

ACADEMIC POLICIES & PROCEDURES FOR GRADUATE PROGRAMS: A GUIDE FOR STUDENTS & FACULTY

2023-2024
JANUARY 2024, 2.0 EDITION

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This handbook is based on information contained in the *Brooklyn College Graduate Bulletin 2023-2024* as well as other College and University policies and procedures. In the event of a conflict between these guidelines and any of those documents the text from the primary source will take precedence.

The Academic Policies & Procedures Guide has been optimized for online use. The most up-to-date version of this handbook will always be accessible on the Brooklyn College Portal (E-Services → Academic Forms → Academic Policies & Procedures Guide).

**CAMPUS CONTACTS FOR GRADUATE DEPUTIES AND
GRADUATE STUDENTS**

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DEGREE COMPLETION

Eligibility for Graduation

In order to receive a graduate degree or advanced certificate from Brooklyn College, students must:¹

- ❖ Complete their degree or advanced certificate within seven years of first registering for courses;
- ❖ Maintain at least a 3.0 cumulative GPA;
- ❖ Complete all *Bulletin* requirements for the degree or advanced certificate;
- ❖ Complete the required culminating experience (if necessary).

Deadline for Degree Completion

- ❖ Students must complete their degree within seven years;²
- ❖ The timeframe to complete the degree begins with the semester of initial registration (regardless of the student's admissions status);
 - e.g. a student beginning their course of study in Fall 2014 must complete their degree by the end of the Summer 2021 semester.
- ❖ With appropriate academic rationale and supporting documentation, students may request an extension of the seven year deadline by filing a petition to the Committee on Graduate Admissions and Standards;
 - Students may petition for an extension of time to complete their degree only once during their time at the College;
- ❖ Student petitions to the Committee on Graduate Admissions and Standards are filed through the [Brooklyn College Portal](#). Students should be directed to E-Services → Student Transactions → Petition for an Exception to the Bulletin;
 - Students interested in petitioning for an extension of time to complete their degree should contact Brittany Alleyne (balleyne@brooklyn.cuny.edu; 718.951.5000 x3810; 3207 Boylan Hall)

Applicable Graduate Bulletin

- ❖ Students must complete the degree requirements in place during their semester of initial registration at the College;
 - Students may elect to complete the degree requirements of a subsequent bulletin (e.g. a student admitted in Fall 2013 may elect to complete the Fall 2014 degree requirements);
 - Students may not complete the degree requirements of multiple bulletins (i.e. students may not complete some of the Fall 2012 requirements along with some of the Fall 2014 requirements).³
- ❖ Students who anticipate a break in attendance should be advised to file for a Leave of Absence.
- ❖ The request for a Leave of Absence is submitted through the Portal. Students should be directed to E-Services → Student Transactions → Matriculated Graduate REQUEST for a Leave of Absence;

¹*Brooklyn College Graduate Bulletin 2023-2024, passim.*

²*Brooklyn College Graduate Bulletin 2023-2024, page 27.*

³*Brooklyn College Graduate Bulletin 2023-2024, page 36.*

- ❖ A student on leave who wants to register for courses should be directed to E-Services → Student Transactions → Graduate Request to RETURN from a Leave of Absence
 - In order to be eligible for a Leave of Absence, students must be in good academic standing (have a cumulative GPA at or above 3.0), be matriculated in a graduate program (non-degree students are not eligible for a leave of absence), and have taken courses in the semester prior to application. Students may take up to two years of leave (continuous or otherwise).⁴
- ❖ A Leave of Absence does not impact the seven-year timeframe to complete the degree (i.e. any time on leave is included in the seven year deadline to complete the degree).
- ❖ If a student breaks attendance (stops taking courses without filing for a Leave of Absence), the student will be required to complete the degree requirements in effect at the time of readmission.
- ❖ When reviewing the student's request for a Leave of Absence make sure the student **selected the correct semester** for the leave to begin.

The Residency Requirement and Transfer Credits for Entering Students

- ❖ Students must earn at least 60% of the credits required for their degree at Brooklyn College;⁵
 - Individual academic departments may establish additional residency requirements.
- ❖ Students may receive transfer credit for up to 40% of the credits required for a degree;⁶
- ❖ In order to be applied to a student's degree requirements, transfer credits must:
 - Have been taken within five years of the student's initial registration at Brooklyn College;
 - Have been earned at an accredited institution;
 - Have been reviewed and approved by the graduate deputy;
 - If the course was taken outside of the student's major department, the course must be reviewed and approved by the graduate deputy of the appropriate Brooklyn College department.
 - Have not been applied to a previous degree;
- ❖ Students must have earned at least a B in a course to be eligible for transfer credit;
- ❖ The number of credits granted for a course may not exceed the number of credits of an equivalent course at Brooklyn College;
- ❖ Students may not exceed 6.0 elective (blanket) credits (i.e. credit for a course for which there is no direct Brooklyn College equivalent);⁷

Students must apply to have these courses applied to their degree Continuing Students Taking Courses Outside of Brooklyn College⁸

⁴Brooklyn College Graduate Bulletin 2023-2024, page 36.

⁵Brooklyn College Graduate Bulletin 2023-2024, page 34.

⁶Brooklyn College Graduate Bulletin 2023-2024, page 32.

⁷Brooklyn College Graduate Bulletin 2023-2024, page 32.

⁸Brooklyn College Graduate Bulletin 2023-2024, page 32.

Graduate students may apply to take courses outside of Brooklyn College. Students who wish to take courses at another CUNY institution do so through the [e-permit process](#). Students who wish to take a course at a non-CUNY institution must complete a [Graduate Permit Application](#). Courses taken on permit at CUNY institutions are calculated in the student's GPA.

Once enrolled at Brooklyn College, students must secure the permission of their graduate deputy to take a course at another institution.

Please remind your students that receiving permission to take a course on permit is not the equivalent of registering for the course. Once the permit is approved, the student must pay for the course at Brooklyn College; then the student must register for the course through the Registrar's Office at the institution offering the course.

For assistance, please contact Gavin Zhou (gavin.zhou@brooklyn.cuny.edu or 718.951.5693) in the Registrar's Office (3rd Floor West Quad Center).

Registering for Courses

Each semester the College publishes a Schedule of Classes listing the following semester's course offerings and academic calendar. Students are notified by e-mail when they are eligible to register for the following semester. During the registration period students are able to add and drop courses (in consultation with their graduate deputy). After the first day of classes [fees apply](#) for adding and dropping courses.

All course registration is conducted through [CUNYfirst](#). Students must have a CUNYfirst account and be term activated for the semester during which they plan to enroll.

If a student drops a course it will not appear on their transcript. Once the program change period has ended a student may no longer drop a course. Students may elect to withdraw from a course if they are unable to complete the coursework. If a student withdraws from a course a W grade will appear on their transcript. Students can withdraw from courses through CUNYfirst. Students should be advised to meet with a financial aid counselor prior to withdrawing to make sure that the withdrawal will not negatively impact their loans or aid. The deadline to drop course(s) and the deadline to withdraw from courses is available in the [Academic Calendar](#).

If a student elects to drop all of his or her classes for the semester, the student should be encouraged to file for an official Leave of Absence. The leave will facilitate easier reentry into the program and will not change the student's degree requirements.

Once the semester begins, all program changes will incur fees and potential tuition liability. Students should be encouraged to make all program changes before the beginning of the semester.

A student should never simply stop attending a course without consulting the instructor and their graduate deputy. A student who stops attending (or never attends) a course without officially withdrawing from (or dropping) the course may be assigned one of the following grades: a WN grade (assigned to students who do not attend a course prior the

Verification of Enrollment deadline), a WU grade (Unofficial Withdrawal—calculated as an F in the student’s GPA), or an F grade.⁹

Tuition and fee refunds are not the purview of Academic Affairs; the Committee on Graduate Admissions and Standards addresses academic (not financial) appeals. The University determines the tuition and fee schedule.

Filing for Graduation

Students [apply for graduation](#) through [CUNYfirst](#). All degree requirements must be completed before a student can be graduated. If a student fails to satisfy their degree requirements during the semester of initial application, the **student must reapply** during the semester he or she plans to graduate. Failure to do so could prevent the student from graduating. Students will be notified when their degree audit has been completed. Questions about degree audit should be directed to Julie Hegner (jhegner@brooklyn.cuny.edu or 718.951.5491).

Students must be mindful of the deadline to file for graduation. Failure to apply for graduation in a timely fashion may delay the conferral of the degree and the student’s eligibility to participate in commencement.

Deadlines to apply for graduation:

Degree Conferral Date	Deadline to Apply for Graduation
September 1 (Summer)	March 15
December 31 (Fall)	September 15
February 1 (Winter)	September 15
June 1 (Spring)	February 15

Leave of Absence

Students who anticipate a break in attendance should be advised to file for a Leave of Absence. While on an official Leave of Absence students will not be subject to changes in degree requirements.

- ❖ In order to be eligible for a Leave of Absence students must be in good academic standing (have a cumulative GPA at or above a 3.0), be matriculated in a graduate program, and have taken courses in the semester prior to application. Students may take up to two years of leave (continuous or otherwise).¹⁰
- ❖ A Leave of Absence will be included in the seven-year timeframe to complete the degree (i.e. any time on leave is included in the seven year deadline to complete the degree).
 - Time spent serving in the armed forces, the Peace Corps, or VISTA is not included in the seven-year time limit.¹¹

⁹Brooklyn College Graduate Bulletin 2023-2024, pages 20-22 (Financial Aid implications); pages 30-31 (Grades and Grading).

¹⁰Brooklyn College Graduate Bulletin 2023-2024, page 36.

¹¹Brooklyn College Graduate Bulletin 2023-2024, page 36.

- ❖ If a student breaks attendance (stops taking courses without filing for a Leave of Absence), the student will be required to complete the degree requirements in place at the time of readmission.
- ❖ The request for a Leave of Absence is submitted through the Portal. Students should be directed to E-Services → Student Transactions → Matriculated Graduate REQUEST for a Leave of Absence;
 - When reviewing the student's request for a Leave of Absence, make sure the student *selected the **correct semester** for the leave to begin.*
- ❖ A student on leave who wants to register for courses should be directed to E-Services → Student Transactions → Graduate Request to RETURN from a Leave of Absence;
- ❖ The graduate deputy will receive an email when a student from their department applies for a Leave of Absence. Requests can be reviewed in the Portal (E-Services → Restricted Administrative Applications → Leave of Absence);
- ❖ Students do not have to pay Maintenance of Matriculation while on leave.

Maintenance of Matriculation

Graduate students must be in matriculated status to complete their degree requirements. This includes resolving INC grades, taking the comprehensive exam, filing theses (as well as other culminating experiences), and having their degree conferred. If a student is not registered for courses, he or she must register (and pay) for [Maintenance of Matriculation](#). **Students are only required to register (and pay) for Maintenance of Matriculation for one semester. International Students should contact International Student and Scholar Services as different requirements may apply to international students.** Students should plan their academic program with this fee in mind and discuss options for credit-bearing courses with their graduate deputies as they plan their course schedule towards the end of their program.¹²

Students may apply for Maintenance of Matriculation up to the final day of the semester. After the semester's deadline to register for classes students must register for Maintenance of Matriculation in person at the [Enrollment Services Center](#).

Readmission

After two or more semesters of absence (while not on an official Leave of Absence) students must apply for readmission to the College. The [readmission application](#) is submitted to the Registrar's Office. The Office of the Registrar manages the readmission process.

If a student has been on an unofficial leave for more than two years, the student must obtain the permission of their graduate deputy to be readmitted.

Students who are not in good academic standing (a cumulative GPA below 3.0) must get approval from their graduate deputy to readmit into the program. Additionally, these students must submit an [academic plan](#) to return to good standing. The academic plan must be submitted to Robert Booras in the Center for Academic Advisement and Student

¹²*Brooklyn College Graduate Bulletin 2023-2024, pages 11-12.*

Success (rbooras@brooklyn.cuny.edu; 718.951.5471; 3207 Boylan Hall) in order for the stop to be lifted.

Students who have exhausted the seven-year time limit to complete their degree (or who will exhaust the seven year time frame after readmitting) must obtain permission from their graduate deputy and file a petition with the Committee on Graduate Admissions and Standards for an extension of time to complete their degree.

Students who wish to switch into a different program must [apply for admission](#) to that program. Students should be referred to the Office of Graduate Admissions or the graduate deputy of the new program.

Probation and Dismissal

Students must have a minimum grade point average (GPA) of 3.0 to be retained in the graduate program. An academic monitoring stop will be placed on graduate students whose GPA falls below a 3.0 during their initial semester of enrollment in a graduate program at the College. Students whose GPA falls below 3.0 in any semester after their first semester of enrollment in a graduate program will be placed on academic probation.¹³

Students will be dismissed if, after attempting a maximum of 12 additional credits, their cumulative grade point average remains below the required 3.0. In addition, a grade point average greater than or equal to 3.0 per semester must be maintained during the 12 credits of probation. The student's graduate program may specify the courses which must be taken and the program may impose a credit limit per semester. Students on academic probation whose term grade point average falls below 3.0 will be dismissed whether or not 12 credits have been completed. INC grades are not permitted while on probation. The Office of the Registrar will notify the student that he or she has been dismissed from the program and will be barred from further registration in the program.¹⁴

Graduate students on probation must file an [Academic Monitoring Plan](#) with the Office of Academic Standing (Robert Booras -- rbooras@brooklyn.cuny.edu; 718.951.5471; 3207 Boylan Hall). The Office of Academic Standing monitors the GPAs of all graduate students at the end of the fall and spring semesters.

¹³*Brooklyn College Graduate Bulletin 2023-2024, page 34.*

¹⁴*Brooklyn College Graduate Bulletin 2023-2024, page 34.*

THE CULMINATING EXPERIENCE

Many programs require degree candidates to complete a culminating experience. These culminating experiences include – a comprehensive exam, a thesis, a major research project, a recital, or an exhibition of creative work. An oral examination may also be required. Specific requirements for each program are listed in the [Graduate Bulletin](#).

Comprehensive Exam

The comprehensive examination is taken near the end of a student's course of study. Students who are required (or elect) to take a comprehensive exam must be matriculated, have a GPA of at least 3.0, have no outstanding admissions or matriculation conditions, and be scheduled to complete all course requirements for the degree by the end of the semester in which the examination is taken. Students must also be registered for classes (or for Maintenance of Matriculation – see page 8 for clarity regarding the Maintenance of Matriculation requirement) during the semester they take the exam. Departmental exceptions to this rule are stated in the *Graduate Bulletin*.¹⁵

Comprehensive examinations are administered in the fall and spring semesters. Students apply to take the comprehensive exam through the [Portal](#) (E-Services → Student Transactions → Apply for a comprehensive exam and review status). The last day to apply online to take the fall comprehensive examination is the last Friday in September; the last day to apply online to take the spring comprehensive examination is the last Friday in February. After the deadline for students to apply online, graduate deputies may manually enter students into the online database. A student can be manually entered by logging on to the BC Portal (select E-Services → Restricted Administrative Applications → Comp Exam—Administrative Tool → Apply for student). At that point, you can enter the last four digits of the student's EMPLID or the student's last name.

An application must be filed each time a comprehensive examination is taken

The comprehensive examination may not be taken more than twice. In extraordinary circumstances, the Committee on Graduate Admissions and Standards may grant exceptions. Students can obtain information on filing a petition to the Center for Academic Advisement and Student Success (students should contact Brittany Alleyne; balleyne@brooklyn.cuny.edu or 718.951.5000 x3810).

¹⁵*Brooklyn College Graduate Bulletin 2023-2024*, page 35 (as well as individual degree requirements).

Thesis or Major Research Project

A student who is required (or chooses) to write a thesis or major research project must consult with their graduate deputy before registering for the required thesis writing course.

Once the student has met with their graduate deputy, chosen a thesis advisor, and registered for the appropriate course, the student can begin work on their thesis. The student is assigned a SP grade in the thesis writing course until they have successfully completed their thesis. Once the thesis is approved, the SP grade is changed to a P grade.

Theses are submitted through the Brooklyn College Portal. [Guidelines for Thesis Preparation and Submission](#) are available on the Portal. Departments interested in more detailed thesis writing guidelines should contact the Director of Graduate Studies.

The faculty advisor, the graduate deputy, and the School Dean must approve a thesis or major research paper. The faculty advisor is primarily responsible for mentoring the student through the project and ensuring that the final product is commensurate with graduate level work.

Creative works (manuscripts, poetry, recitals, presentations) should be prepared and evaluated in accordance with standards for graduate study in the discipline.

The department chairs in the School of Natural and Behavioral Sciences adopted the policy below on October 26, 2017:

Faculty Credentialing Policy for Serving as a Graduate Student Advisor School of Natural and Behavioral Sciences

The training of graduate students in research and Masters (M.S. and M.A.) degree programs should be supervised by full-time faculty members with significant responsibilities in graduate education and research. Minimum qualifications for full time faculty members serving as a graduate student's thesis advisor or committee chair include:

- ❖ An earned doctorate/terminal degree or equivalent appropriate to their academic field or discipline
- ❖ A record of scholarly achievement and an active program of research/scholarly activity

Selecting a Culminating Experience

In instances where a student has a choice between a comprehensive examination and writing a thesis, a student who chooses the comprehensive exam and fails it may not then choose to write a thesis. Similarly, a student who chooses to write a thesis may not, upon submission of an unacceptable thesis, then elect to take a comprehensive exam.

Students who find themselves in this circumstance may petition the Committee on Graduate Admissions and Standards to pursue a different culminating experience.¹⁶

GRADES AND GRADING

At the end of each semester the Registrar will send out a notice to the faculty regarding the deadline to submit grades as well as the process to do so through [CUNYfirst](#). Grades must be submitted by the deadline established by the Registrar. Failure to submit grades in a timely fashion impacts a student's eligibility for graduation as well as the College's ability to determine which students should be placed on academic probation or dismissed from the College.

Grades Available for Graduate Students¹⁷

	<i>Description</i>
A+ ¹⁸ and A	4.0 quality points
A-	3.7 quality points
B+	3.3 quality points
B	3.0 quality points
B-	2.7 quality points
C+	2.3 quality points
C	2.0 quality points
F	0.0 quality points
FIN	Failure for not resolving INC grade -- 0.0 quality points
INC	Incomplete
P	Pass – primarily for thesis writing courses
SP	Satisfactory Progress – placeholder grade for thesis writing course
W	Withdrew Officially – no impact on GPA
WA	Administrative Withdrawal – failure to satisfy immunization requirement
WN	Student did not attend prior Enrollment Verification – no impact on GPA

¹⁶*Brooklyn College Graduate Bulletin 2023-2024, page 35.*

¹⁷This list represents the grades most commonly assigned to graduate students. For a comprehensive list of grades available, please consult the *Brooklyn College Graduate Bulletin 2023-2024, page 30.*

¹⁸The A+ grade indicates truly exceptional performance and is rarely given – *Brooklyn College Graduate Bulletin 2023-2024, page 30.*

WU	Withdrew Unofficially – 0.0 quality points
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The INC Grade¹⁹

An Incomplete (INC) grade may be given at the discretion of the instructor when:

- 1) a student has satisfactorily completed most, but not all, course requirements;
AND
- 2) a student provides the instructor evidence documenting the extenuating circumstances that prevent the completion of course requirements by the end of the semester.

The instructor may change the INC grade to another grade when the work has been completed.

An Incomplete (INC) grade may also be given at the discretion of the instructor when:

- 1) a student has been fulfilling course requirements but is absent from the final examination
AND
- 2) a student provides the instructor evidence documenting the extenuating circumstances that prevented the taking of the scheduled final examination.

The instructor may change the INC grade to another grade when the final exam has been taken.

Deadlines for the resolution of unresolved grades appear in the [academic calendar](#) each term. Students who do not meet the deadlines are assigned a grade of FIN.

Withdrawal from Courses

Students may withdraw from courses up until the deadline published in the Schedule of Classes. In extraordinary circumstances, and with appropriate documentation, students may petition the Committee on Graduate Admissions and Standards to request retroactive withdrawal after the deadline. A student should be advised to consult with [Financial Aid](#) prior to withdrawing from courses as withdrawal may have implications for their financial aid or loans. Students withdraw from courses through CUNYfirst – detailed instructions are available on the [Financial Aid](#) webpage.

Calculation of GPA²⁰

Grades earned in all courses applicable toward the degree or advanced certificate are included in the calculation of the student's GPA. A student's overall GPA and individual term GPAs are accessible through [CUNYfirst](#). The specific criteria for the calculation of a student's GPA are outlined in the *Graduate Bulletin*.²¹

¹⁹*Brooklyn College Graduate Bulletin 2023-2024*, page 30.

²⁰*Brooklyn College Graduate Bulletin 2023-2024*, pages 30-31.

²¹*Brooklyn College Graduate Bulletin 2023-2024*, pages 30-31.

F-Grade Replacement²²

A graduate student who receives certain failing grades (F, FIN, WF, or WU) in a Brooklyn College course and who retakes that course at Brooklyn College and earns a grade of C or higher will have the failing grade excluded from the calculation of their GPA. The original failing grade will remain on the student's transcript with a notation indicating that the course grade is not included in the student's overall GPA.

The use of the F-Grade Replacement Policy is limited to a total of 6.0 credits for the duration of a student's graduate career in any of the institutions of the City University of New York. Students may only replace an F grade earned at Brooklyn College with the equivalent course taken at Brooklyn College.

Students assigned an F grade for violating the University's [Academic Integrity Policy](#) may not utilize the F-Grade Replacement Policy.

Appeal of Assigned Grade

Students interested in appealing the grade assigned for a course should be referred to the instructor of the course. Following a conversation with the instructor, if the student is still not satisfied with their grade, the student should be referred to the [Departmental Grade Appeals Procedures](#).

Grade Changes

Grades and grading are the prerogative of the faculty. Once assigned, a grade can only be changed for a small number of reasons. In the event that a grade change is necessary, the online grade change system is available for graduate courses.²³

Grade Change Requests:

- ❖ **FIN Grades** – if a student's INC grade has changed to an FIN and the student submitted the required work prior to the deadline a grade change request can be submitted online (if the FIN grade is less than one year old). If the FIN grade is more than one year old, or if the student missed the deadline to resolve the INC grade, the student must petition the Committee on Graduate Admissions and Standards for permission to complete the coursework.
- ❖ **Letter Grade to Letter Grade** – letter grades may be changed if there was a clerical error posting the grade or an error in calculation. Please indicate the nature of the error in the online submission system. If the change is more than one year old, the request must be submitted to the Committee on Graduate Admissions and Standards (unless an acknowledged administrative error in the

²²*Brooklyn College Graduate Bulletin 2023-2024*, page 31.

²³INC grades may be changed online prior to the deadline published in the academic calendar.

department prevented submitting the grade change in a timely fashion).

FINANCING GRADUATE STUDY

There are a number of College- and University-sponsored options to finance graduate study. The eligibility and criteria for financial aid and student loans vary widely based on an individual student's circumstances. A student with questions about their eligibility for financial aid or student loans should be directed to the [Office of Financial Aid](#) (308 West Quad Center – 718.951.5051).

The Bursar's Office is responsible for the collection of tuition and fees. The most up-to-date [tuition and fees schedule](#) is available on the Brooklyn College website.

The University sponsors the [CUNY Counseling Assistantship Program](#) (CUNYCAP). In order to be eligible for appointment as a CUNYCAP, a student must have received their undergraduate degree from a CUNY institution; be matriculated in a CUNY graduate program; and, be available to work on campus from 15-20 hours a week.

The [Office of Scholarships](#) awards a number of scholarships for graduate students. For information about these scholarships please contact the Office of Scholarships (213 West Quad Center – 718.951.4796).

Graduate students are also eligible for the [Federal Work-Study Program](#). Questions about eligibility for the Program should be directed to fws@brooklyn.cuny.edu.

The [Carroll and Milton Petrie Student Emergency Grant Fund](#) has been created to provide quick-response emergency grants to students in good standing with short-term financial emergencies, to enable them to remain in school, rather than being forced to take a leave of absence or drop out.

INSTITUTIONAL RESOURCES FOR GRADUATE DEPUTIES AND GRADUATE STUDENTS

Magner Career Center

The [Magner Career Center](#) assists Brooklyn College students and alumni in developing the skills necessary to attain their lifelong career goals. The Center provides comprehensive career services enabling students to apply their academic knowledge and personal values to the world of work. Through partnerships with employers and the College's academic faculty and staff, students are offered the knowledge, skills and experiences needed to thrive in today's globally interdependent world.

Natalia Guarin-Klein, Director
nataliag@brooklyn.cuny.edu -- 718.951.5696
1303 James Hall

The Learning Center

The [Learning Center](#) offers Brooklyn College students free peer tutoring in courses across the curriculum in a comfortable, supportive environment well-stocked with computers and reference materials for student use.

Rich Vento, Director
rvento@brooklyn.cuny.edu -- 718.951.5821
1300 Boylan Hall

The Graduate Center for Worker Education

Brooklyn College's [Graduate Center for Worker Education](#) is located at 25 Broadway in lower Manhattan. The GCWE is an interdisciplinary educational facility dedicated to the promotion of teaching, research and community partnerships. The GCWE supports academic programs and course offerings, both credit and non-credit, which are of interest to working adults in the lower Manhattan community and to students at Brooklyn College.

The GCWE facilitates special events, such as conferences, symposia, and workshops in coordination with Brooklyn College departments, interdisciplinary programs, and continuing education programs. Course offerings at the GCWE will include both degree-granting and non-credit classes and workshops scheduled during the day, in the evening, and on weekends. These offerings will address the needs of working adults seeking advanced study to improve their career, or new career, opportunities.

Assistant Dean Lucas Rubin
lrubin@brooklyn.cuny.edu -- 212.966.4014
25 Broadway; New York, NY

The Division of Student Affairs

The [Student Affairs](#) staff is committed to assisting students in clarifying their goals, maximizing their potential, and helping them to become more productive members of society. The division promotes educational, cultural, social, recreational and health programs that enrich the educational experience of Brooklyn College students both in and out of the classroom. Student Affairs programs encourage self-directed activity, which promotes self-realization and growth in group-effectiveness, social awareness and responsibility.

Vice President Ronald Jackson
rjackson@brooklyn.cuny.edu -- 718.951.5352
2113 Boylan Hall

Personal Counseling

[Personal counseling](#) services are available to Brooklyn College undergraduate and graduate students. A staff of psychologists and social workers are available to assist you with personal problems you may experience during your college years. Emergency consultations and referrals to outside services are also provided.

All services at the center are free and confidential. No information is released without consent of the student. Appointments for services may be made in person or by phone.

Professor Gregory Kuhlman, Director
kuhlman@brooklyn.cuny.edu -- 718.951.5174
0203 James Hall

Veterans Affairs and Counseling

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

Claudette Guinn, Coordinator
cguinn@brooklyn.cuny.edu -- 718.951.5105
1407 James Hall

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. International Student Services, part of the Division of Enrollment Management, is committed to guiding the international student at Brooklyn College. The office aspires to provide high-quality service and support that will help the international student achieve academic and personal success. From welcoming the student on campus to congratulating the student at the graduation ceremony, our staff members help support the international student experience at Brooklyn College.

The International Student Services Office also manages the J-1 Exchange Visitor Program and warmly welcomes and supports J-1 scholars and students from all over the world.

Keisha Wilson, Director
keisha.wilson@brooklyn.cuny.edu -- 718.951.4536
234 West Quad Center

International Programs and Study Abroad

Brooklyn College students can [study abroad](#) on any accredited program of their choosing. These programs could be offered by Brooklyn College, other CUNY schools, or even private universities and organizations. There are hundreds of opportunities throughout the world. Grades and credits earned abroad from accredited programs can be applied towards graduation requirements. Financial aid and scholarships are available and may be applied to study abroad.

Mohamed Tabrani, Director
mohamed.tabrani@brooklyn.cuny.edu -- 718.951.5189
1212 Boylan Hall

Graduate Student Organization

The [Graduate Student Organization](#) (GSO) is the student government for graduate students. Each Brooklyn College graduate student contributes to graduate student government, which is funded by part of the Student Activity Fee students pay each time they register. GSO elections are held annually; any matriculated graduate student in good standing may seek office.

The Black and Latino Male Initiative

The [Black and Latino Male Initiative](#) (BLMI) is designed to support students academically, socially, and professionally throughout their college careers and ensure that they graduate and pursue a post-baccalaureate education. The core mission is to increase the number of African-Americans and Latinos, particularly men from historically underrepresented groups, who enroll in and graduate from college.

David Wells, Associate Director
dwells@brooklyn.cuny.edu -- 718.951.5766
3309 James Hall

Center for Student Disability Services

The [Center for Student Disability Services](#) is responsible for ensuring the successful integration of students with disabilities into the Brooklyn College community and for determining what constitutes appropriate, reasonable accommodations. Students will have access to the center by registering with the center.

Services for students with disabilities registered in the program include preadmission interviews, priority registration, individual counseling, auxiliary aids (readers, writers, laboratory assistants), individual testing accommodations and arrangements, advocacy and direct liaison with offices that provide college services.

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.

Valerie Stewart-Lovell, Director
vstewart@brooklyn.cuny.edu -- 718.951.5538
138 Roosevelt Hall

Health Clinic

The Brooklyn College [Health Clinic](#) is a primary care facility where Brooklyn College students may receive evaluation and treatment for acute and chronic medical conditions as well as guidance on practices that promote good health and disease prevention. These high quality and accessible health services are offered free of charge to help improve the well-being and productivity of our students.

Ilene Tannenbaum, NP, Director
ilenet@brooklyn.cuny.edu -- 718.951.5580
114 Roosevelt Hall

RELEVANT COLLEGE AND UNIVERSITY POLICIES

<u>Academic Integrity</u>	<p>This University policy provides guidance for filing and adjudicating allegations of academic dishonesty.</p> <p>Patrick Kavanagh, Academic Integrity Officer kavanagh@brooklyn.cuny.edu -- 718.951.5771</p>
<u>Faculty Conduct in Academic Settings</u>	<p>This University policy covers student complaints (excluding grade appeals, academic integrity allegations, sexual harassment, et. al.) about faculty conduct in the classroom and other academic settings.</p> <p>Ronald Jackson, Vice President of Student Affairs rjackson@brooklyn.cuny.edu -- 718.951.5352</p>
<u>FERPA</u>	<p>This University policy addresses the Family Educational Rights and Privacy Act which affords students certain rights with respect to their academic records.</p> <p>Jessica Gomez, Registrar jessica.gomez@brooklyn.cuny.edu – 718.951.5693</p>
<u>Grade Appeals</u>	<p>This College procedure provides students an opportunity to appeal assigned grades.</p> <p>Students should be directed to faculty member who the assigned grade; if unsuccessful, the student should contact the department chair to initiate an appeal.</p>
<u>Sexual Harassment</u>	<p>This University policy addresses Equal Opportunity, Non-Discrimination, and Sexual Harassment.</p> <p>Sarah Luke, Interim Chief Diversity Officer sarah.luke@brooklyn.cuny.edu -- 718.951.4128</p>

Non-Attendance Because of Religious Beliefs

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.²⁴

²⁴Brooklyn College Graduate Bulletin 2023-2024, page 41.

ACADEMIC CALENDAR

Fall Semester

- ***Deadline to Apply for the Language and Comprehensive Exams***
 - Last Friday in September
- ***Deadline to submit Thesis Title through Thesis Submission Online***
 - Last Friday in September
- ***Deadline to Resolve Spring & Summer INC Grades***
 - First Monday in December
- ***Language Exams***
 - First Wednesday in December
- ***Deadline to File for Maintenance of Matriculation***
 - Last Day of the Semester
- ***Deadline to Upload Approved Thesis via Thesis Submission Online***
 - First Friday in December

Spring Semester

- ***Deadline to Apply for the Language and Comprehensive Exams***
 - Last Friday in February
- ***Deadline to Submit Thesis Title through Thesis Submission Online***
 - Last Friday in February
- ***Deadline to Resolve Fall & Winter INC Grades***
 - First Monday in May
- ***Language Exams***
 - First Wednesday in April [unless it falls during Spring Break in which case it will be the first Wednesday following Spring Break]
- ***Deadline to Upload Approved Thesis via Thesis Submission Online***
 - First Friday in May
- ***Deadline to File for Maintenance of Matriculation***
 - Last Day of the Semester

Summer Session

- ***Deadline to Submit Thesis Title through Thesis Submission Online***
 - First Friday in July
- ***Deadline to Upload Approved Thesis via Thesis Submission Online***
 - First Thursday in August
- ***Last Day to File for Maintenance of Matriculation***
 - Last Day of Summer Session 2