



College Now Instructor Handbook

2017-2018

Dear Instructors:

Welcome!

We are pleased to provide you with the Instructor Handbook for the College Now Program at Queensborough Community College. We hope you will find it a useful resource in administering the College Now program at your high school. This book is organized into topics which have been selected to support and guide you through routine instruction and administrative duties.

Contained in the front of this handbook is an administrative timeline which lists all important dates and due dates that will have to be met this coming school year. Please be sure to review the pages that list the course offerings and eligibility requirements, as well as samples of College Now administrative forms.

Class rosters and grades will be maintained on CUNYfirst. Instructors must use CUNYfirst to verify that their class list is correct. Grades will be entered on CUNYfirst. Please see the section on CUNYfirst for more information.

We hope this handbook will serve as a guide when you have questions regarding the College Now Program. Rest assured that we are also here to answer any questions you may have concerning the College Now program. Best wishes for a successful academic year!

Sincerely,

The College Now Staff at Queensborough Community College

Ms. Mary Anne Meyer, Director

Ms. Arlyne Helfenbein, Adjunct Assistant

Ms. Alexa Vlachos, Adjunct Assistant

Ms. Dian Bridgett, CUNY Office Assistant

Ms. Hayley Amengual, CUNY Office Assistant

Ms. Nicole Cando, College Assistant

I. College Now Timeline

The start and end date for College Now classes are different from school to school, but generally the start date is the first day of the DOE calendar and the end date is determined by the QCC calendar which is typically the Friday before the last day of the college semester. Start and end days will reflect the day on which the class is scheduled. Actual schedules will be available on a school by school basis through individual College Now liaisons at the beginning of each semester at each school location. The information below pertains to the fall semester only. A revised timeline is issued each semester.

Online Registration

New students should complete the online registration application form prior to the beginning of May for fall classes and the beginning of December for spring classes. If students, instructors or liaisons do not input information into the online registration link prior to the start of the semester, students cannot be registered. Students who have already taken a College Now course and have an emplid do not use the online registration; they should be placed on the excel list with DOB and emplid.

(Registration period May-September for fall and December and January for spring)

Registrants should be entered onto excel lists and placed on CN flash drives by the liaison. Flash drives should be given to the College Now Office when completed and correct. Flash drives are due to the College Now office by June 1 for fall and December 1 for spring.

CUNYfirst Rosters

Instructors verify their class lists on CUNYfirst.

Instructors mark changes/inaccuracies and submit amended CUNYfirst rosters to the College Now Office after the first two weeks of the start of classes. Please mark “delete” or “add” accordingly.

Last Day for submission of final class rosters

October 6 for fall and March 9 for spring

Syllabus submitted electronically by instructors to A. Helfenbein/Dept. Chairpersons

September 15 for fall and February 15 for spring

Attendance Verification - Do Not complete the CUNYfirst online attendance verification.

(Annotated CUNYfirst Rosters must be submitted to CN office)

September 20 for fall and beginning of February for spring

Withdrawal Deadline- November 10 for fall and April 16 for spring

Last Day of Classes

December 22 for fall and May 24 for spring (depending on seat time requirements)

CUNYfirst Final Grade Rosters Due Within 48 hours of the final exam, grade rosters must be submitted on CUNYfirst. Remember to click on “submit.”

College Courses and Workshops

Fall 2017

Timeline

Due Date	Item
September 6, 2017	<i>Open Faculty Meeting</i>
September 11, 2017	<i>Start of College Now courses and workshops. Initial attendance rosters due to the College Now Office.</i>
October 6, 2017	<i>Final Date, ADD/DROP</i> Liaisons collect updated excel lists and submit any outstanding paperwork. Add/Drop period begins on September 20 and final Add/Drop date is October 6.
September 15, 2017	Instructors check the College Now class lists provided by liaisons and compare it to your CUNYfirst Roster. Add and delete names as necessary.
September 15, 2017	Syllabus due to Arlyne Helfenbein and Dept. Chairs
September 20, 2017	Attendance Verification - Do NOT complete the online CUNYfirst attendance verification. College Now instructors must check their rosters on CUNYfirst and report any inaccuracies to the College Now Office.
September 20, 2017	Model City Council Applications due. (tentative)
November 7, 2017	Professional Development Meeting
November 10, 2017	FINAL DATE Withdrawal forms from College Now college courses and Workshops due in the QCC, College Now Office room L221. Withdrawals forms will be accepted from November 6 to November 10. No withdrawal forms will be accepted after November 10.
December 1, 2017	Due date for link entries for spring 2018
December 22, 2017	Last Day of Classes (depending on seat time requirements)
December 22, 2017	FINALS WEEK AND FINAL GRADES Instructors must input QCC final attendance and final grade rosters via CUNYFirst within 48 hours of the final exam or last class meeting.

*Please be sure to contact the College Now Office at the beginning of each semester to arrange for your class to participate in enrichment activities like the Holocaust Center, the Common Read, Theatre Department productions, Library sessions, etc.

College Courses and Workshops

Spring 2018

Timeline

Due Date	Item
January 28, 2018	College Now Instructor and Liaison Meetings
January 27 and January 30	Start of College Now courses and workshops. Saturday classes begin on January 27 and weekday classes begin on January 30
February 15, 2018	Initial Attendance rosters due. Instructors check the College Now class lists provided by liaisons and compare it to your CUNYfirst Roster. Add and delete names as necessary.
February 15, 2018	Syllabus due to Arlyne Helfenbein and Dept. Chairs
Beginning of February	Attendance Verification - Do NOT complete the online CUNYfirst attendance verification. College Now instructors must check their rosters on CUNYfirst and report any inaccuracies to the College Now Office.
March 9, 2018	Final Date, ADD/DROP Liaisons collect updated excel lists and submit any outstanding paperwork. Add/Drop period begins on March 5 and final Add/Drop date is March 9.
March 31, 2018	Myself Third Scholarship Applications due. (tentative)
April 16, 2018	FINAL DATE Withdrawal forms from College Now college courses and Workshops due in the QCC, College Now Office room L221. Withdrawals forms will be accepted from April 11 to April 16. No withdrawal forms will be accepted after April 16.
May 1, 2018	Due date for link entries for fall 2018
May 24, 2018	Last Day of Classes (depending on seat time requirements)
May 24, 2018	FINALS WEEK AND FINAL GRADES Instructors must input QCC final attendance and final grade rosters via CUNYFirst within 48 hours of the final exam or last class meeting.
June 7, 2018	Professional Development Meeting

*Please be sure to contact the College Now Office at the beginning of each semester to arrange for your class to participate in enrichment activities like the Holocaust Center, the Common Read, Theatre Department productions, Library sessions, etc.

II. General Information

The College Now program at Queensborough Community College began in the spring of 1999, with two schools and four classes. We are proud to report that the program has grown considerably since that time.

QCC College Now offers college credit-bearing courses in acting, business, computers, English, history, mathematics, music, psychology, physics, sociology, speech, and technology. We also offer two summer programs: The Summer Theatre Production Workshop and Introduction to Robotics plus Summer College Focus, all of which attract students from throughout the city.

Students may also take college preparatory workshops and we have a dedicated workshop that coaches English Language Learners (ELLs) for the ELA Regents. Other opportunities include classes that prepare students for the rigors of college math and language demands while simultaneously preparing them for the corresponding sections of the SAT. College Now offers College Focus courses in English and Mathematics during the fall and spring semesters that prepare seniors for the CUNY assessment tests.

Why should a student get involved in College Now?

Students who participate get a valuable opportunity to experience the richness of college life while still in high school. They can take on academic challenges and join in the wide range of cultural activities that the country's largest urban university system makes available through its College Now programs. By arriving at college with an understanding of what it takes to succeed in the college classroom and get the most out of college life, students can expect to ease the transition to higher education and improve their likelihood of graduating from college. Plus, students who take college courses save time and money by earning college credits while still in high school!

What courses, workshops or other opportunities are available to College Now participants?

High school students can attend theater arts performances and activities and, depending on their qualifications, choose from the following courses and workshops:

- Introductory level college credit courses
- Non-credit preparatory courses and workshops
- Specially-developed high school credit classes

Each college/high school partnership develops its own course offerings based on the needs of the student population at a particular school and the strengths and resources of the institutions involved.

III. Responsibilities of the College Now Instructor

The College Now Program has identified specific responsibilities for the role of Instructor. These responsibilities are outlined below:

- Recruit qualified students to participate in the class.
- Attend regularly scheduled meetings with the College Now Office.
- Maintain accurate records of attendance. Ensure accuracy of the CUNYfirst rosters and report discrepancies to the liaison for forwarding to the College Now Office. Submit attendance rosters weekly to liaison for forwarding to College Now Office.
- Plan course instruction based upon approved curriculum to assure course content and objectives are met.
- Distributes to all students each term a course syllabus which covers the class requirements, grading procedure, attendance requirements and objectives the instructor feels are appropriate. Email syllabus by the first week of each semester to Arlyne Helfenbein at ahelfenbein@qcc.cuny.edu and your Department Chair.
- Distribute a copy of the class calendar and syllabus to all students at first class meeting.
- Keep current in professional discipline.
- Assign, review and grade students' homework and exams.
- Utilize a variety of teaching styles and methods to accommodate diverse learning styles of students.
- Actively work to maintain retention in all classes taught, by maintaining accurate attendance records daily, recording absentee information after each class meeting and communicating attendance "concerns" to the high school liaison and the College Now Office.
- Guide students learning in the facts, skills, and appreciations pertaining to the assigned courses.
- Inform students of educational opportunities.
- Observe schedules as approved by the College and College Now Office.
- Recommend library books and other instructional materials.
- Consult with high school liaison and College Now coordinator on matters pertaining to departmental issues or concerns; observe proper channels of communication.
- Maintain an inventory of text books and provide students with a receipt for returns.
- Submit final grade reports, and attendance to registrar 48 hours after either the final exam or last class meeting.
- Participate in mandatory professional development.
- Attend scheduled program meetings when there is no conflict with a professional responsibility.
- Withdraw students who have stopped attending prior to the withdrawal date.
- Check QCC email weekly.

IV. Administrative Policies and Procedures

A. Communication

Communication between the College Now Office and the liaisons and instructors will be primarily through QCC email which should be checked weekly, at a minimum.

B. Registration

To ensure that the College Now Program is well received by the students at your high school you should offer courses that are of interest to your particular clientele. We must have a **minimum of 25 students for each course. Please recruit 35 students per class to allow for attrition; it is not cost effective to run classes with low enrollment. Classes with low enrollment for two semesters will jeopardize future offerings of that course.** Retention of student registration is a high priority throughout the semester, so efforts should be made to successfully achieve this goal.

C. Online Link

- Students must fill out the all information in the registration link completely. Students **must indicate their Social Security Number** wherever asked. CUNYfirst will use the Social Security Number to generate a college ID number. All information about the student, the class, their grades, and their transcript will be accessed from this number.

D. The First Instructional Session

- Distribute to all students each term a course syllabus which covers the class requirements, grading procedure, attendance requirements and objectives the instructor feels are appropriate. Email Syllabus by the first week of each semester to Arlyne Helfenbein at ahelfenbein@qcc.cuny.edu and your Dept. Chair.
- Distribute a copy of the class calendar and syllabus to all students at first class meeting.
- All students must complete the **Parent/Guardian Consent form** during the first instructional session. The form should then be taken home to their parents to sign as requested and returned to the instructor at the next class. Any student age 18 or older should use the Media Consent Form. Please make sure to get a completed and signed form from each student. These forms should be alphabetized and returned to the liaison. **Transcripts for all students must be sent to the College Now Office.**
- Until your CUNYfirst Roster is populated, use a sign in sheet
- Once your CUNYfirst roster is available, please use it as a sign in sheet—accessing, reviewing and printing your CUNYfirst roster for each class session.
- Instructors should review all the documents for accuracy and completeness prior to submission to the College Now Liaison at their high school.

E. Distribution of the Workshop Diagnostic Examinations

The Workshop classes will start later in the semester based upon 30 hours of instruction (45 hours for ELL/ELA) working backwards from the date of the Regents examination. You should have Diagnostic examinations for each of the workshops. Workshop instructors are to administer **two (2) diagnostic examinations: one exam at the beginning of the semester and one at the conclusion of the semester**, but before the students take the Regents exams. Please:

- Arrange to have class sets for each of your classes to be reused each semester.
- Create answer sheets.
- Conduct the diagnostic examination for all your workshop students.
- Collect and grade all diagnostic examinations and return them to your liaison.
- Please conduct make-up examinations for any students who were absent during the diagnostic examination.

- Return them to the College Now Liaison at your high school within one week of administering the exams.

All instructors who are teaching Workshop classes through the College Now Program are required to conduct, grade and return diagnostic examinations for each student in the class they are teaching. All Workshop instructors are to insure that all of their registered students take the diagnostic. At the conclusion of the exam, they must be graded and forwarded to the Liaison at your high school within one week of administering the diagnostic exams, who in turn will forward them to the College Now office at Queensborough Community College in the Library Building, Room 221. They may be delivered personally (alphabetized) by hand or by mail. These diagnostic examinations will be used to compare and contrast the final Regents examination results for each of your students. You must inform the students in all workshop classes that they are required to take the corresponding Regents examination at the end of the term in which the class is taken.

F. Orientation

Each year, the College Now Program at Queensborough Community College conducts orientations on the Queensborough Community College campus. Students will have the opportunity to tour the campus and learn more about Queensborough Community College. Please see your liaison to arrange a campus visit.

G. Instructor Time Sheets

All workshop instructors in the program must submit weekly time sheets for payroll. These sheets cannot be faxed. They should be hand delivered to our office (or mailed at your own risk) which is in the Library Building, Room 221. Copies of the timesheets can be found under the [Instructor Forms page](#) on the College Now website.

H. Instructor Absences

When an instructor is absent and unable to conduct a class session, he/she must notify the College Now Liaison at their high school **and** the College Now Office prior to the scheduled class time. The instructor must also make arrangements to have a note posted on the door that the class session is cancelled prior to the start of the class session. Instructors should make up the missed class session.

I. Syllabus

Please digitally submit your syllabus by the first week of each semester to ahelfenbein@qcc.cuny.edu.

Student Selection

Students must be selected based upon the eligibility requirements for College Now Courses.

Course	Title	Prerequisites
ARCH-111	Architectural Design	Permission of the department
BI-110	Fundamentals of Life Science	75+ELA Regents
BI-170	Plants & People	75+ ELA Regents or 480+ Verbal SAT
BU-201	Business Organization & Management	HS Rec.+ 65+ELA Regents
CRIM-101	Intro to Criminal Justice	75+ ELA Regents or 480+ Verbal SAT
CRIM-102	Criminology	75+ ELA Regents or 480+ Verbal SAT
CN-71	ELL ELA Regents Preparatory	Interim or advanced ELL level and between 55 -74 on ELA Regents
CN-072	Enhanced College Prep Lang Art Skills	55 to 74 ELA Regents or 39 PSAT
CN-073	The Sociological Imagination	55 to 74 ELA Regents or 39 PSAT
CIS-100	Intro to Computer Programming	75+ Algebra and Geometry Regents or 480 Math SAT
CIS-101	Introduction to Micro Computer Applications	HS Rec + 65+ on ELA Regents
EN-101	English Composition I	75+ ELA Regents or 480+ Verbal SAT
EN-102	English Composition II: Intro to Literature	EN-101 and 75+ ELA
ET-880	Science and Technology in Modern Life	HS Rec + 65+ on ELA Regents
ET-821	Computers in Modern Society	HS Rec + 65+ on ELA Regents
GE-125	Earth Science	75+ ELA Regents or 480+ Verbal SAT
HE-102	Critical Issues in Health Education	75+ ELA Regents or 480+ Verbal SAT
HE-103	Nutrition and Health	75+ ELA Regents or 480+ Verbal SAT
HID-125	Immigration and Ethnic Groups in American History	75+ ELA Regents or 480+ Verbal SAT
HID-126	Women in America	75+ ELA Regent or 480+ Verbal SAT
MA-119	Elementary Algebra	Placement on COMPASS
MA-301	Foundations of Mathematics	An 80 or higher on the Regents exams in Integrated Algebra, Geometry or Algebra 2 & Trig AND by successfully completing each course in the three-course Regents sequence: Integrated Algebra, Geometry and Algebra 2 and Trig.
MA-440	Pre-Calculus Mathematics	An 80 or higher on the Regents exams in Integrated Algebra, Geometry or Algebra 2 & Trig AND by successfully completing each course in the three-course Regents sequence: Integrated Algebra, Geometry and Algebra 2 and Trig.
MT-453	Piping Systems	Permission of the Department
MT-481	Architectural Design	Permission of the department
MT-488	Computer-Aided Design	Permission of the department
PH-111	Space, Astronomy & Our Universe	No prerequisites however, students should have at least a GPA of 75
SP-211	Speech Communication	HS Rec/ 65+ELA Regents
SP-321	Oral Performance for the Actor and Speaker	HS Rec.+ 65+ELA Regents
TH-120	Acting I	HS Rec.+ 65+ELA Regents.
SOCY 101	Sociology	75+ ELA Regents or 480+ Verbal SAT
PSYC101	Introduction to Psychology	75+ ELA Regents or 480+ Verbal SAT
PSYC 125	Psychology of Personal Adjustment	PSYC 101
CN-7	College Preparatory Math SAT Prep.	75+ grade in the Algebra and Geometry Regents.

If you have eligible students who have had early morning lateness problems, they should not be recruited for a “0” period College Now class. Check student attendance as well as lateness before accepting a student into your program, as a poor history of this nature may easily work against student retention throughout the semester.

V. Academic Policy and Procedures

A. Class Size

We must have a **minimum of 25 students for each course of study. Please recruit 35 students per class to allow for attrition; it is not cost effective to run classes with low enrollment. Classes with low enrollment for two semesters will jeopardize future offerings of that course.** If, after registration on the first day, you have this minimum, the class will be maintained. If the registration has fallen short of the projected goal, it will be in jeopardy of being dropped. You may attempt to fill classes with low registration to the required minimums by the next scheduled class session. If all efforts to increase class size to the required minimum are unsuccessful, the class will not run.

Students displaced from classes that do not run may be able to register for one of the other classes currently offered as long as they are eligible for the particular class and if they have not missed too much instructional time. The Director of our program will make that decision in consultation with you and the instructor.

B. Student Assignments

Individual instructors will let students know exactly how assignments are to be done. Assignments may involve one or more of the following: Reading a textbook selection and/or answering questions, writing a letter or essay, writing a report, problem-solving, skills exercises, research, etc.

C. Syllabus

A syllabus is a written agreement between the instructor and the students taking the course. Students benefit from a syllabus that lays out clear goals and expectations and other information that helps them succeed in the course and capture the overall view of the course from the beginning. As instructors develop a syllabus, they should consider the student's perspective. They should let the syllabus set the stage for the course, providing answers to the obvious questions: "Why do I need this course?" "What will this course enable me to do that I can't do without it?" "What are the course requirements and how do I meet them?" "How will I be evaluated?" "How will the final grade be determined and what is the grading scale?" The syllabus should establish policies that will minimize problems later: attendance, unexcused absence, late work, academic dishonesty, grading, participation, etc. In the syllabus, provide resources: glossary of relevant definitions, bibliography of related sources, other resources available to students (people, materials, technology, facilities, etc.).

QCC Course Outline Template (suggested order only)

1. Department, course prefix, number and title (from the Course Syllabus) (e.g., Department of Mathematics and Computer Science, MA-303 Number Systems)
2. Semester and year (i.e., Fall 2017); hours and location of class (i.e., MWF 9:00 – 9:50, Room H-110)
3. Instructor's name and contact information, including office location and hours
4. Texts/readings/bibliography/other materials required or recommended for this course section
5. Course description/overview (optional) – this is the instructor speaking to the students about the course; it may include a description of particular emphases for the course, the method of instruction, class format, etc.
6. General Education objectives addressed by the course (from the Course Syllabus)
7. Course objectives – expected student learning outcomes (from the Course Syllabus); instructors may add to this list.
8. Outline of dates, topics and assignments for class meetings (reading, homework assignments, papers, lab projects, performances, presentations, exams, etc.); include a disclaimer stating that minor changes may be announced during the term
9. Methods by which student learning will be evaluated:
 - a. description of and due dates for all assignments, exams, lab reports, performances, field trips, class participation, and any other student activities that will be graded
 - b. description of the basis for grading
 - c. additional policies affecting evaluation (late assignments, etc.)
10. Attendance requirements and other expectations for student performance, including required attire (if applicable); include a statement that students who wish to request accommodation for disabilities should notify the instructor within the first two weeks of the term and present appropriate documentation from the Office of Services for Students with Disabilities.

Sample Syllabus Statements All instructors are encouraged to include in their syllabi a statement inviting students with disabilities to meet with them in a confidential environment to discuss making arrangements for accommodations. This statement both normalizes the accommodation process and help to create a positive and welcoming environment for students with disabilities. The statement also creates a collaborative model for determining and implementing legally mandated accommodations and serves as a reminder to students who need the accommodations that these arrangements need to be made. Below are a few recommended statements you may choose to use or you may consult your campus office of disability services for additional guidance.

I. Any student who feels that he may need an accommodation based upon the impact of a disability should contact me privately to discuss his specific needs. If you think you need such an accommodation and have a documented disability, please contact the office of services for students with disabilities in room _____, or call _____ to coordinate reasonable accommodations.

II. It is college policy to provide reasonable accommodations to students with disabilities. Any student with a disability who may need accommodations in this class is advised to speak directly to _____, located in _____, or call _____ as early in the semester as possible. All discussions will remain confidential.

III. Students with disabilities who believe that they may need accommodations in this class are encouraged to contact _____ located in room _____, or call _____ as soon as possible to ensure that

such accommodations are implemented in a timely fashion. IV. All students with disabilities and medical conditions are encouraged to register with the Office of _____ for assistance and accommodation. For information and an appointment contact the Office of _____ located in Room _____ or call _____ /or VP (video phone).

11. Academic Integrity policy (departmental or College)

D. Textbooks

Text book orders are placed when needed upon the receipt of the total number of students in the class. Please be sure to use book receipts. Text books should be returned immediately if the student withdraws from the course, or payment is required.

Textbooks must be carefully maintained and returned in good condition to the instructor. It is advised that students cover texts in order to protect them. Students are responsible for the books in their possession and are held accountable for damaged or lost books. If a book is not returned, please collect the cost of the book. All book accounts must be settled at the end of each term.

E. Attendance and CUNYFirst

Attendance is a critical issue within our College Now program. Instructors must continually stress the fact that good attendance is not only preferred, but is also mandatory. Maintenance of original class size and daily attendance must be our prime effort and responsibility. Without a continuance of classroom attendance, our success rate will undoubtedly dwindle, and there will be a possibility of actually losing classes if the numbers drop off to certain levels.

Instructors must take attendance each day the class is in session. At the beginning of the semester, instructors must review their CUNYfirst Rosters for accuracy. Instructors are to verify their class lists on CUNYfirst; instructors should print out their CUNYfirst rosters for each class session to record attendance and submitted to Liaisons every Friday. Liaisons are to submit the attendance sheets to the College Now Office weekly and to retain attendance sheets for the semester.

Attendance Rosters:

Instructors must submit attendance rosters to Liaisons each Friday. Liaisons are to retain the attendance rosters. Instructors must email an updated class list to Mary Anne Meyer in the College Now Office.

When a student is absent early on, the instructor should contact the student and express concerns that he/she has missed important material which is essential to his/her success within the class, and that the student must improve his/her attendance.

F. Student Withdrawal

Withdrawal is a serious matter and should only be considered after the student has consulted with the instructor and liaison. Students must complete an official withdrawal form and have it signed by the instructor. Liaisons must submit the official withdrawal forms to the College Now Office by the deadline stipulated on the College Now administrative timeline. All “no shows” for your class must also have a withdrawal form submitted by this date as well. Students whom you have determined cannot pass the course with a grade of C or better should be advised to withdraw from the course. Text books should be returned immediately if the student withdraws from the course, or payment is required.

The withdrawal deadlines for the 2017-18:

(College classes and workshops)

November 10 for fall and April 16 for spring

Withdrawal forms must be submitted by the deadline so that students may withdraw from the course without penalty. Withdrawals after the deadline will result in a “WU” which is the equivalent of an “F.”

G. Final Grade and Attendance Rosters

All instructors must input their final grade and attendance rosters **within 48 hours of the last class or final exam** through CUNYfirst in accordance with the Queensborough Community College College Now timeline.

When a student is absent early on, the instructor should contact the student and express concerns that he/she has missed important material which is essential to his/her success within the class, and that the student must improve his/her attendance. Once classes have begun, it may become necessary to work towards improving the daily attendance of some of your students. We would like to maintain as many students as possible within our program, in our efforts to produce the largest group of successful College Now students. Some students may need assistance in rearranging priorities so they can improve class attendance.

H. Academic Integrity

“Academic integrity is a commitment, even in the face of adversity, to five fundamental values: honesty, trust, fairness, respect and responsibility. From these values flow principles of behavior that enable academic communities to translate ideals into action.” From the Center for Academic Integrity **Policy Statement*** Assessment of student knowledge is a necessary part of academic life. The educational process must provide opportunities for students to demonstrate understanding and knowledge in each of their courses and to have their command of subject matter and skills evaluated fairly by the faculty. Students must be guided, therefore, by the most rigorous standards of academic honesty in preparing all assignments and exercises and examinations. It is essential that everyone believe it has been done fairly. Students at the college are expected to be honest and forthright in their academic endeavors. In cases of doubt about ethical conduct, students should consult their instructors. To falsify the results of one’s research, to steal the words or ideas of another, to cheat on an examination, or to allow another to commit and act of academic dishonesty corrupts the essential

process by which knowledge is advanced. It is the official policy of the College that all acts or attempted acts that are violations of academic integrity be reported to the Office of Student Affairs. At the faculty member's discretion, and with the concurrence of the student or students involved, some cases, though reported to the Office of Student Affairs, may be resolved within the confines of the course and department. All others will be adjudicated within the process described in the section marked *Violations of Academic Integrity*.

While the institution must preserve the integrity of its academic programs and degrees, it should also assist in the academic and character development of those who enter it for study. For those who violate the code of Academic Integrity, an effort should be made to educate them as to what constitutes a violation and why it is wrong, and a further effort should be made to discourage such repetition of such offenses. **For more information on the Queensborough Community College's policy on Academic Integrity, please see the section on "Academic Standing" in the QCC Course Catalog.*

I. Grading Policy

Upon completion of their courses, students receive final grades. A final grade is a letter grade that carries with it a numerical value, as outlined below. These grades and their point values are used to calculate a student's Grade Point Average (GPA)

	Numerical Values
A = Excellent, 96-100	4.00
A- = 90-95	3.70
B+ = 87-89	3.30
B = Good, 84-86	3.00
B- = 80-83	2.70
C+ = 77-79	2.30
C = Satisfactory, 74-76	2.00
C- = 70-73	1.70
D+ = 67-69	1.30
D = Passing, 64-66	1.00
D- = 60-63	0.70
F = Failure, 0-59	0.00

J. Data Security Procedures

The City University of New York has issued new security rules regarding the transporting of "Non-Public University Information" off campus and how this data may be transferred on campus. There is also a formalized method for reporting lost data and data breaches with which everyone should be familiar.

Non-Public University Information - For the purpose of CUNY IT Security Procedures, the term "Non-Public University Information" means personally identifiable information (such as an individual's Social Security Number; driver's license number or non-driver identification card number; account number, credit or debit card number, in combination with any required security code, access code, or password that would permit access to an individual's financial account; personal electronic mail address; Internet identification name or password; and parent's surname prior to marriage); information in student education records that is protected under the Family

Educational Rights and Privacy Act of 1974 (FERPA) and the related regulations set forth in 34 CFR Part 99; other information relating to administrative, business, and academic activities and operations of the University (including employee evaluations, employee home addresses and telephone numbers, and other employee records that should be treated confidentially); and any other information available in University files and systems that by its nature should be treated confidentially.

The protection of Non-Public University Information from unintentional access is vital to our security.

Unauthorized access to Non-Public University Information can put the subject at risk, negatively impact our campus reputation, becomes an embarrassment to CUNY and also incurs significant notification costs.

Any faculty or staff member who needs to carry Non-Public University Information, beyond one's own, **between work and home** in any form on any storage media or device must have the expressed and specific approval of the Vice President of Finance and Administration. In addition the information must be encrypted. The Office of Information Technology will supply approved employees with flash drive devices which will automatically encrypt information stored on it. The flash drives are designed so that users can work directly on them. The data on the encrypted flash drives must never be transferred to another storage media. This method insures that private information stays encrypted and safe at all times.

A storage media or device includes but is not limited to hard disks drives and other media (e.g. Tape, Diskette, flash drives, CD-ROM, DVD, smart phones, or other devices) and hard copy documents that contain this information.

Non-Public University Information sent via email to anyone **on campus** is **not considered to be secure**. To transfer Non-Public University Information on campus between individuals you must utilize WebDrive encryption software available from the Office of Information Technology. Please E-mail, qgonjon@qcc.cuny.edu if you need a WebDrive account or would like to know more about how WebDrive works.

As soon as anyone becomes aware of the loss of or an unauthorized breach of Non-Public University Information they must report it immediately to Quincin Gonjon, QCC's Internet Security Officer. He will follow the required CUNY procedures for reporting any breach of private information.

VI. Special Opportunities and Scholarships

A. Model City Council

The Model New York City Council Project is designed to enhance the public service learning and leadership skills of high school students in the College Now program. Students learn about the New York City Council, representation, and the legislative process from faculty mentors during an intensive training program that consists of several Saturday sessions. At the conclusion of the training component, participants convene in the City Council Chamber for a Model City

Council session (debating and voting on legislation) and join CUNY in hosting a reception and celebration at City Hall for Council Members.

Students will be selected for MCC based upon the following criteria:

- They are enrolled in or have completed a College Now course or workshop.
- They are scheduled to graduate in **June 2018 or June 2019.**
- They are available for the mandatory training and event schedule.
- They are willing to participate actively and commit to the goals of the project.
- They must be nominated by their school's College Now Liaison.
- They will complete and submit an application, including an essay.

1. Model New York City Council Recruitment Plan

During each semester, liaison will be receiving blank applications for each of the opportunities noted above. Please:

- distribute the applications to your instructors and ask them to encourage their students to apply
- collect all applications in a timely manner, prior to the deadline for submission.
- return all applications to our College Now Office at Queensborough Community College, Room L221

[Applications are available online](#) at the CUNY College Now website

Below is a general outline of the recruitment process:

- The Program Coordinator for College Now in the Central Office will create and distribute application materials to College Now Coordinators on each campus.
- The QCC College Now Office will notify College Now high school liaisons about Model NYC Council and distribute application materials.
- High School Liaisons will nominate students from each high school.
- Completed applications will be sent to the QCC College Now Office.
- The CUNY Program Coordinator will make the final selection of students. This process will take into account the need for one student to represent each council member's district. The total number of students selected will be 50.
- The CUNY Assistant Program Coordinator will notify students invited to participate as well as an agreement contract outlining the commitment they must make to the program.

B. Myself Third: Spirit of New York Scholarship competition

This scholarship program was established in 2002 in tribute to the altruism of 9-11 rescue workers. It honors high school graduating seniors whose individual acts of concern and solidarity inspire pride, citizenship, and a sense of community.

To be eligible for the scholarship, you must be:

- a high school senior scheduled to graduate in June 2018
- enrolled in or have completed at least one College Now course or workshop
- planning to attend a CUNY school in fall 2018

Winners are chosen based on their grades, extra-curricular activities, work and volunteer experiences. In addition, applicants are required to write an essay on civic responsibility.

1. About the Myself Third: The Spirit of New York Scholarship Competition

The College Now Office at Queensborough Community College will make the liaisons aware of the details of the scholarship application process as it becomes available, but generally:

- Scholarship amounts vary from year to year.
- The competition is open to high school seniors who have participated in the University's College Now Program. A teacher or guidance counselor must initially nominate applicants but a maximum of **four applications** will be accepted **from each high school**. The principal will select final nominees. Subsequent to the principal's selection, the nominating teacher or guidance counselor will serve as a mentor to his/her nominee, guiding the student in the completion of the application.
- Applicants are required to submit an essay. They are asked to illustrate their involvement in civic service by writing about the project or activity they participated in or developed and reflect on the impact that experience had on their lives. In addition, all applicants must submit official transcripts, a description of volunteer work and extracurricular activities, and a letter of recommendation from a high school teacher or a guidance counselor.
- Students selected to receive the scholarship will be required to use it to help defray the costs of matriculating at one of the CUNY colleges.
- Winners will be notified in April and the scholarships will be awarded at a ceremony in June.
- The scholarship applications will be available in February 2017. Application materials will be distributed through the College Now Programs.

2. Myself Third Committee Guidelines for Choosing Finalists

a) Myself Third Committee Preparation

Each college will form a committee to review applications. The College Now Coordinator at each campus will recruit a group of 3 or 5 individuals (composed of high school and college personnel) for the committee. The names and email addresses of the committee should be sent to Central Office by March. *Note: Individuals who have nominated a student cannot serve on the committee.*

b) General Criteria for Selection

The scholarship is offered to honor extraordinary civic involvement of high school students as demonstrated in the applicants' essays and letter of recommendation. In judging the

applications, the quality of the content of the essay and the personal experience described in it, as well as the strength of the letters of recommendation should be the main criteria. Extracurricular activities and the official transcript should also be considered in order to get a more complete picture of each individual applicant.

c) Evaluation Form

The Evaluation Form is provided as a guide for the assessment of the application packages. Ultimately, the selection of finalists is the responsibility of the committee members.

VII. Travel Directions to QCC and Campus Map

Queensborough Community College is located in Bayside, between Springfield Blvd. and Cloverdale Blvd. (223rd Street) on 56th Avenue. The campus is easily accessible by car from all parts of Queens and Long Island. It is just a few blocks north of the Springfield Boulevard Exit 29 on the Long Island Expressway, and immediately south of the Northern Boulevard exit on the Cross Island Parkway.

* The Q27 bus stops on the campus from 7 am to 11 pm on weekdays.
Limited-Stop buses stop at Springfield Blvd. and 56th Ave.

