax or email your workload reporting form no later than 6 weeks prior to the start of the semester (resubmit an updated Workload Reporting Form to reflect any appointment changes). Full-time faculty members and staff should follow the Multiple Position process at their home campus.

Limitations of Adjunct Faculty Appointments

Fall and Spring Semesters
An adjunct faculty member may be appointed to teach up to 9 workload hours (135 teaching hours) at one CUNY campus in one academic semester. In addition, that adjunct faculty member may teach one course of no more than 6 workload hours (90 teaching hours) at a second CUNY campus.

If an adjunct already has a teaching appointment at another campus, this may affect how many additional classes can be assigned. The CUNY SPS manager of faculty resources will review your workload reporting form and discuss any workload issues with you.

Office hours and paid professional hours for adjuncts shall not be counted toward the maximum workload limit.

Non-Teaching Appointments
The above limitations also apply to non-teaching adjunct appointments. 135 teaching hours are equivalent to 225 non-teaching hours (“60 percent ratio”). For example, an adjunct faculty member who is appointed to teach 90 hours may only be appointed to an additional 75 non-teaching hours.

Winter Intersession
Adjunct faculty members may be assigned an additional 8 workload hours (120 teaching hours) or a maximum of 75 non-teaching hours during the Winter Intersession. Winter Intersession hours do not count against the fall or spring workload limitations.

Summer Sessions
Adjunct faculty members are limited to 105 Summer Session teaching hours (or 120 hours for 4-credit courses). Additional hours require special permission from the University.

Please note: Hourly (overload) instructional appointments for full-time instructional staff (faculty, HEOs or CLTS) are governed by the applicable Multiple Position Policy.
Appointment and Reappointment

Adjunct faculty members are generally subject to reappointment each semester, depending on sufficient course registration and the availability of funds. However, longer-serving adjunct faculty may be eligible for academic year or multi-year appointments.

If an appointed adjunct faculty member will not be receiving an appointment for the following spring or fall semester, they will receive a notification of non-reappointment.

For additional information, see Articles 9 and 10 of the PSC-CUNY Agreement, Sections 5.01 and 5.02 of the CUNY Manual of General Policy, and Section 9.5 of the CUNY Bylaws.

Teaching Observations

In accordance with Article 18.2(b)1 of the CUNY-PSC/CUNY collective bargaining agreement, non-tenured and non-certificated members of the teaching staff shall be observed for a full classroom period during any scheduled class during the first ten weeks of a semester with no less than 24 hours of prior notice of observation.

CUNY SPS faculty observations are coordinated by the academic director or program coordinator of each program.

Student Course Evaluations

Towards the end of each semester, students will be asked by the Office of Institutional Effectiveness, via email, to complete an anonymous, voluntary, and confidential Student Course Feedback Form, which will help to evaluate the instruction for the course. After the completion of the semester, results of the evaluations will be made available to instructors and academic programs.
**Professional Staff Congress (PSC)**

Instructional staff members of the University are represented by their union, the Professional Staff Congress (PSC). The PSC and the CUNY Board of Trustees negotiate a collective bargaining agreement that covers salary schedules and terms and conditions of employment for full-time and part-time faculty, college laboratory technicians (CLTs), higher education officers (HEOs), graduate assistants, and research associates and assistants.

Under the PSC-CUNY Agreement, faculty members are afforded an opportunity to pursue both informal complaints and formal grievances relating to their terms and conditions of employment (see Article 20 of the PSC-CUNY Agreement).

You may visit [www.psc-cuny.org](http://www.psc-cuny.org) to learn more about the Professional Staff Congress, including the most current contracts and additional benefits for those employees covered under the union agreement.
**Personnel Matters**

**Office of Human Resources**

It is the mission of the Office of Human Resources to support CUNY SPS faculty and staff in a variety of ways including:

- Assisting in navigating the University’s policies and procedures
- Monitoring all adjunct appointments and adjunct faculty-related processes
- Recruitment of full and part-time faculty and staff
- Employee relations and engagement.

Please contact Brian McDonald, faculty resources manager, with any questions you may have regarding your adjunct appointment at CUNY SPS.

**Hiring Guidelines**

CUNY SPS adjunct faculty must furnish all original documentation necessary to be placed onto payroll and entered into CUNYfirst. No appointment may be processed by payroll or entered into CUNYfirst without a completed appointment package. Additionally, all new hires must acknowledge reading and reviewing each of the required CUNY Employment policies included in the appointment package. These polices include:

- CUNY Internal Control Program
- Workplace Violence Prevention Policy
- Policy on Sexual Misconduct
- Policy on Equal Opportunity and Non-Discrimination
- Disability Accommodation Procedure
- Policy on Acceptable Use of Computer Resources
- Conflict of Interest Policy
- Policy on Drugs and Alcohol
- Domestic Violence and the Workplace Policy and Procedures
- Rules and Regulations for the Maintenance of Public Order

Additionally, all CUNY faculty and staff are required to complete the following:

- IT Security Training
- Workplace Violence Prevention Training (“WVP”)
- Employee Sexual and Interpersonal Violence Prevention and Response Course (“ESPARC”)

*It is mandatory that new hires complete these required trainings within 30 days of beginning employment at CUNY SPS. And, in the instances of the WVP training, adjuncts must complete every semester appointed.*
CUNY SPS ID Cards
Faculty planning to regularly visit the CUNY SPS campus or who require a library barcode to physically access a CUNY library, will need a CUNY SPS ID card. If you wish to receive a CUNY SPS ID card, or have any questions, please contact adjuncts@sps.cuny.edu.

Adjunct Faculty Payroll Information
Both instructional and non-instructional payments are processed through the SPS Payroll Office. A Direct Deposit option is available (and highly recommended). However, if an individual chooses not to use Direct Deposit, CUNY SPS will make arrangements for paychecks to be mailed to the home address on file.

Adjunct Pay Increases
Following your completion of six semesters of teaching at CUNY over each three-year period, including summers, you are entitled to a pay increment (the next higher step) which should take effect July 1 after you become eligible. It is your responsibility to notify the Human Resources Office at each college where you teach regarding your CUNY-wide work history to make sure that you are on the right salary step.

One-Year Appointments
If reappointed after working six consecutive semesters (exclusive of summers) in the same department at the same college over a three-year period, an adjunct is entitled to a year-long (Fall and Spring) appointment and will be notified on or about May 15 for the following academic year.

Change of Address
Change of Address forms are available at the payroll page of the CUNY SPS website (https://sps.cuny.edu/about/directory/office-fiscal-and-business-operations/payroll). To change your address with both the Office of Human Resources and Payroll, please email the completed form to payroll@sps.cuny.edu and hr@sps.cuny.edu.

Tax Deductions and Direct Deposit
To report any changes in your tax deductions, or to confirm direct deposit activation, contact payroll@sps.cuny.edu. Tax Forms and Direct Deposit forms are available at the payroll page of the CUNY SPS website (https://sps.cuny.edu/about/directory/office-fiscal-and-business-operations/payroll).
**Retirement**

All adjunct faculty are eligible to join the New York City Teachers’ Retirement System (TRS) and tax-deferred annuity programs starting with their first semester at CUNY. Please contact Daniella Donald, CUNY SPS benefits officer, at Daniella.donald@cuny.edu for more information.

**Health Benefits**

Adjunct faculty who meet certain requirements may select a health plan offered by the PSC-CUNY Welfare Fund. Please visit the PSC-CUNY Welfare Fund website at www.psccunywf.org for more information.

**Transit Benefit**

The Commuter Benefits Program, administered by WageWorks, provides CUNY employees with a personal commuter account funded on a pre-tax basis through payroll deductions. The tax-free funds may be used for MTA NYCT, Long Island Railroad, Metro-North Railroad, NJ Transit, PATH, and other transit providers in the tri-state area. Contact Daniella Donald, CUNY SPS benefits officer, at Daniella.donald@cuny.edu for more information.

Please note that in Spring 2020, the University will be transitioning to a new commuter benefits provider. Communications on this transition will be sent by CUNY SPS HR.

**CUNY Work/Life Program**

To help employees and their families balance the demands of their work and personal lives, the University offers free, confidential assistance to its employees and their families through the CUNY Work/Life Program administered by the Deer Oaks Employee Assistance Program (EAP). For information or referral to a provider near you, please call Deer Oaks at (888) 993-7650 or explore available online tools, educational articles and other resources at www.deeroaks.org (login and password: CUNY).

**Discounts**

CUNY employees receive discounts on entertainment and travel (museums, concert venues, zoos, etc.), computers and software, neighborhood restaurants, health and fitness centers, wireless phone services, financial services and more. Contact Brian McDonald, faculty resources manager, at brian.mcdonald@cuny.edu for more information.
Faculty Leaves (Non-Academic)

Non-academic leaves are administered by the Office of Human Resources. Faculty members are advised to contact the CUNY SPS Office of Human Resources for complete information about any of the leaves described below.

Adjunct Faculty Leave

Adjunct faculty may be excused for personal illness or personal emergencies including religious observance, death in the immediate family or similar personal needs which cannot be postponed, for a period of 1/15 of the total number of clock hours in the particular session or semester in which they are teaching. Requests for such leave, where possible, must be made in advance, in writing. If it is not possible to make such a request in advance, your academic director should be informed as soon as possible. The reason provided must be satisfactory to the academic director.

Jury Duty

Faculty called to jury duty must notify their academic director and the Office of Human Resources before beginning their service. Adjunct faculty may have absences excused if the jury duty service prevents their teaching a particular class or observing a specific assignment.

Military Service

The University has an established procedure, in conformity with New York State Law, that accords eligible employees leave for military service.
Accessing Your Accounts

Faculty Email

CUNYfirst, the CUNY-wide payroll processing system, requires all adjunct faculty members to have a cuny.edu email address. If you do not have a cuny.edu email account, please contact adjuncts@sps.cuny.edu and one will be created for you.

Your CUNYfirst Account

CUNYfirst is CUNY’s web-based, administrative services system. To use CUNYfirst you must activate or “claim” your CUNYfirst account by visiting https://home.CUNYfirst.cuny.edu and selecting the New User link.

At the completion of the activation process you will have a CUNYfirst user ID composed of your first name and last name separated by a period and followed by a two digit number, and you will be asked to create a password. You will also receive an eight digit ID number, referred to as an EMPLID.

Once you claim your account, you can login to CUNYfirst at https://home.CUNYfirst.cuny.edu to access services such as the Faculty Center in order to view your class schedule, verify student attendance, and enter grades. You must also register to receive CUNY Alert emergency notifications from your CUNYfirst account.

Your CUNY-wide Login

Your CUNY-wide Login is composed of your CUNYfirst username followed by “@login.cuny.edu”, e.g. Barbara.Smith22@login.cuny.edu.

This login and your CUNYfirst password should be used to log into other CUNY-wide services such as:

- CUNYfirst, for class scheduling and grading
- Blackboard, for online courses
- Student Advisement Degree Audit (“Degreeworks”) for students to track their progress towards their degrees and for faculty to advise students on degree requirements
- The CUNY Virtual Desktop, to access desktop applications such as SPSS, SAS and Mathematica over the web (http://www.cuny.edu/virtualdesktop)
- Office 365
Faculty Development, Resources, and Support

Office of Faculty Development and Instructional Technology

The mission of the Office of Faculty Development and Instructional Technology (OFDIT) is to provide faculty with the support, training and resources that they require at all stages in their careers, and to enhance the community of practice in order to promote greater teaching effectiveness, instructional innovation, and faculty satisfaction, all with the goal of improving the quality of the student learning experience.

Blackboard

Blackboard is CUNY’s primary platform for online teaching and learning. All CUNY SPS credit-bearing classes have a Blackboard site in which instructors and students are automatically enrolled. To access Blackboard, go to http://www.cuny.edu and, using the login drop-down menu, login to Blackboard with your CUNY Login username and password (see “Accessing Your Accounts”).

In addition, there are two Blackboard Mobile apps designed for iOS and Android devices. For instructors, the app is called Blackboard Instructor. For students, the app is called Blackboard. Our current version of Blackboard is mobile-compatible, meaning that your course will automatically adjust when accessed on a phone or tablet. OFDIT can assist you with designing your content so that your course content is also mobile compatible.

Blackboard updates and upgrades are announced on the Blackboard home page and are visible to everyone upon login. System and building block upgrades occur each year at the end of December. Note that Blackboard is unavailable for the two days of the upgrade. Winter and spring term courses always reflect an upgraded version with new features for faculty and students. Any upgrade that has occurred is reflected in new instructions and/or documentation so that faculty are prepared to handle all aspects of their course sites.

Blackboard quick guides to commonly used features can be found at https://spsfacultycommons.gc.cuny.edu/quick-guides/ and the faculty user guide is located here: http://www2.cuny.edu/about/administration/offices/cis/core-functions/cuny-blackboard/user-guides/faculty/

Instructional Technology

CUNY SPS provides additional software and tools like VoiceThread and Digication e-Portfolio that support teaching and learning in CUNY SPS courses. OFDIT provides faculty training and support on available tools; please visit the CUNY SPS faculty community site at https://spsfacultycommons.gc.cuny.edu/ or email facultysupport@sps.cuny.edu for more information.
**Preparation for Teaching Online: Certification Workshop**

All new online faculty members at CUNY SPS must complete a fully online, two-week asynchronous online teaching certification workshop offered by the Office of Faculty Development and Instructional Technology. Academic directors will enroll new faculty in the workshop, but more information and a schedule of sessions can be found at: [http://cunyonline.commons.gc.cuny.edu/](http://cunyonline.commons.gc.cuny.edu/).

**Faculty Peer Mentoring Program**

An instructor in their first semester of teaching at CUNY SPS may be paired with an experienced CUNY SPS instructor in the peer mentoring program facilitated by OFDIT. The program is designed to provide new faculty with the skills to teach online effectively, offer social and informational support, strengthen new faculty members’ connections to the CUNY SPS online faculty community, and help bridge the gap between initial training in Blackboard and online teaching and actual management of the online course.

**Self-Paced Blackboard Basics Workshop**

OFDIT offers a self-paced workshop, *Blackboard Basics*, for instructors to learn how to use Blackboard and its tools. While the materials are self-paced, the site is continually monitored by OFDIT staff so that faculty can also pose questions on the site concerning topics covered in the workshop. Faculty are enrolled in this workshop after onboarding, and can access it via the “My Courses” area on the Blackboard homepage after login.

**Faculty Development and Support**

OFDIT regularly informs faculty via email about new faculty development and training opportunities, including live events, online workshops, new resources, and webinars.

Assistance with Blackboard or other instructional technology is available by contacting facultysupport@sps.cuny.edu.

**Help Desk**

The CUNY School of Professional Studies Help Desk is available to answer your technical questions. The Help Desk can be accessed via telephone (646-664-8592) or email at helpdesk@sps.cuny.edu and is located at 119 W. 31st St. in room 307. When you contact the Help Desk, please be prepared to identify your problem, provide information about your computer’s Operating System (OS), platform, internet Connection, and the version of the program with which you are experiencing problems. You may also visit our Help Desk landing page at [http://sps.cuny.edu/student_services/help_desk.html](http://sps.cuny.edu/student_services/help_desk.html).
Help Desk Hours
Monday – Thursday: 9:30 a.m. – 9:00 p.m.
Friday: 9:30 a.m. - 5:00 p.m.
Saturday: 9:30 a.m. - 4:30 p.m.
Sunday: Closed

If you are experiencing technical issue outside these hours, please email helpdesk@sps.cuny.edu and you will receive a response by the next business day.

Requesting Classroom Technology for Classroom Programs and Courses

Contact the School of Professional Studies Help Desk with any requests or classroom technology needs.

PSC-CUNY Professional Development Fund

The PSC-CUNY Adjunct/CET Professional Development Fund provides grants of up to $3,000 to adjunct faculty who are teaching six or more classroom contact hours in the semester and to continuing education teachers who are teaching a minimum of 20 hours per week. (Other eligibility criteria and application guidelines are explained on the PSC website: https://www.psc-cuny.org/benefits/adjunct-cet-professional-development-fund.) These grants can be used towards research, courses, conferences, field studies, and other activities that will enhance your professional development.

PSC-CUNY Travel Support

The PSC-CUNY Agreement provides partial travel support to assist members of the bargaining unit in attending professional meetings and conferences related to their work at the college. Priority is given to members of the instructional staff who will make presentations. Adjunct faculty are eligible to apply. Since funds are limited, support typically provides only a portion of transportation expenses for meetings outside of New York City. Faculty are encouraged to supplement this support with other resources, such as external research grants or PSC-CUNY grants.

Tuition Waivers

Adjunct faculty members are eligible for tuition waivers after completing ten consecutive fall and spring semesters of employment with the University. Once eligible, an adjunct faculty member may receive a waiver of tuition for one undergraduate or one graduate course per semester.

All candidates must apply for admission to the CUNY college at which they wish to take a course. Instructional and student fees are not waived.
Adjunct Faculty Room

CUNY SPS holds a working space for adjunct faculty use at the main campus at 119 West 31st Street. Room 106, which is located on the first floor and accessible with a CUNY SPS ID card, is available during operating hours.

Hours of operation during fall and spring semesters are as follows:

<table>
<thead>
<tr>
<th>Day of the week</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday - Thursday</td>
<td>6:30am – 10:00pm</td>
</tr>
<tr>
<td>Friday</td>
<td>6:30am – 8:00pm</td>
</tr>
<tr>
<td>Saturday</td>
<td>8:00am – 6:00pm</td>
</tr>
<tr>
<td>Sunday</td>
<td>Closed</td>
</tr>
</tbody>
</table>

CUNY A!ERT EMERGENCY NOTIFICATION SYSTEM

CUNY A!ert is a secure, web-based emergency notification system that sends text or voice notifications of campus emergencies or weather related closings. Staff and students can sign up for CUNY A!ert at www.cuny.edu/alert, and can choose which method by which they prefer to receive messages: via cell phone, home phone, e-mail, instant message, or any combination of these.

All CUNY SPS employees are encouraged to sign up for the CUNY A!ert system, and to refer to the School of Professional Studies website for current information during a weather emergency.
CUNY SPS Home Library: Baruch Newman Library

Resources & eReserves

The CUNY School of Professional Studies’ home library for both students and faculty is the William and Anita Newman Library at Baruch College. The Newman Library provides extensive collections of online books and articles that can be made available to students using Blackboard. Faculty may also request books, course packs, and other materials not in the collection to be copyright-cleared and placed on eReserve. Please note that faculty should not scan and post materials in Blackboard without seeking the advice and assistance of a librarian.

All teaching faculty are automatically uploaded into the Newman Library system at the start of each semester. The Help Desk will email your access credentials to the campus email listed in CUNYfirst. Anyone who is not currently teaching, but who requires access to the Newman Library eReserves, is to contact Lia Kudless, chief of staff, at lia.kudless@cuny.edu.

Faculty who require a CUNY library barcode to physically access a CUNY library will need to request a CUNY SPS ID card. If you wish to receive a CUNY SPS ID card, or have any questions, please contact adjuncts@sps.cuny.edu.

Newman Library staff are available to answer copyright questions and to work with faculty to develop materials to meet online instructional needs. Please contact Joseph Harnett, information services librarian, at 646.312.1627 or joseph.hartnett@baruch.cuny.edu with your reading/viewing lists at least two weeks before the beginning of the semester.

To place materials on eReserve at the Newman Library, fill out the electronic form at https://baruch.qualtrics.com/SE/?SID=SV_099ewqBqBLgRCth2. The reserve desk also can be contacted directly at reserve@baruch.cuny.edu, or 646.312.1669.

For additional information about the services provided by the Newman Library to students and faculty of the CUNY School of Professional Studies, visit http://newman.baruch.cuny.edu/services/sps.html.

Course Reserves

Newman Library maintains both traditional (library owned and personally owned books, videos, DVDs, and CDs) and electronic course reserve for faculty to use in order to make available to students course reading materials that are required in support of the curriculum.

Required textbooks and course packs may also be placed on reserve at the Newman Library, however, faculty must provide the library with a copy of the book or course pack.

To request that a textbook or course pack be placed on reserve, contact Joseph Hartnett, information services librarian, at joseph.hartnett@baruch.cuny.edu or 646-312-1627. You will need to have your course number and name as well as the materials ready when calling Mr. Hartnett.
CUNY SPS Study Room at Newman Library

Room 548 in the Newman Library at Baruch College has been set aside for exclusive use by CUNY SPS students. It holds eight people comfortably, and is available on a first come, first served basis. To gain access, students must present a valid CUNY SPS ID card at the Circulation Desk and request the key to room 548 or to the “CUNY SPS study room.” Users are responsible for meeting Newman Library’s policies and procedures for all group study rooms. The policies can be accessed at http://www.baruch.cuny.edu/bpi/library_study_rooms.htm.

This room is meant for unscheduled use by CUNY SPS students. For projects that will require group work and for which student use can be scheduled in advance, faculty may contact our colleague Arthur Downing at Arthur.downing@baruch.cuny.edu, who is able to schedule conference room space for CUNY SPS students.

Evaluation and Desk Copies

CUNY SPS does not provide evaluation or desk copies of textbooks to instructors. However, most publishers will issue evaluation and desk copies to instructors directly.

Mary Wade, assistant director of academic operations, mary.wade@cuny.edu, also can help obtain desk copies from publishers. It can take up to a month to obtain a desk copy, so it is important to provide as much advance notice as possible.

Additionally, The Faculty Center Network (www.facultycenter.net) is a good resource for faculty to review college-level textbooks and make informed decisions about textbook adoption. Users can search or browse over 125,000 textbooks. The site also provides publisher contact information for users if they wish to request a professional review copy.
Course Requirements

Student Attendance

To comply with CUNY policy, all teaching faculty must verify the attendance of each student at the beginning of each term. To do this, log in to CUNYfirst from the http://www2.cuny.edu/ home page. Federal regulations concerning the distribution of financial aid state that a student must participate at least once during the first three sessions. Please note that logging into a course site without comment is not considered participation in an online course. If you assign the “WN” to a student, he or she will be blocked from Blackboard. As rosters are submitted, the Office of the Registrar will notify those students who have been reported for non-attendance that their financial aid may be in jeopardy.

CUNY SPS faculty will find this and all of their CUNYfirst instructor-related transactions in the Faculty Center area of the CUNYFIRST Menu. The Faculty Center is a self-service component of CUNYfirst that provides instructors with a single entry point from which to begin navigation to instructor-related tasks, including class rosters, and Verification of Enrollment Roster.

If you need help logging into CUNYfirst please contact the CUNY SPS Help Desk at helpdesk@sps.cuny.edu or at 646 664-8592. Any questions regarding your course rosters should be directed to registrar@sps.cuny.edu.

Conversion Days for in-person classes

At CUNY, a holiday or campus closure due to weather may require classes that are ordinarily scheduled to fall on that day of the week to be rescheduled. On these days, in-person classes regularly scheduled for a particular day of the week are replaced by classes that normally meet on other days. These are referred to as “conversion days,” and are noted in the Academic Calendar as below:

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>09/05/2018</td>
<td>Wednesday</td>
<td>Classes follow Monday schedule</td>
</tr>
</tbody>
</table>

Conversion days are necessary to ensure that every class meets the required number of times during a given semester.

Student Absence due to Religious Belief

An in-person or online student who, because of religious beliefs, does not attend classes on a particular day or days, shall be excused from any examination or other work during the time in question. It is the responsibility of the faculty and the administration to provide the student with an equivalent opportunity to make up any examination or any study or work requirements.
Instruction During Spring Break

The School of Professional Studies follows the standard CUNY academic calendar. Students should not be held to a longer course schedule than their classmates taking traditional classroom-based courses. However, we recognize the need for online students to have the opportunity to continue their work through break periods.

It is, therefore, the School of Professional Studies’ policy that while courses will remain open during Spring Break, new assignments cannot be made nor should assignments have deadlines that fall within the official Spring Break period. Providing students with access to instructors during Spring Break will be at the discretion of each instructor.

The Spring Break period is listed on the CUNY SPS academic calendar.

Midterm Evaluations for Students Enrolled in Online Programs

Each term, faculty teaching in online programs provide their students with midterm evaluations of their progress and status in the course. Faculty have found midterm evaluations useful in helping students understand how they are doing and how they should focus their energies in the second half of the term. Students appreciate the opportunity to get feedback from their instructors and assistance in improving their work. Relevant dates regarding midterm evaluations for each term will be communicated to faculty at the start of each term.

If you have any questions regarding this process please contact Thomas Jennings, assistant dean and registrar, at 646-664-8501 or thomas.jennings@cuny.edu.
Grading Policy

Undergraduate and graduate courses have differing grading policies

Undergraduate-level Grading

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

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

AUD | Auditor, listener.

INC | Incomplete. This is a temporary grade. The outstanding work must be completed by end of the following fall or spring semester. If the work is not completed by the end of the following semester, the INC is converted to a permanent grade of FIN, equivalent to F, on the record. The course instructor may grant the INC at the request of the student if participation requirements have been met and the only outstanding work is a paper, project, or examination. The instructor has the right to refuse a request, and can set a time limit for completion that is shorter than the end of the following semester. When the course work is completed and the final grade received, the INC grade will be replaced.

W  | Withdrawal. A permanent grade requested by the student after the Add/Drop period, and before the deadline in the academic calendar. This grade is administratively assigned at the written request of the student. It does not affect the grade point average.
<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>WA</td>
<td>Administrative Withdrawal. This grade, which does not affect the grade point average, is administratively assigned when a student fails to document health requirements at the start of a term. At that point the student is barred from class.</td>
</tr>
<tr>
<td>WN</td>
<td>Never attended. This is based upon the Verification of Enrollment that is required in the first three weeks of a term. Calculated as the equivalent of a “W” in the GPA.</td>
</tr>
<tr>
<td>WU</td>
<td>Unofficial Withdrawal. Student attended at least one class session. Issued by the instructor. Calculated as the equivalent of &quot;F&quot; in the GPA.</td>
</tr>
</tbody>
</table>

**University Policy Concerning the Repetition of Courses in Which a Student Has Earned a Grade of “F” or “WU”**

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

**Satisfactory Academic Progress for Undergraduate Courses**

Students are expected to make satisfactory academic progress. Generally, undergraduate programs throughout CUNY expect applicants to present an academic record with a minimum 2.0 GPA. Some programs require a higher GPA. A student is considered in good academic standing and making good academic progress when they have completed all coursework and exams in accordance with faculty instructions, no later than the last day of the examination period and has earned a GPA of at least 2.0. In certain circumstances, a student may find it necessary to request a grade of Incomplete (INC), in accordance with the rules above. When a student has accumulated more than one incomplete or a GPA below 2.0, he or she may be ineligible to continue in the program since satisfactory academic progress is not being made. Under certain circumstances, a student may be required to carry a reduced course load to improve the GPA or be required to postpone further registration until the INC grades are completed. Typically, students may register for additional courses with one INC grade. Of course, all such academic reviews take into consideration individual circumstances and the potential for improvement.
In addition to academic consequences, failure to make satisfactory academic progress may have implications for the award of financial aid.

**Academic Warning**

Academic warnings are issued when appropriate. Students receive only one academic warning; failure to comply with this warning may result in academic probation or suspension.

**Academic Probation**

Academic probation is a serious warning that immediate and significant improvement is required. Students who earn F or WU grades, have a GPA below 2.0, or more than two INC grades will be reviewed and may be placed on academic probation. A finding that a student has committed plagiarism or has failed to comply with the Academic Integrity standards of the School of Professional Studies in any other way will be cause for probation. When instituting probation, specific criteria for return to good academic standing will be defined. Academic probation will be noted on a student’s transcript while in effect and that notation will be removed completely upon successful return to good academic standing.

**Academic Suspension and Exclusion**

Students with two consecutive unsatisfactory semesters are normally suspended from the School of Professional Studies for a period of one year. Students may petition to return to the program at the end of the year. Students may be suspended or excluded from the School for reasons of academic dishonesty.

**Graduate-level Grading**

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

<table>
<thead>
<tr>
<th>Grade</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
</tr>
<tr>
<td>A-</td>
<td>3.7</td>
</tr>
<tr>
<td>B+</td>
<td>3.3</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
</tr>
<tr>
<td>C+</td>
<td>2.3</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
</tr>
<tr>
<td>F</td>
<td>0.0</td>
</tr>
<tr>
<td>Failure</td>
<td></td>
</tr>
<tr>
<td>AUD</td>
<td>Auditor, listener.</td>
</tr>
<tr>
<td>INC</td>
<td>Incomplete. This is a temporary grade. If the outstanding work is not completed by one year, the INC is converted to a permanent grade of FIN on the record. The course instructor may grant the INC at the request of the student if participation requirements have been met and the only outstanding work is a paper, project, or examination. The</td>
</tr>
</tbody>
</table>
instructor has the right to refuse a request, and can set a time limit for completion that is shorter than the final deadline. When the course work is completed and the final grade received, the INC grade will be replaced.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>W</td>
<td>Withdrawal. A permanent grade requested by the student after the Add/Drop period, and before the deadline in the academic calendar. This grade is administratively assigned at the written request of the student. It does not affect the grade point average.</td>
</tr>
<tr>
<td>WA</td>
<td>Administrative Withdrawal. This grade, which does not affect the grade point average, is administratively assigned when a student fails to document health requirements at the start of a term. At that point the student is barred from class.</td>
</tr>
<tr>
<td>WN</td>
<td>Never attended. This is based upon the Verification of Enrollment that is required in the first three weeks of a term. Calculated as the equivalent of a “W” in the GPA.</td>
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<tr>
<td>WU</td>
<td>Unofficial Withdrawal. Student attended at least one class session. Issued by the instructor. Calculated as the equivalent of &quot;F&quot; in the GPA.</td>
</tr>
</tbody>
</table>

**Satisfactory Academic Progress for Graduate Courses**

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

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

Degrees and certificates are awarded four times each academic year, on or about January 1, February 1, June 1, and September 1. The actual dates will be published in the academic calendar.
**Grade Submission**

Faculty must submit final course grades to the registrar using the CUNYfirst System. A student whose name does not appear on the grade roster must report to the Office of the Registrar and get clearance before a final grade can be accepted.

Faculty members are expected to submit final grade rosters promptly, usually within two business days after administering the final exam (or the last day of class for those courses exempt from a final exam). In order to fulfill University requirements, including degree conferral deadlines, a hard deadline for grade submission is set for each semester. This date is listed on the college’s Administrative Calendar and included in the “Obligations of the Faculty and Syllabus Preparation Guidelines” memo.

**Reporting Grades to Students**

The official final grades are available to students via the CUNYfirst Student Center. Once an instructor has posted the grades they are immediately available to student.

**Grade Changes**

CUNY SPS’s policy is that a grade submitted by the instructor and entered on a student’s transcript stands, unless there is very good reason to change it. Changes are possible in such cases as error, late completion of work, or completion of an absentee final examination. **When a grade has been assigned and recorded, the instructor may not raise the grade by accepting additional work** except when the grade INC has been assigned.

To change a grade the instructor must send an email to Thomas.jennings@cuny.edu with a copy to Jennifer.lee@cuny.edu and a cc to the academic director. A confirmation of the change will be sent back to the instructor once the change has been recorded, usually within 48 hours.

**Grade Appeals**

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

The grade appeals system affords recourse to a student who has evidence or believes that evidence exists to show that an inappropriate grade has been assigned. A student who believes they have reason to challenge a grade penalty assigned for an alleged violation of academic integrity shall use the grade appeals procedures found here: [https://sps.cuny.edu/about/policies/academic-and-student-policies/grade-appeals](https://sps.cuny.edu/about/policies/academic-and-student-policies/grade-appeals)
Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA), which protects student academic records, applies to all institutions that receive funding from the U.S. Department of Education. Breach of FERPA can result in the revocation of all federally awarded financial aid. Compliance with FERPA is stringently monitored.

An institution is answerable to a student’s parents until the student reaches 18 years old, and thereafter to the student. A student is someone who is currently attending classes or who formerly attended classes at the college. Applicants for admission are not protected by FERPA.

FERPA stipulates that information about a student may be released only to those college employees who have a “legitimate educational interest” in it. A legitimate interest may proceed from exercise of such functions as academic advising, writing letters of recommendation on behalf of a student, verification of major or degree requirements, verification of admission requirements (testing, ESL, etc.), departmental or other recommendation for scholarships or awards, and departmental or college program reviews.

The college will not disclose any identifiable information about a student without that student’s written consent, except directory information as listed below (and other exceptions that need not be addressed here). A student may restrict the release of any or all directory information by completing a form available in the Registrar’s Office. Directory information includes name, date and place of birth, current or permanent address and phone number, academic major, enrollment status, degrees and awards received, dates of attendance (not daily attendance records), previous educational institution attended, and e-mail address.

FERPA mandates that anyone to whom information is released may not release that information to a third party. The following guidelines will help faculty members meet that responsibility:

- Refer all requests for information about a person to the Office of the Registrar.
- Student scores or grades may not be displayed publicly in association with names, social security numbers, or other personal identifiers.
- All papers, examinations, or lab reports containing student names and grades should be secured. Students should not have access to the scores and grades of others in the class.
- Do not release information that could easily be traced to an individual student,
- Do not give account passwords to others and do not store written passwords in a desk.
- Keep a computer monitor out of view of those who may enter your work area.
- Do not leave a computer unattended when logged into CUNYfirst.
- Do not leave printed documents in view of those who may approach your work area.
- Shred all printed documents that are no longer needed.
- Do not release information about grades to parents, spouses, or any other family member of students.
- When in doubt, err on the side of caution and do not release student educational information.

If you have questions about your responsibilities under FERPA or need further information, please consult the Office of the Registrar.
Academic Integrity

Academic dishonesty is unacceptable and will not be tolerated. Cheating, forgery, plagiarism and collusion in dishonest acts undermine the educational mission of the City University of New York and the students’ personal and intellectual growth. CUNY School of Professional Studies students are expected to bear individual responsibility for their work, to learn the rules and definitions that underlie the practice of academic integrity, and to uphold its ideals. Ignorance of the rules is not an acceptable excuse for disobeying them. Any student who attempts to compromise or devalue the academic process will be sanctioned. Sanctions may include failing grades, suspension, and expulsion. (See www.cuny.edu under “Current Students”.)

Engaging in acts of academic dishonesty can end a student's school career, have an impact on the person’s professional life, and jeopardize future career goals. The CUNY School of Professional Studies is committed to maintaining an atmosphere of academic integrity. All alleged cases of academic dishonesty are subject to due process.

Due Process and Students Rights

Any charge, accusation or allegation that is to be presented against a student, and, that, if proved, may subject a student to disciplinary action, must be submitted in writing, in complete detail to the School of Professional Studies Director of Student Services promptly by the individual, or group of individuals making the charge. Anonymous complaints are not accepted. Strict confidentiality is maintained. Due process begins with a finding, student notification, and an investigation of the charge. The process ends with either dismissal of the charge or sanctioning. Please see the CUNY SPS website for details: https://sps.cuny.edu/about/policies/academic-and-student-policies/academic-integrity

Faculty Statement on Academic Integrity

All members of the faculty will include in their course outlines a clear reference to a statement of the School policy on academic integrity and their own policy and the penalties and sanctions for violations of academic integrity.

Violations of Academic Integrity

The instructor of the class in which the violation occurs or in reference to which case the violation is relevant shall handle violations of the Academic Integrity Code. The instructor has the authority to adjust the offender’s grades as deemed appropriate, including assigning an F to the assignment or exercise or, in more serious cases, an F to the student for the entire course. In most cases, the instructor should inform the Director of Student Services, who after review may refer the case to the School of Professional Studies Committee on Academic Appeals and Discipline.
All cases for which an instructor has taken an enforcement action, such as an F for a paper or for a course, shall be reported by filing a Faculty Report of Suspected Academic Dishonesty. The Academic Integrity Policy and the Faculty Report of Suspected Academic Dishonesty form can be found here: https://sps.cuny.edu/about/policies/academic-and-student-policies/academic-integrity

Definitions and Examples of Academic Dishonesty

The following definitions and examples are taken from the CUNY Policy on Academic Integrity.

Cheating

Cheating is an act or an attempted act of deception by which students seek to misrepresent that they have mastered information on an academic exercise that they have not mastered. Examples of cheating include but are not limited to:

- Copying from another student during an examination or allowing another student to copy your work
- Unauthorized collaboration on assignments
- Taking an examination for another student
- Submitting anyone else’s work as your own
- Asking or allowing anyone to do research, take an examination or perform an assignment for you
- Changing or misrepresenting grades on assignments or exams for more credit
- Submitting substantial portions of a paper, exam or assignment to more than one course without notifying the instructor that the information was not produced uniquely for that assignment
- Use of term paper or exam services
- Giving assistance to others and aiding in academic dishonesty
- Collaborating on a test, quiz or other project with any other person(s) without authorization
- Fabricating data and information (all or part)
- Unauthorized use during an examination of any electronic devices not specifically allowed such as cell phones, palm pilots, PDA’s, computers, or other technology, to store retrieve or send information
- Unauthorized use of course textbook or other material such as a notebook or notes in any form to complete an examination or assignment
- Using or possessing specifically prepared but unauthorized materials during a test, e.g., notes, formula lists, notes written on the student's clothing, study aids, electronic or other devices or any unauthorized communication during an academic exercise, preparing answers or writing notes in an exam booklet before an examination.
- Permitting others to misrepresent to the university that they are a student other than themselves in a classroom or in a virtual classroom or when accessing the discussion boards, classroom material, exams, projects, papers, and logging onto Blackboard as a student.

The foregoing list is illustrative and is not intended to be exhaustive.
Plagiarism

Plagiarism is the inclusion of someone else's words, ideas or data as one's own work without acknowledging the source. When a student submits work for credit that includes the words, ideas or data of others, the source of that information must be acknowledged through complete, accurate, and specific references and, if verbatim statements are included, through quotation marks as well. By placing their name on work submitted for credit, the student certifies the originality of all work not otherwise identified by appropriate acknowledgments. Plagiarism covers unpublished as well as published sources, including internet-accessed materials.

Examples of plagiarism include but are not limited to:

- Quoting another person's actual words, complete sentences or paragraphs, or entire piece of written work without acknowledgment of the source. Copying another person's actual words without the use of quotation marks and footnotes.
- Using another person's ideas, opinions, or theory even if it is completely paraphrased in one's own words, without acknowledgment of the source.
- Borrowing facts, statistics or other illustrative materials that are not clearly common knowledge without acknowledgment of the source.
- Copying another student's essay test answers.
- Copying, or allowing another student to copy a computer file that contains another student's assignment, and submitting it, in part or in its entirety, as one's own.
- Working together on an assignment, sharing the computer files and programs involved, and then submitting individual copies of the assignment as one's own work.
- Failing to acknowledge collaborators on homework and laboratory assignments.
- Submitting as your own any academic exercises (e.g., written work, printing, musical composition, painting, sculpture, etc.) prepared totally or in part by another.

When in doubt about rules concerning plagiarism, students are urged to consult with individual faculty members.

Internet Plagiarism

Includes submitting downloaded term papers or parts of term papers, paraphrasing or copying information from the internet without citing the source, and “cutting and pasting” from various sources without proper attribution.

Obtaining an Unfair Advantage

- Stealing, reproducing, circulating or otherwise gaining prior access to examination materials.
- Depriving other students by stealing, destroying, defacing or concealing library materials.
- Retaining, using or circulating examination materials that clearly indicate that they should be returned at the end of the exam.
- Intentionally obstructing or interfering with another student's work.
- Engaging in activities that intentionally create an unfair advantage over another student's academic work.
- Making false accusations against another.
• **Collusion**
  - Participating in an act of academic dishonesty
  - Lending assistance or failing to report witnessed acts of academic dishonesty

**Falsification of Records and Official Documents**

- Forging signatures of authorization.
- Falsifying information on an official academic record.
- Falsifying information on an official document such as a grade report, letter of permission, drop/add form, ID card or other school document.

**Fabrication**

Fabrication is the use of invented information or the falsification of research or other findings. Examples of fabrication include but are not limited to:

- Citation of information not taken from the source indicated. This may include the incorrect documentation of secondary source materials
- Listing sources in a bibliography that are not directly used in the academic exercise
- Submission in a paper, thesis, lab report or other academic exercise of falsified, invented, or fictitious data or evidence, or deliberate and knowing concealment or distortion of the true nature, origin or function of such data or evidence.

**Academic Misconduct**

Academic misconduct includes any act to gain an undue academic benefit for oneself or to cause academic harm to another. Such misconduct includes dishonest acts such as tampering with grades or taking part in obtaining or distributing any part of an unadministered test. Examples of academic misconduct include but are not limited to:

- Stealing, buying or otherwise obtaining and possessing all or part of an unadministered test or academic device not authorized for such person to possess
- Unauthorized presence in a building or office or any location for the purpose of obtaining all or part of an unadministered test or academic device not authorized for such person to possess
- Selling or giving away all or part of an unadministered test, including answers to an unadministered test or academic device not authorized for such person to possess
- Bribing any other person to obtain an unadministered test, including answers to an unadministered or academic device not authorized for such person to possess
- Unauthorized presence in an office or any location for the purpose of changing a grade in a grade book, on a test, or on other work for which a grade is given
- Changing, altering or being an accessory to the changing and/or altering of a grade in a grade book, on a test, a change-of-grade form or other official academic records of the school which relate to grades
• Continuing to work on an examination or project after the allotted time has elapsed
• Promoting violations of academic integrity in any form, including but not limited to publicizing the availability of sources for obtaining papers and exercises

**Online Etiquette and Anti-Harassment Policy**

The University strictly prohibits the use of University online resources or facilities, including Blackboard, for the purpose of harassment of any individual or for the posting of any material that is scandalous, libelous, offensive or otherwise against the University’s policies.

Online harassment can be any conduct involving the use of the internet that has the intent or effect of unreasonably interfering with an individual or group's educational or work performance at the University, or that creates an intimidating, hostile, or offensive educational, work, or living environment. In some cases, online harassment may also be a violation of applicable criminal and/or civil laws. Online harassment on the basis of race, color, gender, disability, religion, national origin, sexual orientation, or age includes harassment of an individual in terms of a stereotyped group characteristic, or because of that person's identification with a particular group. Statements constituting “hate speech” toward an individual or a group are a violation of this policy.

Generally, a statement posted on an internet site, such as Blackboard, general message board, internet blogs, and the like, is libelous if it false and injurious to the reputation of another. The intentional posting of libelous statements may also subject the responsible party to applicable civil penalties in a court of law.

The University is committed under this policy to stopping online harassment and associated retaliatory behavior. The University will promptly investigate any reported incidents suspected of violating the foregoing section. Anyone wishing to report any such incidents should first contact the Student Affairs Coordinator. A preliminary investigation into the matter will be conducted and the findings reported to the Dean for further investigation and action, if appropriate.

Any member of the CUNY online community who has experienced incidents of harassment is encouraged to report the complaint.

This University considers violations of this online etiquette policy to be a serious offense. Anyone found to have used the University’s online services in violation of this policy is subject to punishment, including failing grades, suspension, and expulsion. As noted above, serious offenses may lead to criminal and/or civil liability.
Helpful Resources For Your Students

Tutoring Services for Students

Subject Tutoring from Tutor.com

CUNY SPS has a contract with Tutor.com to provide our students with 24/7 one-on-one tutoring via audio/video/whiteboard conference in more than 45 subject areas, when classes are in session. Students can quickly access tutors on demand or schedule a session in advance. There are diagnostic quizzes in some subjects, to help students identify where help is needed. Spanish language tutoring is also available (2pm to 2am ETA) in fourteen subjects covering the areas of basic math, sciences, and social sciences. In addition to tutoring support in academic subject areas, tutors offer assistance in using programs such as Microsoft Excel and PowerPoint, and career services such as résumé and interview help. For up to date information on how students can access this service, please refer to the CUNY SPS tutoring page:
https://sps.cuny.edu/student-services/academic-resources/tutoring

If you have any questions about Tutor.com, please contact Kate Moss kate.moss@cuny.edu and cc: Mary Wade: mary.wade@cuny.edu.

Individual tutoring may also be available through some academic programs. Please check with your specific program for more information.

Writing Fellows:

The Writing Fellows are CUNY doctoral students trained in Writing Across the Curriculum (WAC) pedagogy. They will not edit or correct student work, but will make suggestions for improvements to structure and content and help students identify and correct errors. The fellows can provide assistance at any stage of writing from brainstorming and planning to proofreading and editing, and can assist writers at every stage of ability. The Writing Fellows also provide extensive writing resources on their website. You find out more about the fellows here:
https://bacwritingfellows.commons.gc.cuny.edu/about/

The Writing Fellows are available whenever classes are in session. Students can make an appointment for either an in-person appointment, a live online session using an audio/video/whiteboard conferencing system, or for asynchronous written feedback. Students should make their own appointments using the online scheduler, following the instructions on the CUNY SPS Tutoring page: https://sps.cuny.edu/student-services/academic-resources/tutoring

You may also contact the Fellows regarding a student you wish to refer, or to request an update on a student’s progress, if you are requiring them to work with a Writing Fellow. Please email Writing Fellows Coordinator Kate Moss, kate.moss@cuny.edu and cc: the Writing Fellows at
writingfellows@sps.cuny.edu. We recommend that you attach the assignment, rubric, and copy of student’s work with your feedback, and that you cc the student on this email. We recommend also that you specify a live (in-person or online video conference) in these cases. The student will then be asked to make an appointment using the online system, as above.

**Quantitative Reasoning Support Services for Classes:**

Resources and support for faculty and their students in both online and in-person undergraduate programs are available from the CUNY SPS Quantitative Reasoning Fellows—to work with a Fellow or to refer a student, see contact information at:

https://qrfellowssps.commons.gc.cuny.edu/

**Academic Advisement**

Once students are admitted to one of the undergraduate degree programs at CUNY SPS, they are assigned an academic advisor who will work with them from the time of admission through graduation. The academic advisor meets with students to discuss not only their major and courses they need to take, but also their academic, personal, and professional goals. They help students identify challenges before the start of classes, so they can be better prepared once they begin their studies. This model of holistic advisement is designed to ensure student success.

Each of our advisors is paired with a select number of students, serving as their primary contact person throughout the progression of their time at CUNY SPS. Our advisors are committed to upholding a range of responsibilities, which include, but are not limited to, acting as liaisons between students and faculty; informing students about their academic performance, the registration process, and important dates; and updating students on new policies and opportunities. Our advisors provide consistent support to students throughout the semester, and make themselves available via email, phone, or on-campus meetings.

Email: advisement@sps.cuny.edu

**Counseling Services**

The CUNY School of Professional Studies aims to provide students with the support they need to achieve their goals. Psychotherapy is an avenue that many successful people pursue when they want to gain more skills and self-awareness, up their game and reach new heights. Psychotherapy can also help when one encounters stressful life situations; thoughts and feelings that interfere with happiness, clear-thinking and productivity; trouble getting others to understand your perspective; health struggles; and trouble balancing work, school and family demands.
CUNY SPS Counseling Services provides confidential and free mental health services to all enrolled students, and also provides information and resources that students can access on their own.

Email: Counseling@sps.cuny.edu

Disability Services for Students

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

We provide and coordinate reasonable accommodations and support services to students with disabilities, as mandated by the Americans with Disabilities Act of 1990 (ADA) and Section 504 of the Rehabilitation Act of 1973, and strive to increase the level of disability awareness among all members of the CUNY SPS community. The objective of such considerations will always be to accommodate the student's disability, not to lower scholastic requirements. The same grading standards should be applied to students with disabilities as to all other students.

It would be helpful to put a statement in your course syllabus such as, "It is our goal for students to feel comfortable in discussing how to maximize their learning, participation and access to the course." It is important to discuss appropriate accommodations with students; however, asking questions about a student's disability, such as the diagnosis, must be avoided. Students have the legal right not to disclose the diagnosis; they need only discuss how reasonable accommodations assist them in their academic environment.

If any student has specific accommodation needs, please contact Christopher Leydon at disabilityservices@sps.cuny.edu or (646) 664-8616 to discuss these issues.

For more information about disability related resources at CUNY and beyond, please visit the CUNY Central Office of Student Affairs webpage: http://www.cuny.edu/about/administration/offices/sa/services/disabilities.html
Other Policies

All general CUNY policies apply to the CUNY School of Professional Studies, including such policies as nondiscrimination, sexual harassment, and freedom of information.

For other additional information regarding CUNY SPS policies and procedures, please visit https://sps.cuny.edu/about/policies