

# discover the power of polythinking

## **STUDENT PLANNER**

**2011-2012**

Courtesy of

Polytechnic Institute of New York University

Division of Student Affairs

Six MetroTech Center

Brooklyn, NY 11201

(718) 260-3800

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for the Division of Student Affairs

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## **POLYTECHNIC INSTITUTE OF NYU MISSION STATEMENT**

To excel as a leading high-quality research university engaged in education, discovery and innovation with social, intellectual and economic impact in the New York region, the nation and the world.

## **POLYTECHNIC INSTITUTE OF NYU VISION STATEMENT**

We educate, discover and invent. We engage students seeking educational achievement and opportunity, faculty seeking excellence and relevance, and organizations seeking solutions and talent. We creatively bring intellectual rigor, technological innovation, and a passion for science to the communities where we work and live and to the citizens of the world.

We innovatively extend the benefits of science, engineering, management and liberal studies to critical real-world opportunities and challenges, especially those linked to urban systems, health and wellness, and the global information economy.

# TABLE OF CONTENTS

Polytechnic Institute of NYU Mission Statement.....	2
Polytechnic Institute of NYU Vision Statement.....	2
Academic & Administrative Calendar.....	5
Directory At-A-Glance .....	6
Polyisms.....	8
Where to Go If You Want to.....	10
101+ Things to Do and See in NYC.....	12
Student Services.....	13
Academic Advisement Center (AAC).....	13
The Office of Alumni Relations & the Polytechnic Alumni Association .....	14
Polytechnic Institute Alumni Association .....	14
Athletics and Recreation.....	15
Career Management Center .....	15
Career Counseling and Career Development Seminars.....	16
Internship Opportunities .....	16
NYU Careernet, Career Fairs and On-Campus Recruiting.....	16
Copy Center.....	16
Counseling and Psychological Services (CAPS).....	16
Facilities Management.....	17
Financial Aid.....	17
Information Systems (IS).....	18
The Bern Dibner Library of Science and Technology.....	18
Mailroom.....	18
NYU Bookstore .....	19
Registrar.....	19
Registration.....	19
Advanced Placement Credits .....	19
Transfer Credits .....	19
Transfer Credits While in Residence.....	19
Veterans Benefits .....	19
Residence Life .....	20
Special Services (Trio Program).....	20
Student Financial Services.....	21
Student Activities and Resource Center .....	22
Polytechnic Tutoring Center (PTC).....	25
Undergraduate Academic Policies.....	26
Leave of Absence and Readmission .....	30
Withdrawal From the Institute.....	30
Institute Code of Conduct.....	33
Appendix.....	46
Important On-Campus Numbers.....	54
Important Off-Campus Numbers .....	54
Local Houses of Worship.....	55
Map of the Brooklyn Campus.....	176

## LETTER FROM THE DEAN OF STUDENT AFFAIRS

Dear Student,

Welcome to the NYU-Poly community! Whether you are a new or returning student, you are on the threshold of a new academic year filled with unlimited possibilities in and out of the classroom.

This 2011 Student Planner is your guide to the resources and services that will enhance your personal, cultural, and intellectual growth within the NYU-Poly community and its surrounding neighborhoods. While you become acclimated to NYU-Poly, I invite you to take advantage of the extraordinary range of resources also available to you through our affiliation with New York University, which is located in Greenwich Village. Additional information on programs and jointly sponsored events are also published in our Intersections newsletter.

Many of our programs have been developed to support the Institute's academic mission—i2e (invention, innovation, and entrepreneurship). This mission embodies the passion

and spirit of NYU-Poly's commitment to the creation and development of new ideas. With these core values in mind, the i2e First-Year Experience was designed to introduce first-year students to the rich academic, co-curricular, and cultural life outside of the classroom. "The 'E' in i2e", a new program series for upperclassmen and graduate students, will be launched this year as well as a speaker's series, "Spotlight on Invention and Innovation."

As a new student, you probably think you have some time before you need to explore your career options. The education you will receive at NYU-Poly will prepare you for a wealth of opportunities in varied fields. However, good fortune must be supported by preparedness. The NYU-Poly Career Management Center offers special services for first-year students to begin exploring their varied career interests. Take advantage of the full range services the center offers. As a NYU-Poly student, you also have access to the NYU Wasserman Center for Career Development and may utilize Wasserman and NYU-Poly's Career Management Center for career counseling, career development seminars, on-campus recruiting, annual career fairs, and internship opportunities.

As Dean, I am personally committed to delivering services that address emerging issues and foster community building. The Division of Student Affairs is a collaborative team comprised of six departments, including Athletics, Career Management, Counseling, International Students and Scholars, Residential Life, and Student Activities. We work in partnership with one another and other members of the Institute to support and enhance your educational and co-curricular experience.

You are the newest members of a community scholars and critical thinkers, supported by 157 years of rich tradition and a great legacy of men and women who have made life-changing discoveries by "thinking outside of the box." Today, I invite you to begin your own personal journey to make a difference in the world by exploring the endless possibilities inherent NYU-Poly's mission of invention, innovation and entrepreneurship.

Best wishes for an exciting year of discovery!

Anita Farrington  
Dean of Student Affairs  
Polytechnic Institute of NYU



## 2011-2012

### ACADEMIC & ADMINISTRATIVE CALENDAR

#### FALL 2011

Sept. 6	Tuesday	Classes begin
Sept. 13	Tuesday	Last day of Add/Drop period
Oct. 10	Monday	Columbus Day – No classes
Nov. 16	Wednesday	Last day to withdraw from course with a W grade
Nov. 22	Tuesday	Thursday classes meet – No Tuesday classes
Nov. 23	Wednesday	Friday classes meet – No Wednesday classes
Nov. 24 - 25	Thurs. – Fri.	SCHOOL CLOSED – Thanksgiving Recess
Dec. 9	Friday	Undergraduate classes end
Dec. 12-13	Mon. – Tues.	Undergraduate reading days
Dec. 14 - 23	Wed. – Fri.	Final exams
Dec. 16	Friday	Graduate classes end
Dec. 26 – Jan. 2	Mon. – Mon.	SCHOOL CLOSED - Winter Recess
Jan. 3 - 17	Tues. – Tues.	Winter Mini-Session

#### SPRING 2012

Jan. 23	Monday	Classes begin
Feb. 20	Monday	SCHOOL CLOSED – President’s Day
Mar. 12 – 16	Mon. – Fri.	NO CLASSES – Spring Break
Apr. 9	Monday	Last day to withdraw from course with a W grade
Apr. 30	Monday	Undergraduate classes end
May 1 - 2	Tues. – Wed.	Undergraduate reading days
May 3 - 15	Thurs. – Tues.	Final exams
May 7	Monday	Graduate classes end

Note: For calendar updates visit <http://www.poly.edu/calendar>

## DIRECTORY AT-A-GLANCE

Academic Advisement Center.....	JB 356 .....	3980
Admissions (Graduate) .....	RH 102 .....	3182
Admissions (Undergraduate) .....	WH 000 .....	5955
Alumni Relations .....	JB 452 .....	3885
Athletics & Recreation.....	RH 220 .....	3453
Brooklyn Enterprise on Science and Technology (BEST)....	RH 020 .....	3210
CATT.....	LC 208 .....	3050
Cafeteria (Kane Dining Hall).....	RH, 1st Floor.....	3872
Career Management Center .....	JB 359 .....	3650
Center for Construction Management Technology .....	RH 407 .....	3978
Chemical and Biological Engineering .....	RH 730 .....	3834
Chemical and Biological Sciences.....	RH 801 .....	3750
Civil Engineering.....	RH 411 .....	3220
Computer Science & Engineering .....	LC 238 .....	3440
Copy Center (Océ Business Services) .....	JB 150 .....	3367
Counseling and Psychological Services (CAPS).....	JB 358 .....	3456
David Packard Center .....	JB 257 A/C.....	3524
Dean of Student Affairs.....	JB 156 .....	3823
Electrical & Computer Engineering (Graduate) .....	LC 200 .....	3590
Electrical & Computer Engineering (Undergraduate) .....	LC 249 .....	3480
Facilities Management .....	JB 152 .....	3020
Financial Aid.....	JB 256 .....	3300
Finance & Risk Engineering.....	RH 517 .....	3279
FYI .....	800-POLY-FYI	
General Studies (GS) Program.....	RH 323 .....	3882
Graduate Center .....	RH 102 .....	3182
Guard Station – Dibner Library .....	LC Lobby.....	3727
Guard Station – Rogers Hall Front Entrance .....	RH Lobby.....	3537
Guard Station – Rogers Hall Rear Entrance .....	RH Rear .....	3213
Guard Station – Wunsch Hall .....	WH Lobby .....	5901
Higher Education Opportunity Program (HEOP).....	JB 355 .....	3370
Honors Program.....	RH 216 .....	3718
Human Resources .....	JB258 .....	3840

## DIRECTORY AT-A-GLANCE (CONTINUED)

Information Systems Help Desk .....	RH 337 .....	3123
International Students and Scholars .....	JB 158 .....	3805
Laptop Support Office .....	RH 339 .....	3368
Library Services .....	LC 3CM .....	3530
Mailroom (Océ Business Services).....	JB 151 .....	3396
Mathematics .....	RH 305/321 .....	3850
Mechanical & Aerospace Engineering.....	RH 501 .....	3160
One Card Office / Media Support Services .....	RH 333 .....	3934
Peer Educator Team .....	JB 158 .....	3800
Physics .....	RH 300 .....	3072
Polytechnic Tutoring Center (PTC) .....	JAB 373 .....	3425
Polytechnic Institute of NYU (Main Number) .....	(718) 260-3600	
Registrar's Office .....	JB 256 .....	3486
Residence Life .....	OH 103 .....	4161
Special Services (TRIO) .....	JB 341 .....	3560
Student Accounts .....	JB 256 .....	3700
Student Activities .....	JB 158A.....	3800
Student Council (Student Government).....	JB 158D .....	3851
Student Cultural Center.....	RH LL .....	3081
Student Activities and Resource Center.....	JB 158 .....	3800
Technology, Culture, & Society.....	RH 213 .....	3597
Technology Management.....	LC 401 .....	3760
Transfer Credit Evaluation.....	JB 354 .....	3718
Undergraduate Academic Affairs Office.....	RH 216 .....	3718
Writing Center.....	JAB 373 .....	3425
Youth in Engineering and Science (YES) Center .....	WH 117 .....	5944

### KEY:

JB – Jacobs Building

JAB – Jacobs Academic Building

LC – Library CATT Building

OH – Othmer Hall

RH – Rogers Hall

WH – Wunsch Hall

## POLYISMS

AAC	Academic Advisement Center
AIChE	American Institute of Chemical Engineers
ASCE	American Society of Civil Engineers
BEST	Brooklyn Enterprise in Science and Technology
Blue “J”	Regular entertainment showcases hosted by PAB
Blue Jay	School Mascot
BMS	Biomolecular Science
BS	Bachelor of Science
BTE	Biotechnology and Entrepreneurship
BTM	Business and Technology Management
CAPS	Counseling and Psychological Services
CBE	Chemical and Biological Engineering
CBS	Chemical and Biological Sciences
CE	Civil Engineering
Civil	Civil Engineering
CMAA	Construction Management Association of America
CM	Construction Management
CMC	Career Management Center
Convocation	Opening year ceremony welcoming students back to campus
The Commons	Common park area of MetroTech
Common Exam Hour	Scheduled exam hours for most first year courses
CompE	Computer Engineering
CS	Computer Science
CS	Computer Science and Engineering
CPT	Curricular Practical Training
DM (or IDM)	Integrated Digital Media
ECE	Electrical & Computer Engineering
EE	Electrical Engineering
EG	General Engineering
EWB	Engineers Without Borders
FERPA	Family Educational Rights and Family Act
FRE	Finance and Risk Engineering
GA	Graduate Assistant
GISA	Graduate Indian Student Association
HA	Housing Assistant
HEOP	Higher Education Opportunity Program
HR	Human Resources
HUSS	Humanities and Social Sciences
i2e	Invention, Innovation and Entrepreneurship
IEEE	Institute for Electrical and Electronic Engineers
IS	Information Systems
JAB	Jacobs Academic Building

JB	Jacobs Administration Building
Lackmann	Food service on campus
Lambda	Lambda Chi Alpha Fraternity
LC	Library CATT/Dibner Building
The Lounge	Regna Student Lounge
ME	Mechanical Engineering
MOT	Management of Technology
MS	Master of Science
NSBE	National Society of Black Engineers
NSCE	New Student Camp Experience
NUSO	New Undergraduate Student Orientation
NYU-Poly	Polytechnic Institute of New York University
OB	Organizational Behavior
OISS	Office of International Students and Scholars
OL	Orientation Leader
Omega	Omega Phi Alpha
OPT	Optional Practical Training
Othmer	Othmer Residence Hall
PAF	Personnel Action Form
PAB	Programming Advisory Board
PAGE	Polytechnic Association of Gaming and Entertainment
PAS	Polytechnic Anime Society
PE	Peer Educator
PGT	Poly's Got Talent
Poly	Polytechnic Institute of New York University
PTC	Polytechnic Tutoring Center
RA	Resident Assistant
Reading Days	Study days between the end of classes and the start to of finals
RH	Rogers Hall
SARC	Student Activities and Resource Center
SASA	South Asian Student Association
SCC	Student Cultural Center
SHPE	Society of Hispanic and Professional Engineers
SHRM	Society for Human Resource Management
STS	Science and Technology Studies
SUE	Sustainable Urban Environments
SWE	Society of Women Engineers
TA	Teaching Assistant
TAP	Tuition Assistance Program
TM	Technology Management
TR	Transportation
TRIO	Office of Special Services

## **WHERE TO GO IF YOU WANT TO...**

- ...participate in athletics – visit Athletics RH 220.
- ...join a club – visit the Student Activities and Resource Center in JB 158.
- ...get a campus job – visit the Career Management Center in JB 359.
- ...live on campus – visit Residence Life in Othmer Hall.
- ...lost something – visit Facilities in JB 152.
- ...lost your ID – visit Facilities in JB 152.
- ...pay your bill – visit Student Accounts in JB 256 or go online.
- ...want financial assistance – visit Financial Aid in JB 256.
- ...register for class – visit the Registrar in JB 256 or online.
- ...want extra tutoring – visit Polytechnic Tutoring Center (PTC) in JAB 373.
- ...get an internship – visit the Career Management Center in JB 359.
- ...learn about your learning style – go to the Student Activities and Resource Center, JB 158
- ...do research – ask a faculty member or the Associate Provost of Undergraduate Academics in RH 216.
- ...relax between classes – go to Regna Lounge or go outside to The Commons.
- ...use the computer lab – JAB 775.
- ...add money to your One-Card – machine located in cafeteria.
- ...use an ATM – located in Dibner and Othmer Residence Hall.
- ...start a club – visit the Student Activities and Resource Center in JB 158.
- ...take a career interest survey – visit the Career Management Center in JB 359.
- ...create your resumé – visit the Career Management Center in JB 359.
- ...buy NYU-Poly apparel – visit the Athletics in RH 220.
- ...talk to a counselor – visit the Counseling and Psychological Services in JB 358.
- ...rent a locker – visit the Student Activities and Resource Center in JB 158.
- ...report an incident – any security desk or visit Facilities in JB 152.
- ...report a facility issue– visit Facilities in JB 152.
- ...study on campus – visit the library in Dibner.

- ...improve your writing skills – visit PTC in JAB 373.
- ...get a transcript – visit the Registrar in JB 256.
- ...take a leave of absence – visit the Registrar in JB 256.
- ...have professional printing done – JB 151 Copy Center.
- ...mail something – JB 151 Mailroom.
- ...get your textbooks – visit <http://www.bookstores.nyu.edu/main.store/poly.html> or go to the NYU Bookstore at Washington Square.
- ...get to the NYU Washington Square campus – from NYU–Poly take the A or C train to West 4th Street.
- ...get a patent for an idea – visit the BEST Center in lower level RH.
- ...join TRIO – visit Special Services in JB 341.
- ...print your health insurance card – go online: [www.poly.edu/studentinsurance](http://www.poly.edu/studentinsurance).
- ...activate your electronic accounts – contact Information Systems in RH 339.
- ...change your personal information – visit the Registrar in JB 256.
- ...drop a class – visit the Registrar in JB 256.
- ...add a class – visit the Registrar in JB 256.
- ...get accommodations for special needs – visit the Student Activities and Resource Center in JB 158.
- ...ask about the Code of Conduct – the Student Activities and Resource Center in JB 158.
- ...waive your FERPA rights – visit the Registrar in JB 256.
- ...get permission for missing a class due to extenuating circumstances (death in the family, medical condition or illness, etc.) – visit Student Activities and Resource Center in JB 158.
- ...study abroad – visit International Students & Scholars in JB 158.
- ...take classes in Washington Square – visit the Associate Provost for Undergraduate Academics in RH 216.
- ...do summer research – visit the Dean of Undergraduate Academics in RH 216.
- ...work out before/after class – go to the Fitness Center in RH lower level.

# 101+ THINGS TO DO AND SEE IN NYC

- American Folk Art Museum
- American Museum of Natural History
- Apollo Theater
- Arthur Avenue Retail Market
- Battery Park
- Belvedere Castle
- Bloomingdale's
- Bodies Exhibit– South Street Seaport
- Broadway Show
- Bronx Botanical Garden
- Bronx Zoo
- Brooklyn Academy of Music
- Brooklyn Borough Hall
- Brooklyn Botanic Garden
- Brooklyn Bridge
- Brooklyn Heights
- Brooklyn Museum
- Brooklyn Promenade
- Bryant Park
- Carnegie Hall
- Castle Clinton National Monument
- Cathedral of St. John the Divine
- Central Park
- Central Park Zoo
- Century 21
- Chelsea Piers
- Children's Museum of Manhattan
- Chinatown
- Christmas Tree at Rockefeller Center
- Chrysler Building
- Circle Line Cruises
- Citifield (Home of the NY Mets)
- Coney Island
- Conservatory Garden
- El Museo del Barrio
- Ellis Island
- Empire State Building
- FAO Schwarz
- Federal Hall
- Federal Reserve Bank of New York
- Frick Collection
- Governor's Island
- Gracie Mansion
- Grand Central Terminal
- Gray Line New York Tours
- Greenwich Village Halloween Parade
- Greenwich Village
- Grimaldi's Pizzeria
- Ground Zero @ World Trade Center
- Harlem
- Holiday Department Store Windows
- International Center of Photography
- Intrepid Sea, Air & Space Museum
- Katz's Deli
- Lincoln Center
- Little Italy
- Lower East Side Tenement Museum
- Lower East Side
- Macy's (World's Largest Store)
- Madame Tussauds Wax Museum
- Madison Square Garden
- Meatpacking District
- Metropolitan Museum of Art
- Metropolitan Opera House
- MTV Store
- Museum of American Financial History
- Museum of Chinese in the Americas
- Museum of Modern Art
- Museum of Natural History
- Museum of Sex
- Museum of Television & Radio
- Museum of the City of New York
- National Academy of Design
- National Museum of the American Indian
- New York City Street Fair
- New York City Subway
- New York Historical Society
- New York Public Library
- New York Stock Exchange
- NYU–Poly Sporting Event
- Park Slope Flea Market
- Planetarium

- Prospect Park Zoo
- Radio City Christmas Show
- Radio City Music Hall
- Ride the Cyclone at Coney Island
- Rockefeller Center
- Rose Center for Earth and Space
- San Gennaro Festival in Little Italy
- Schomburg Library
- See a NYC parade
- Shake Shack in Madison Square Park
- Slice of Brooklyn Pizza Tour
- SoHo
- Solomon R. Guggenheim Museum
- Sony Wonder Technology Lab
- South Street Seaport & Museum
- St. John the Divine
- St. Patrick's Cathedral
- St. Paul's Chapel
- Staten Island Ferry
- Statue of Liberty
- Studio Museum of Harlem
- The Jewish Museum
- Tiffany & Co.
- Time Warner Center
- Times Square
- Toys 'R' Us Times Square
- Trinity Church
- United Nations Headquarters
- USTA National Tennis Center
- Wall Street
- Washington Square Park
- Whitney Museum of American Art
- Wollman Rink-- Central Park
- Yankee Stadium

## STUDENT SERVICES

Polytechnic Institute of New York University offers a range of services to students to assist them in their career. These services are described on the following pages along with their contact information. Most of these services are free of charge.

### ACADEMIC ADVISEMENT CENTER (AAC)

Jacobs Building 356

(718) 260-3980

Email: [advisement@poly.edu](mailto:advisement@poly.edu)

The mission of the Academic Advisement Center (AAC) is to provide academic advising to newly matriculated first-year students in the following majors\*: Biomolecular Science (BMS), Business & Technology Management (BTM), Chemical & Biological Engineering (CBE), Civil Engineering (CE), Computer Science (CS), Computer Engineering (CompE), Construction Management (CM), Electrical Engineering (EE), Math (MA), Mechanical Engineering (ME) and Physics (PH), as well as Undeclared (UN) majors.

Advisers meet with students for scheduled group and individual advisement sessions during the first year and are also available for drop-in meetings.

Advisement sessions cover an array of topics including major requirements, Institute regulations and life skills development. The AAC refers students to appropriate campus resources for additional support and guidance in an effort to address any Institute-related issues. In addition, the AAC advocates for first-year students with the offices of the Registrar, Financial Aid, Student Accounts and Undergraduate Admissions, as well as other Institute offices.

The AAC also assists with the review of all undergraduate academic standing issues and works closely with first-year students placed on academic probation.

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\* Students in the following majors are advised by their departmental advisers: Integrated Digital Media (IDM), Science & Technology Studies (STS) and Sustainable Urban Environments (SUE).

## **THE OFFICE OF ALUMNI RELATIONS & THE POLYTECHNIC ALUMNI ASSOCIATION**

Jacobs Building 452

(718) 260-3885

Email: [alumni@poly.edu](mailto:alumni@poly.edu)

[www.poly.edu/alumni](http://www.poly.edu/alumni)

NYU-Poly alumni are a diverse community of more than 38,000 innovative, influential professionals who shape the future of technology, business, medicine, the environment and many other endeavors. The Office of Alumni Relations works to promote the spirit of i<sup>2</sup>e innovation, invention and entrepreneurship through unique engagement opportunities, development activities, communications and events that empower Polytechnic alumni to feel a sense of pride about their alma mater.

The office has the primary responsibility for strategically developing, organizing and leading programs that are designed to identify, track, communicate with, serve and involve alumni in the life of the Institute. In addition, the Office of Alumni Relations is a great resource for students interested in developing networking opportunities with alumni.

### **EVENTS**

Each year, the Office of Alumni Relations sponsors a number of events that bring alumni together with students to discuss career opportunities, industry insights and the current corporate climate. The following are a few examples of events sponsored by the office:

- \* Student & Alumni Networking Events
- \* Alumni Weekend & Back to School Day
- \* Toast, a celebration of the graduating class
- \* Regional Alumni Gatherings
- \* Golden Jubilee Society

The office staff is available to help organize reunions for interested groups of alumni including those who were involved in specific student organizations, teams or special programs and to assist current students in locating former student organization officers.

### **POLYTECHNIC INSTITUTE ALUMNI ASSOCIATION**

NYU-Poly's alumni association, the Polytechnic Institute Alumni Association (PIAA), has more than 38,000 members living in all 50 states and at least 64 countries around the world. The PIAA is an independent organization that traces its roots back to 1863. It was incorporated in 1932. Elected officers, an executive committee and an international board of directors govern it, and support NYU-Poly through strategic initiatives and programs that promote the welfare of all Polytechnic alumni.

PIAA activities include, but are not limited to:

- \* Supporting continuing education of alumni
- \* Providing alumni with career advancement resources
- \* Involving alumni in NYU-Poly fundraising efforts
- \* Involving alumni in student retention efforts
- \* Promoting fellowship and communication among and between alumni

Membership in the association is automatic and free for those who have graduated from NYU-Poly. To get involved as a student, join the Student Alumni Association by contacting a member of the Alumni Relations staff. For additional information, membership benefits, or to learn about local sections of the alumni association visit their website at [www.poly.edu/piaa](http://www.poly.edu/piaa).

## **PUBLICATIONS**

NYU-Poly publishes *Cable*, an alumni magazine, featuring faculty thought leadership articles, alumni news, research, innovator profiles and other items of interest to alumni and other members of the campus community. Copies of the magazine are available in the Office of Alumni Relations or online at [cable.poly.edu](http://cable.poly.edu).

## **ATHLETICS AND RECREATION**

Rogers Hall 220

(718) 260-3453

For over a century, Polytechnic Institute of NYU has been a leader in intercollegiate sports. We are a member of the National Collegiate Athletic Association (NCAA) Division III, the Eastern Collegiate Athletic Association (ECAC), the Skyline Conference and the North Eastern Collegiate Volleyball Association (NECVA)

Our facilities, in the Jacobs Academic Building, include an NCAA regulation gym; a fitness center, which includes aerobic equipment (treadmills, steppers, bikes, and rowing machines), single-and dual-exercise weight machines and a free-weight area. There is strength and conditioning coach available for varsity athletes as well as the general population in the fitness center and a certified athletic trainer. Our athletic fields, which include baseball, softball and soccer, are located at Gateway National Recreational Area (Floyd Bennett Field).

## **THE VARSITY PROGRAM**

### Men's Teams

Baseball	Judo	Basketball	Soccer
Volleyball	Cross Country	Tennis	Golf

### Women's Teams

Basketball	Judo	Softball	Volleyball
Cross Country	Soccer	Tennis	

## **CLUB SPORTS**

Table Tennis	Aikido	Swimming	Cricket
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## **INTRAMURAL PROGRAM**

Flag Football	Handball	Table Tennis	Dodgeball
Basketball	Billiards	Indoor Soccer	Volleyball

Look for intramural schedules to be posted on the electronic boards on the first floor of Rogers Hall, near the gym, fitness center, dorms, and outside the Athletics Office, RH 220, during the school year. New sports can be added if there is interest.

## **CLASSES**

Aerobics	Yoga	Tai-Chi
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## **CAREER MANAGEMENT CENTER**

Jacobs Building 359

(718) 260-3650

<http://www.poly.edu/career>

The Career Management Center and the NYU Wasserman Center for Career Development will connect you with leading companies that are searching for highly skilled, market-ready individuals prepared to take on the challenges and opportunities of the 21<sup>st</sup> century. Our offices help undergraduate and graduate students seek positions where their refined technical, analytical and communication skills can best be put to use.

## **CAREER COUNSELING AND CAREER DEVELOPMENT SEMINARS**

Knowing how to conduct an internship or job search is key to landing the opportunity you want. Through one-on-one career counseling and group seminars, NYU-Poly students acquire effective job search skills designed to complement their successful in-classroom experiences. Writing an effective resumé, preparing for a career fair and acing the interview are just some of the topics addressed by career center staff.

## **INTERNSHIP OPPORTUNITIES**

Internships allow students to gain real-world experience, while giving employers a chance to identify future talent. Students are encouraged to participate in one or more internships before they graduate, demonstrating to employers NYU-Poly's high standards of excellence. These professional experiences give students an edge over the competition and have the potential to turn into full-time opportunities following graduation.

## **NYU CAREERNET, CAREER FAIRS AND ON-CAMPUS RECRUITING**

NYU-Poly students can connect to NYU CareerNet, our online internship and job search engine. Using this valuable database, students can submit a cover letter and resume directly to employers. Additionally, internship and job seekers can meet with hiring companies at career fairs and even arrange on-campus interviews with these employers. Participating companies range from small entrepreneurial start-ups to mid-sized businesses to internationally recognized major corporations.

## **COPY CENTER**

Jacobs Building, First Floor

(718) 260-3367

Email: [printshop@poly.edu](mailto:printshop@poly.edu)

Océ Business Services provides a full range of copy and print services for the Polytechnic Institute of NYU's Brooklyn campus. Services include digital black and white, digital color printing and various types of binding and lamination. For all inquiries, please contact Alison Valladares at x3604 or the Print Shop's general number x 3367. Hours of operation are Monday through Friday from 8 a.m. to 5 p.m.

## **COUNSELING AND PSYCHOLOGICAL SERVICES (CAPS)**

"Helping Students Achieve Maximum Potential"

Jacobs Building 358

(718) 260-3456

<http://www.poly.edu/life/health/counseling>

CAPS offers free, confidential counseling services to all NYU-Poly students. College can be a stressful time, and it is not uncommon for students to face a range of difficulties that can interfere with their ability to succeed academically or fully engage the many social and emotional growth opportunities afforded by college life. Many students struggle with difficulty concentrating, test anxiety, sadness, lack of motivation and difficulties with family, friendships and intimate relationships. Others struggle with symptoms of medical and psychological conditions, as well as past and current traumatic life events and substance-abuse related issues – all of which can interfere with their NYU-Poly experience. The CAPS staff is available to meet with you and help you through these issues in a culturally sensitive, non-judgmental and supportive atmosphere. They can also direct you to community resources. Together they can help you address problems, achieve goals and proceed in your life in a more fulfilling way.

You can make an appointment by calling (718) 260-3456 or dropping by the center in person. CAPS is located on the 3rd floor of the Jacobs Building in JB 358. CAPS is open Monday through Friday from 9 a.m. to 5 p.m. The CAPS staff will make presentations to your class, club or organization around a wider range of topics – and will work with you to develop new topics that meet the specific needs of your group.

For more information about CAPS and its services, visit [www.poly.edu/life/health/counseling](http://www.poly.edu/life/health/counseling).

## **FACILITIES MANAGEMENT**

Jacobs Building 152

(718) 260-3020

Email: [facility@poly.edu](mailto:facility@poly.edu)

The goal of Facilities Management is to provide a safe, serviceable environment for all those who work and study here. Please feel free to stop by our office Monday through Friday 9 a.m. to 5 p.m. In case of an emergency, call the main security desk of JAB at (718) 260-3537. In case of a medical emergency, please call 911 and then the main security desk at extensions 3537 or 2345.

The Facilities Office provides essential services to the NYU-Poly community such as:

- Custodial services
- Heating and cooling
- Basic electrical
- Plumbing
- Carpentry
- Security
- Recycling
- Locksmith services
- Issuance of ID cards
- Event set up
- Lost and found
- Construction/renovation
- Incident reporting

The following are the standard building hours of operation:

Jacobs Academic Building (JAB)	Monday - Friday	7 am – 11 pm
Rogers Hall (RH)	Saturday & Sunday	9 am – 9 pm
Dibner Building (LC)		
Wunsch Hall (WH)	Monday – Thursday	9 am – 7 pm
	Saturday	9 am – 5 pm
	Saturday	CLOSED
	Sunday	CLOSED

Othmer Residence Hall: Open 24 hours/7days per week for residents and authorized guests.

With the exception of Othmer Residence Hall, all buildings are closed for Thanksgiving, Christmas and New Years.

## **FINANCIAL AID**

Jacobs Building 256

(718) 260-3300

Email: [finaidb@poly.edu](mailto:finaidb@poly.edu)

<http://www.poly.edu/financialaid/>

The goal of the Office of Financial Aid is to provide ways to assist you in financing the cost of your education. A full description of the types of financial aid available is listed on this website: <http://www.poly.edu/financial-aid/>.

Responsibilities:

- Award all financial aid (federal, state, institutional grants and all loans).
- Monitor GPA requirements for scholarship renewal each year.
- Provide one-on-one counseling (phone, in-person and/or email) regarding financial aid and related inquiries.
- Provide information on financing options to assist in covering costs.

### Important Information to Remember:

- All students must complete the FAFSA annually in order to be eligible to receive federal, institutional and/or state aid. Students will not receive financial aid until they have completed this process. (FAFSA preferred filing deadline is March 15th each year.)
- All payments of tuition and fees are due according to the published due dates.
- In accordance with Institute policy, students who do not make payment as required will have an “account hold” placed on their account. This will prohibit any future registration. Late fees may also be assessed.
- Payment may be made via the web by going to <https://commerce.cashnet.com/polypay>

### **INFORMATION SYSTEMS (IS)**

Rogers Hall 337

(718) 260-3123

Email: [help@poly.edu](mailto:help@poly.edu)

<http://www.poly.edu/life/student-0/information>

The Information Systems department is responsible for the Institute’s information technology, telecommunications, and network infrastructure. If you require assistance, contact the Help Desk via email at [help@poly.edu](mailto:help@poly.edu) or phone at (718) 260-3123. You may also drop by the Help Desk located in RH 337 between 9 am and 5 pm, Monday through Friday.

The Institute has a helpdesk exclusively for notebook computers. The Laptop Help Desk will provide full-service support for IBM/Lenovo laptops and partial support for other manufacturer models. Students who experience hardware or software problems should contact the Laptop Help Desk for assistance. In most cases, the student will need to bring the notebook computer to the Laptop Help Desk. You can visit the Laptop Help Desk in RH 339, Monday through Friday from 9 am through 4:45 pm during the fall and spring semesters and 10 am - 4 pm during the summer terms. The Laptop Help Desk can also be contacted by sending an email to [notebook@poly.edu](mailto:notebook@poly.edu) or calling (718) 260-3368.

### **THE BERN DIBNER LIBRARY OF SCIENCE AND TECHNOLOGY**

Dibner Building, Third and Fourth Floor

(718) 260-3530

Email: [blibrary@poly.edu](mailto:blibrary@poly.edu)

<http://library.poly.edu/>

The Bern Dibner Library of Science and Technology provides a pleasant study environment, resources and services to support your studies and a friendly, knowledgeable staff. The library is regularly open 92 hours per week during the semester and 24 hours a day during reading days and exams. You can access the library’s electronic resources and self-help guides 24/7. Check the library website for up-to-date information on library hours, news and research tips.

The library is tailored to meet your academic needs. It includes books and journals in print and electronic format. You can find out what resources are available, including textbooks on reserve for your courses, by searching the library website. If you need help with your research projects, talk to a librarian at the service desk or online – they are there to assist you. The library also provides inter-library loan services, so you can get items which are not available at Dibner Library. For more information on all the services Dibner Library provides, go to [library.poly.edu](http://library.poly.edu).

### **MAILROOM**

Jacobs Building 151

(718) 260-3396

Email: [mailroom@poly.edu](mailto:mailroom@poly.edu)

Océ Business Services provides mail services and supplies for NYU-Poly students and faculty on the Brooklyn campus. Please be advised that the receipt of incoming mail and packages is limited to faculty and residence hall students only. Hours of operation are Monday through Friday from 8 a.m. to 5 p.m.

## **NYU BOOKSTORE**

726 Broadway

New York, NY 10003

(212) 998-4667

Email: [book.web@nyu.edu](mailto:book.web@nyu.edu)

<http://bookstores.nyu.edu>

Normal Business Hours:

Monday – Saturday 10:00am – 9:00pm

Sunday 11:00am – 6:00pm

## **REGISTRAR**

Jacobs Building 256

(718) 260-3486

Email: [registrar@poly.edu](mailto:registrar@poly.edu)

[www.poly.edu/registrar](http://www.poly.edu/registrar)

The Registrar's office maintains the academic records of current and former students and oversees the course schedule, registration and final grade entry. Other responsibilities include: transfer/AP credit posting, graduation degree audit, VA certification, enrollment verification, change of major, final exam schedule, room assignments and transcript processing.

## **REGISTRATION**

Students may register online through [psdata.poly.edu](http://psdata.poly.edu). For registration dates, please refer to the registrar's website [www.poly.edu/registrar](http://www.poly.edu/registrar).

## **ADVANCED PLACEMENT CREDITS**

Undergraduate students: NYU-Poly will grant students credit for advanced placement (AP) courses taken in high school, given acceptable performance on AP examinations. Students must request evaluation of AP credits no later than the end of their first semester of matriculation. Grades for advanced placement are not included in the computation of the cumulative or current semester GPAs.

## **TRANSFER CREDITS**

Undergraduate students: NYU-Poly will award transfer credit for appropriate courses completed satisfactorily at other accredited institutions. Students transferring to NYU-Poly from other universities must have transcripts of their courses evaluated by the Office of Academic Affairs and an academic advisor.

Graduate students: Graduate students requesting transfer credits must earn a minimum total of 12 credits at NYU-Poly with a B average prior to the submission of a transfer credit form request. A maximum of 3 courses (9 credits) can be transferred towards an MS degree. The transfer credit form must be approved by the departmental advisor.

## **TRANSFER CREDITS WHILE IN RESIDENCE**

Undergraduate students: Undergraduates are expected to take all course work at the Institute. Rare exceptions are made in cases where NYU-Poly does not offer a course. Students can register for a course outside of NYU-Poly and request transfer credits. Students must obtain written permission from the corresponding academic department, the academic advisor and dean prior to registering for the course. Forms are available at the Office of the Registrar.

## **VETERANS BENEFITS**

Students who are eligible for VA benefits through the Department of Veteran Affairs, should contact Wanda Green at [wgreen@poly.edu](mailto:wgreen@poly.edu) for further instructions. For more information about Veteran-related services, contact Judith Simonsen at [jsimonse@poly.edu](mailto:jsimonse@poly.edu).

Please refer to the Office of the Registrar's website [www.poly.edu/registrar](http://www.poly.edu/registrar) for a listing of our staff, important dates and information. We are located in Room JB 256 along with Student Financial Services.

## **RESIDENCE LIFE**

Othmer Residence Hall, #103

(718) 260-4160

Email: [reslife@poly.edu](mailto:reslife@poly.edu)

<http://www.poly.edu/life/campus>

Residence Life strives to provide optimal services for students. The Othmer Residence Hall is an 18-story building housing approximately 400 students. It offers suite-style living on floors two through eight and apartment-style living on floors nine through eighteen. All suites and apartments include central air conditioning; wired rooms for personal computers, wireless access for laptops, Direct TV cable, and in-house telephone access. Each suite floor has a student lounge, an on-premise laundry facility and 24-hour security.

The Clark Residence occupies the site of the former St. George Hotel in one of New York City's most desirable neighborhoods, Brooklyn Heights. Just one subway stop from lower Manhattan, the Clark Residence is steps from the shopping and restaurants on Montague Street and a short walk to NYU-Poly's main campus. Each single, double and triple fully furnished room offers a TV, DVD player, high-speed Internet, refrigerator, microwave and bathroom. The residence features lounges, a pool table, public computers, communal kitchens and a complimentary membership to the four-star Eastern Athletic Club.

The Department of Residence Life is responsible for managing the services and events in the Othmer Residence Hall and the Clark Residence. The residence life staff works to ensure the safety, development and growth of students. The staff consists of professionals and undergraduate resident assistants who conduct and promote social and educational activities.

The Othmer Residence Hall and the Clark Residence are fantastic places to live in downtown Brooklyn, where students can get involved in social/cultural activities, and have the opportunity to meet fellow students from across the country and around the world. We invite you to become a part of one of the most dynamic environments in the country.

## **SPECIAL SERVICES (TRIO PROGRAM)**

Jacobs Building 341

(718) 260-3560

Email: [trio@poly.edu](mailto:trio@poly.edu)

<http://www.poly.edu/academics/support/trio>

The Office of Special Services is a federally funded TRIO program, which entitles eligible students to participate in a variety of free and confidential services developed to enhance students' academic performance and maximize their potential. Students are encouraged to make an appointment with a member of the staff to see if they qualify for the TRIO program.

**INDIVIDUALIZED TUTORING:** Students who are eligible for the program can receive individualized tutoring. Tutors will be provided to students in the basic-level courses of chemistry, math, physics and/or computer science as well as some upper-level courses. These structured, weekly, hour-long sessions offer an opportunity for students to deepen their understanding of course material and have their specific questions answered. In addition to individualized tutoring, TRIO students can attend lead tutor clinic hours and weekly review sessions. TRIO students are entitled to a variety of study aids and resources that are available through our office.

**ACADEMIC COUNSELING:** The counseling component of the Office of Special Services includes academic counseling, individual study skills advisement, financial aid counseling, performance profiling, stress management counseling, major/career exploration and limited personal counseling. The counselor on staff will assist students with any concerns, which may be affecting their academic and/or personal success.

**WORKSHOPS, TRIPS AND ACTIVITIES:** TRIO students can participate in various cultural and educational workshops and trips scheduled throughout the semester. Academic skills workshops provide students with the tools needed to enhance their study skills. Additional workshops geared toward student personal development are also scheduled throughout the academic year. TRIO students also can attend free trips, which consist of Broadway shows, ice skating, sporting events, industry visits and cultural events.

**FINANCIAL ASSISTANCE:** The TRIO program also provides eligible TRIO students with financial assistance through grants and scholarships.

Students are encouraged to sign up for the TRIO program as soon as possible as the number of openings for the program is limited.

## **STUDENT FINANCIAL SERVICES**

Jacobs Building 256

(718) 260-3700

Email: [stuacct@poly.edu](mailto:stuacct@poly.edu)

<http://www.poly.edu/studentaccounts/>

The Office of Student Financial Services handles student billing and collection, tuition payments, federal and alternative (private) loan disbursements, processing of refund checks and Transfer Alliance Program (TAP) certification. The goal of financial services is to make paying for your education as simple as possible.

Each spring, the Institute's Board of Trustees establishes the annual tuition and fees for the upcoming academic year. These rates are effective for the fall and spring semesters. A complete listing of tuition and fees can be found at <http://www.poly.edu/studentaccounts/tuition/index.php>.

Please note the following:

- Students are responsible for reviewing, understanding and abiding by the Institute's regulations, procedures, requirements and deadlines as described in all official publications and on our website.
- According to federal law, (Family Education Rights and Privacy Act (FERPA) of 1974), all of a student's college records, including the financial account, are the property and responsibility of the student. All billing statements and notices are sent to the student. The Institute may not discuss specific aspects of a student's account without written authorization from the student.
- Payment Deadlines, Late Fees and Account Holds: Once a student officially registers for a course, he/she is liable for the tuition and fees resulting from that registration. A Student Account Statement will be electronically mailed to the student. It is the student's responsibility to ensure that the account balance is paid on time. Payment deadlines are published on the Student Account Statement and on our website. Late fees are assessed on outstanding balances. In accordance with Institute policy, holds are placed on all accounts with outstanding balances prior to registration.
- Adherence to Financial Aid Deadlines: Students wishing to utilize financial aid to cover their tuition and fees must adhere to the Office of Financial Aid application deadlines. If aid is not approved and deducted from the student's account, the student will be responsible for all monies due.
- Checking your email regularly: All matriculating students are issued an Institute e-mail account. Take the time to check it regularly. The helpdesk (718-260-3123) can assist you in forwarding your Institute email to your private account if you prefer to have only one email address.

## **STUDENT ACTIVITIES AND RESOURCE CENTER**

Jacobs Building 158

(718) 260-3800

Email: [studentactivities@poly.edu](mailto:studentactivities@poly.edu)

The Student Activities and Resource Center helps students by providing a variety of programs and services that enhance student leadership excellence, campus community citizenship, campus-wide diversity awareness and general student advocacy.

This department manages the Student Leadership Center (Jacobs Building 158) and the Student Cultural Center, (Rogers Hall, Lower Level), and is the seat of all student government, Greek life, campus media and activities programming by student organizations.

Although the department provides for an array of services for undergraduate and graduate.

### **GENERAL STUDENT ADVOCACY**

#### Absence Notification to the Faculty

It is important for instructors to know when you are experiencing difficulty that might interfere with your studies. However, it is also important for your personal matters to be kept private. The Office of the Dean of Student Affairs is designated to receive documentation regarding private matters. Documentation is required for an official verification notice to be sent to instructors. The notice informs the instructor that appropriate documentation has been received, but does not share personal details. Notification can be provided for, but not limited to, the following matters:

- Death in the family
- Medical conditions and illnesses
- Other emergencies and situations
- Student attending Institute-related conferences

#### Student Grievances and Complaints

The Student Activities and Resource Center is one of the offices where student grievances and complaints are heard.

### **COMPLIANCE AND STUDENT CONDUCT**

The Office of the Dean of Student Affairs is responsible for the Institute-wide enforcement of Institute policy, as well as federal, state, and city laws regarding student conduct including, but not limited to the following:

- Underage Drinking
- Missing Student Investigation
- Sexual Harassment Review Process
- Sexual Assault Review Process

#### Enforcement of Institute Policies

The Office of the Dean of Student Affairs is responsible for editing and enforcing the Institute Code of Conduct and related policies.

#### The Institute Code of Conduct

- Adjudication Process (hearings)
- Disciplinary Action and Appeals

#### Related Policies

- Institute Policy on Academic Dishonesty
- Institute Anti-Harassment Policy for Employees & Students
- Institute Policy Regarding FERPA
- Computer and Network Policies

### Misconduct and Academic Dishonesty

Incidents of student misconduct and academic dishonesty are reported to the Office of the Dean of Student Affairs for review and appropriate action according to the Institute Code of Conduct and other Institute policies.

## **LEADERSHIP DEVELOPMENT**

Email: [studentactivities@poly.edu](mailto:studentactivities@poly.edu)

Participating in clubs and organizations is one of the most fundamental ways students develop leadership skills on campus. In addition to student activities, the Student Activities and Resource Center has three student leadership programs that are specifically geared toward leadership training and development:

### Orientation Leader Team Program

Orientation Leaders (OLs) are more than a welcoming committee. They are energetic, enthusiastic and experienced and enjoy helping new students connect with the Institute—other students, the faculty and staff. The Orientation Leader Program is open to sophomores, juniors and seniors who have a passion for NYU-Poly, enjoy assisting others and are in good academic standing with a GPA of 2.3 or higher.

### Peer Educator Team Program

Peer Educator (PEs) are the ultimate orientation leaders who assist first-year students in making the transition from high school to college. The program includes extensive leadership training during summer months with in-service training throughout the academic year. The peer counselor interview and selection process occurs early each spring semester for the following academic year. For more information, contact the Student Activities and Resource Center.

### NYU-Poly Freshmen Peer Alliance (PALs) Program

This program provides NYU-Poly first-year students with a direct link to an upperclassman who offers peer guidance about everything from getting involved on campus to effective time management strategies. PALs specialize in supporting first-year commuter students as well as those living in Othmer Residence Hall. In addition, peer counselors are trained to serve as Peer Health Educators as well as Peer Career Counselors supporting the Career Management Center.

## **NEW STUDENT PROGRAMS**

### New Student Orientation

[studentaffairs@poly.edu](mailto:studentaffairs@poly.edu)

Orientation programs are held on campus during the summer and at the beginning of the fall and spring semesters for new first-year students and for transfer undergraduate students, as well as graduate and undergraduate international students.

## **PERSONAL SAFETY AND SECURITY**

### Campus Crime Analysis and Distribution

The Office of the Dean of Student Affairs publishes campus crime statistics to the NYU-Poly community in April for the previous calendar year.

### Crisis Intervention

The Office of the Dean of Student Affairs is one of the offices that responds to all student-related crises on campus.

### On-campus Accidents

If you are involved in an accident on campus, contact Security (Rogers Hall, front desk, X3537) immediately. Security will contact the Office of the Dean of Student Affairs.

### Sexual Assault

Incidents of sexual assault should be first reported to the police whenever possible, and then to the Dean of Student Affairs in Jacobs Building, Room 158 or to one of the counselors in the Counseling Center (JB358).

## Sexual Harassment

Report incidents of sexual harassment to the Office of the Dean of Student Affairs or to the Counseling and Psychological Services Center as soon as possible after the occurrence. (Refer to the Institute Code of Conduct Appendix, "Institute Anti-Harassment Policy for Employees & Students" for more information.)

## Services for Students with Disabilities

Students with disabilities are encouraged to register with the Office of the Dean of Student Affairs whether or not services are requested. If appropriate, services can be requested by meeting with the Coordinator of Student Advocacy and Compliance and submitting supporting documentation. Contact the Office of the Dean of Student Affairs for more details.

## Student Activities

The Student Activities and Resource Center is the seat of all student government, Greek life, campus media and activities programming produced by recognized student organizations.

## Greek Letter Organizations

There are three fraternities on campus:

### *Fraternities*

Lambda Chi Alpha

Nu Alpha Phi

Omega Phi Alpha (Co-ed)

Note: Greek affairs are managed through the Inter-Greek Council (IGC)

## Student Government

The NYU-Poly Student Council is the chief governing student body on campus. It is responsible for distributing the student activities funds among clubs and organizations, and hearing student concerns. The Student Council works closely with the Student Activities and Resource Center to improve the NYU-Poly community both academically and socially.

## **CURRENT ACTIVE STUDENT CLUBS & ORGANIZATION**

### Campus Media Organizations

Polytechnic Reporter (Student Newspaper)

Polytechnic Radio (PR)

### Cultural & Ethnic Organizations

Chinese Students and Scholars Association (CSSA/Graduate club)

Graduate Indian Students Association (GISA/Graduate club)

Jewish Student Union (JSU)

Korean Students Association (KSA)

Turkish Student Association (TSA/Graduate club)

### Professional & Technical Organizations

American Chemical Society (ACS)

American Institute of Chemical Engineers (AIChE)

American Society of Civil Engineers (ASCE)

American Society of Mechanical Engineers (ASME)

Construction Management Association of America (CMAA)

Engineers Without Borders (EWB)

Financial Engineering Association (FEA/Graduate club)

Institute of Electrical and Electronic Engineers (IEEE)

National Society of Black Engineers (NSBE)

Polytechnic Robotics Club (PolyBots)

Poly ITE (ITE/Graduate club)

Society of Hispanic Professional Engineers (SHPE)

Society of Human Resource Management (SHRM/Graduate club)

Society of Women Engineers (SWE)

#### Religious Organizations

Cardinal Newman Society (Catholic)

Muslim Students Association (MSA)

Navigators (Christian)

#### Social Organizations

Global Fusion Dance Club

Lesbian, Gay, Bisexual, Transgender, and Questioning (LGBTQ) Club

Performing Arts Club (PAC)

Polyphonics Music/Audio Club

Polytechnic Anime Society (PAS)

Polytechnic Association of Gaming Entertainment (PAGE)

Programming Advisory Board (PAB)

Student Athletic Student Association (SAAC)

Table Tennis (TT)

### **INSTITUTE PROGRAMS**

#### Dean's List Ceremony

The ceremony, sponsored by the Dean of Student Affairs, is held twice during the academic year (in the fall and spring semesters) to honor students who have achieved semester grade point averages of 3.4 or greater for the preceding semester.

#### First-Year Student Convocation

Held just prior to the beginning of classes in the fall semester, this ceremony inducts new students into the Polytechnic Institute of NYU community. Students pledge to be good campus community citizens, uphold academic honesty and maintain a high level of respect and integrity.

#### Commencement and Achievement Awards

The Commencement and Achievement Awards Ceremony and Reception is held annually during the week prior to commencement exercises. The ceremony recognizes outstanding academic and co-curricular achievements of undergraduate and graduate students.

### **POLYTECHNIC TUTORING CENTER (PTC)**

Jacobs Academic Building 373

(718) 260-3425

Email: [tutoring@poly.edu](mailto:tutoring@poly.edu)

<http://www.poly.edu/academics/support/polytechnic>

<http://blogs.poly.edu/tutoring>

Polytechnic Tutoring Center (PTC) is a friendly, supportive place to come for academic help. Tutors and staff at the PTC understand the challenges of Polytechnic's rigorous curriculum. Our mission is to help students succeed academically. PTC services are offered free of charge to all enrolled Polytechnic students, and there are no eligibility requirements.

**UNDERGRADUATE CORE COURSES:** The PTC focuses on first- and second-year required courses in the sciences. We offer "drop-in" tutoring and exam review sessions, as well as a variety of workshops on academic topics. Drop-in tutoring is available to students during scheduled hours.

Appointments are not necessary and students may attend as often as they choose. Skilled tutors are available to answer questions, provide homework help and review material covered in class. Tutors also can demonstrate a variety of appropriate problem-solving methods.

Exam Review Sessions are offered prior to mid-term and final exams. These 2-to-3 hour sessions feature practice exams, followed by explanation, review and study strategies.

**WRITING CENTER:** The Polytechnic Writing Center, a service of the PTC, offers reading, writing and speaking help, free of charge, to NYU-Poly students at all academic levels. Native English speakers as well as second-language speakers benefit from these services.

Individual consultations provide one-to-one help with reading, writing and speaking assignments for any course or project. Consultants help students with understanding texts and with any step in the writing process such as generating ideas, gathering information, building logical arguments, revising text and editing. Appointments are recommended.

Weekly English Conversation Groups and Friday Afternoon Conversation Café for students whom English is a second language are led by skilled instructors. Students improve their English language fluency and to assist new international students adjust to life at NYU-Poly.

## **UNDERGRADUATE ACADEMIC POLICIES**

### **ACADEMIC STANDING AND PROBATION**

#### Dean's List

Undergraduate students who achieve a semester GPA of 3.4 or better, with no grades of F, I or U for the semester, and are otherwise in good academic standing, are commended by the Department of Academic Success and placed on the Dean's List. This list is posted following the fall and spring semesters for fulltime students and following the spring semester for part-time students. Only those who complete 12 or more credits during the fall or spring semester (or fall and spring semesters combined for part-time students) are eligible. Students who include project courses in their 12 or more credit programs are also eligible, provided that these courses represent no more than one-half of the credit load for a given period and all of the aforementioned requirements are met. Non degree credit courses, such as EN1080W, may count toward the 12-credit requirement. The Dean's List notation appears on the student's permanent record. Students who receive a grade of F and then repeat the course in a subsequent semester, thereby excluding the first grade from the GPA calculation, are not eligible for the Dean's List. However, students who convert a grade of I to a regular letter grade or receive a change of grade after a given semester that would then qualify them for the Dean's List may retroactively receive Dean's List honors by bringing the change to the attention of the Department of Academic Success. Any change of grade should be finalized within one semester to be considered for the Dean's list.

#### General Academic Standing

To remain in good academic standing, undergraduate students must maintain term and cumulative GPAs of 2.0 or greater. In addition, students must successfully complete a minimum number of credits for each semester of full-time study, excluding summers and mini sessions. In the case of part-time students, a semester indicates the point at which 12 or more credits are undertaken. Thus, the first semester of study ends when 12 credits are accumulated; the second semester is calculated from that time onward until 24 credits are accumulated. According to these semester equivalents, grade-point requirements for part-time students follow those for full-time students. The minimum number of cumulative credits to be achieved by the close of each semester of full-time study appears below in the table.

## Minimum Credits to Be Earned by Semester of Full-Time Study

<b>No. of Full-time Semesters Completed</b>	<b>Min. Required Cum Grade Point Average</b>	<b>Min Credits to be Earned</b>
1	1.50*	8
2	1.50*	16
3	1.50*	28
4	1.67	40
5	1.78	56
6	1.88	68
7	1.95	84
>8	2.00	96

\* Any time a student's cumulative GPA falls below 1.5 they are placed on Final Probation regardless of how many credits they have completed.

In calculating the number of successfully completed credits:

1. Courses for which a student received an F grade do not count toward the minimum credit earned.
2. If a student receives an F grade in a course which they repeat within one academic year, their GPA will be recalculated using the second grade earned and the first grade of F will be removed from the GPA calculation.
3. Credits with an I grade will be counted toward enrollment for one year. At the end of that time, any I grade that has not been changed by the instructor on record will automatically become an F grade.
4. Credits assigned a W grade do not appear in the calculation of credits undertaken, earned or successfully completed.
5. Transfer students will enter this table from the point at which their transfer credits place them.

A second requisite for enrollment is the maintenance of a 2.0 GPA or better or performance approaching 2.0 in a steady and realistic fashion. The table above contains the absolute minimum cumulative GPA to be achieved by the close of each semester of full-time or full-time equivalent enrollment.

The Department of Academic Success regularly monitors all undergraduate students and reviews their academic records after each semester and informs their academic adviser or other representatives from the student's major department of the results of that review. Students identified as being in academic difficulty may not register for more than 12 credits per semester unless otherwise approved by their adviser. Students in academic difficulty are placed on academic probation following the steps and actions described below.

### Academic Warning

Students whose midterm grades show they are in danger of failing a course receive e-mails of academic warning. The e-mails provide guidance for the student and invite them to meet with their academic adviser to discuss their academic performance and what steps to take to complete their course(s) successfully.

### Academic Probation

Students are placed on academic probation when (1) their semester and/or cumulative GPAs fall below 2.0, but remain above the minimum standards as outlined above or (2) their number of successfully completed credits falls below the minimum standards as outlined above. Students falling into these categories are notified by e-mail and are directed to meet with their advisers. All first-year, first-time probationary students must take SL 1020, Academic Skills Seminar. The seminar consists of eight one-hour sessions, meeting weekly and taken on a pass/fail basis. SL 1020 helps students develop and enhance an awareness of their individual learning styles, study skills and time management techniques so they may be more successful students and return to good academic standing. Topics include establishing a mind-set for success, discussing career opportunities, setting goals, managing time, overcoming procrastination, learning study and test-taking skills and self assessing. SL 1020 is offered in small, interactive group sessions to support students as they develop strategies for academic success.

### Final Probation

Students whose academic record indicates an unacceptable level of academic progress may be placed on final probation. Notified by letter and e-mail of their standing, these students must meet with their adviser to determine a study program and are limited to a maximum of 12 credits for the next semester to improve their performance. Disqualification results from failure to improve performance and to meet the minimum progress requirements as outlined in the minimum-progress table above. Students on final probation may not register before completing current courses.

### Disqualification

The Academic Standing Committee, comprised of members of the Department of Academic Success, faculty and a representative of the student's major department, will jointly disqualify from the Institute any student whose cumulative GPA or number of credits successfully completed falls below the approved minimum shown in the above table for two consecutive semesters. Additionally, a major department may disqualify a student at or above the minima listed if it is indicated that continuation will not lead to a successful completion of degree requirements. If a student is disqualified, they will be notified via letter and e-mail. Extenuating circumstances, such as serious medical problems (physical or psychological), must be documented by the Office of Student Affairs and can lead to a one-semester waiver of these criteria. Performance in the subsequent semester must meet minimum standards. Such arrangements must be made with the head of the major department and the Office of Student Affairs.

### Disqualification Appeal

Students who would like to appeal their academic disqualification can begin the appeal process immediately. The disqualification appeal form is available from the Registrar's website. Students must begin the disqualification appeal process a minimum of three weeks before the first day of classes of the semester immediately following their disqualification. If students do not begin the appeal process by this deadline they must wait for one academic year before they can reapply for readmission to the Institute and initiate the appeal process.

## **CLASS STANDING FOR UNDERGRUATES**

Students are classified at the end of each semester by the Office of the Registrar on the basis of earned and/or approved transfer credits beginning September 1.

Freshmen 1 - 27 credits      Junior 62 - 94 credits

Sophomore 28 - 61 credits      Senior 95 or more credits

## **DEGREES WITH HONORS**

Degrees with honors will be awarded to undergraduate students of high scholastic rank upon unanimous recommendation of the faculty. Honors are based upon the following schedule of cumulative GPAs:

BS Cum Laude 3.40 - 3.59

BS Magna Cum Laude 3.60 - 3.69

BS Summa Cum Laude 3.70 or greater

Transfer students are eligible to graduate with honors, including being selected as valedictorian, after they complete a minimum of 64 credits at NYU-Poly.

## **GRADING AND GRADES**

Computing the Grade-Point Average (GPA)

The Office of the Registrar determines the GPA of undergraduate students according to the following numerical values assigned to letter grades:

Grade	Point	Value Description
A	4.0	Excellent
A-	3.7	Excellent
B+	3.3	Good
B	3.0	Good

B-	2.7	Good
C+	2.3	Passing
C	2.0	Passing
C-	1.7	Deficient, but passing
D+	1.3	Deficient, but passing
D	1.0	Deficient, but passing
F	0.0	Failing
S		Satisfactory
U		Unsatisfactory
W		Withdrawal
I		Incomplete converts to F after 180 days
AUD		Audit
P		Passing

In computing GPAs, NYU-Poly does not consider or count courses graded W, I, S or U towards the total credits passed or earned. GPAs are computed by multiplying the numerical grade in each course by the number of credits for each course, adding these products for the courses taken and then dividing this sum by total number of credits represented by courses considered.

The W and I grades are described in greater detail in subsequent sections. Grades S or U are used to indicate progress in multi-semester research projects or theses, or for non-credit-bearing remedial or other courses. Undergraduates enrolled in graduate courses may not receive grades or grades of D or AUD.

### Repeating Courses

If an undergraduate student takes a course two or more times, only the second and subsequent grades will count toward their GPA. This policy holds regardless of the first and second grades earned, even when the second grade is lower than the first. The repeated course must be taken within one year of the first course, or at the first time it is offered, where a course is unavailable to repeat within one year. No undergraduate course may be repeated more than twice, for a total of three attempts. If a student earns an F grade after the last permitted attempt in a prerequisite course or a degree requirement, the student is then academically disqualified and is ineligible for readmission to any program with that requirement.

### Course Withdrawal: the W Grade

Students may withdraw from a course or courses without academic penalty until the published withdrawal deadline of the normal fall or spring semester. Students should process their own withdrawals online via Student Self-Service. No approvals are required, but students are encouraged to consult with their academic advisers as withdrawing from certain courses may delay their planned graduation date. When the course duration varies from the norm, such as in six-, nine- or 12-week courses, withdrawal must be completed before two-thirds of the sessions are completed. Withdrawals must be processed online by 11:59 p.m. on the withdrawal deadline indicated on the published Academic Calendar. Withdrawn courses remain on the student's transcript with a grade of W and are not calculated into the GPA. Once entered on the student's record, a W cannot be changed to any other grade. An F grade is recorded for any student who ceases to attend a course without formally withdrawing in the required fashion by the required deadline. Students are also encouraged to consult with Financial Aid before withdrawing from a course, as it may affect their status and eligibility for aid.

### Incomplete Grades

If a student cannot complete the course work at the usual time because of valid reasons, such as illness or other critical emergency, the instructor may give a grade of Incomplete/I. In such cases, the instructor and the student must develop a detailed plan for completion which includes a specific completion date. Ordinarily, this date should not extend beyond the intersession, in

fairness to students who finish course requirements on time and to ensure that students complete prerequisites for advanced courses. An I grade lapses into an F if the student fails to complete the work within the specified completion time line, or at most by 180 days after the semester's end in which the student was enrolled in the course for which the I was given. All I grades must be converted before graduation. The grade of Incomplete/I is used sparingly and only in cases with valid reasons, not merely because students have planned poorly or overloaded themselves. An I grade should not be issued if a student is unable to complete the course requirements without attending or participating in the course a second time. If the student reregisters for a course in which an I grade was given, the I grade lapses to an F. If successful resolution of an I grade would require the repetition of any course or portion of a course, the student should consider formally withdrawing from the course.

## **LEAVE OF ABSENCE AND READMISSION**

### Leave of Absence

Undergraduates taking a leave of absence must obtain permission from the Academic Advisement Center (first-year students) or the Office of Academic Affairs (sophomore-senior students). Leaves of absence, if approved, are granted for a maximum of one year except in extreme cases. If the student does not return to the Institute after their official leave of absence is over, they will be required to reapply to NYU-Poly.

The policy includes an exception for veterans who leave the degree program for military service. For more information, please contact Judith Simansen at 718-260-3046 or [jsimanse@poly.edu](mailto:jsimanse@poly.edu).

### Leave of Absence and Readmission for Veterans

Undergraduate veteran students taking a leave of absence for military services will be readmitted with the same academic status and into the same degree program they had when they last attended the institution. The length of absence cannot exceed five academic years. If the period of absence exceeds five academic years, veteran students must obtain permission from the Dean of Undergraduate Academics. Such requests, when approved by the Dean's office, will constitute assurance of readmission to the degree program from which the leave was taken. If the period of absence exceeds the approved leave from the Dean's office, students must apply for readmission.

The policy includes exceptions for veterans receiving a dishonorable or a bad conduct discharge, or who are court-martialed. For more information, please contact Judith Simansen at 718-260-3046 or [jsimanse@poly.edu](mailto:jsimanse@poly.edu).

## **WITHDRAWAL FROM THE INSTITUTE**

### Automatic Withdrawal

Undergraduates who do not formally file a leave of absence and who are not continuously enrolled are automatically withdrawn from the Institute. Students in this category must apply for readmission. If readmission is granted, students will be governed by the catalog and rules in effect at the time of readmission.

### Total Withdrawal

Undergraduate students must notify the Office of Academic Affairs if they withdraw completely from the Institute before the deadline published on the academic calendar and during a semester in which they are registered. No total withdrawal is official unless a written form is approved by and submitted to the Office of the Registrar. Mere absence from courses does not constitute official withdrawal, but will lead to F grades recorded for courses not completed. To receive W grades for the semester, the withdrawal must be completed by the withdrawal deadline indicated on the academic calendar.

### Involuntary Withdrawal

NYU-Poly is concerned about the health, safety and well-being of its students. Students judged to be a threat to themselves or to others may be withdrawn involuntarily from NYU-Poly. The Institute seeks, whenever possible, to allow such students to continue as active students if they agree to undergo professional care. Full details on this policy are available from the Office of Student Affairs.



POLYTECHNIC INSTITUTE OF NYU

The Polytechnic Institute of NYU Code of Conduct is subject to change.

# TABLE OF CONTENTS

<b>Introduction</b> .....	<b>33</b>
Sec. 1: Definition of Terms .....	33
Sec. 2: Code Authority .....	34
2.1 The Student Conduct Administrator.....	34
2.2 The Employee Conduct Administrator.....	34
<b>Conduct</b> .....	<b>34</b>
Sec. 3: Proscribed Conduct .....	34
3.1 Jurisdiction of the Polytechnic University Code of Conduct.....	34
3.2 Classroom Standards.....	35
3.2.1 Protection of Freedom of Expression.....	35
3.2.2 Protection Against Improper Academic Evaluation .....	35
3.2.3 Protection Against Disclosure .....	35
3.3 Academic Integrity.....	35
3.4 Identification Cards.....	36
3.5 Visitors and Guests.....	36
3.6 Prohibited Conduct.....	36
3.7 Off-Campus Conduct .....	40
Sec. 4: Program of Enforcement .....	40
Sec. 5: Sanctions .....	41
Sec. 6: Standard of Due Process.....	42
Sec. 7: Interim Suspension.....	42
Sec. 8: Discipline in the Residence Halls.....	42
<b>Adjudication Process</b> .....	<b>42</b>
Sec. 9: Case Referrals.....	42
Sec. 10: Hearing Referrals .....	43
Sec. 11: The Student Affairs Committee of the Faculty .....	43
Sec. 12: Ad Hoc Hearing Committees .....	43
Sec. 13: Procedure-Disciplinary Conference .....	43
Sec. 14: Procedure-Disciplinary Hearing.....	43
Sec. 15: Representatives and Advisers.....	44
Sec. 16: Student Groups and Organizations.....	44
Sec. 17: Appeals.....	45
<b>Miscellaneous</b> .....	<b>45</b>
Sec. 18: Transcript Notations .....	45
Sec. 19: Disciplinary Files and Records.....	45
Sec. 20: Tuition and Fee Refunds .....	45
<b>Appendix</b> .....	<b>46</b>
I. University Policy on Academic Dishonesty .....	46
II. University Anti-Harassment Policy for Employees & Students.....	48
III. University Policy Regarding FERPA.....	50
IV. Information Technology and Electronic Resources Acceptable Use Policy .....	52

# INSTITUTE CODE OF CONDUCT

## INTRODUCTION

The Polytechnic Institute of NYU community comprises a diverse population of individuals in pursuit of honest inquiry and academic excellence. The educational and human interchanges that ensue are grounded in academic freedom and mutual respect. Members of the academic community are encouraged to develop the capacity for critical judgment and sustained personal independence and are required to engage in responsible social conduct that reflects favorably upon the Polytechnic Institute of NYU community and to model good citizenship.

Freedom to teach and freedom to learn are crucial aspects of the academic process. Freedom to learn depends upon appropriate opportunities and conditions in the classroom, on campus and in the greater academic community. The Institute has developed procedures and policies to safeguard this freedom and to maintain an environment conducive to the learning process.

The purpose of publishing disciplinary regulations is to give notice of prohibitive behavior. This includes any behavior that threatens the academic environment, threatens the learning process and the Institute community. Therefore, the Institute exercises its right to discipline and commits its policies and procedures, in the form of the Institute Code of Conduct, to the protection and promotion of the academic enterprise. Students who have been found responsible for violating this code, or who otherwise pose a substantial danger to the Institute community, may be suspended or expelled. Although, this code is not written with the specificity of a criminal statute, it is binding upon the Institute community.

Students may be accountable to both civil authorities and to the Institute for acts that constitute violations of law and of this code. Disciplinary action at the Institute will not be subject to challenge on the ground that criminal charges involving the same incident have been dismissed or reduced. Students are asked to assume positions of responsibility in the Institute judicial system in order that they might contribute insights and develop skills in the resolution of disciplinary cases.

Polytechnic Institute of NYU believes that the procedures, policies and safeguards described herein are indispensable to maintaining an academic environment appropriate to teaching, learning, and development.

### 1. DEFINITION OF TERMS

- 1.1 Institution and Institute mean Polytechnic Institute of NYU and all its undergraduate and graduate schools, divisions and programs (whether on or off-campus).
- 1.2 Institute-sponsored activity means any activity on- or off- Institute premises that is initiated, aided, authorized, or supervised by the Institute or recognized student organizations.
- 1.3 Complainant means a person who makes a complaint or reports a violation of the Institute Code of Conduct or other Institute regulations and policies.
- 1.4 Distribution means any form of sale, exchange, or transfer.
- 1.5 Group means a number of persons who are associated with each other, but who have not complied with Institute requirements for recognition as an organization.
- 1.6 Organization means a number of persons who have complied with Institute requirements for recognition.
- 1.7 Intentional means deliberate.
- 1.8 Reckless means careless or heedless of the potentially harmful consequences of one's behavior, where risk of harm to persons, property, or normal Institute operations can be reasonably foreseen.
- 1.9 Respondent means a person who has been accused of violating the Institute Code of Conduct.
- 1.10 Student means any currently enrolled person (or person enrolled at the time of an alleged violation) for whom the institution maintains educational records, as defined

by the Institute and Family Educational Rights and Privacy Act of 1974 (FERPA) and related regulations.

- 1.11 Weapon means any object or substance designed to inflict wound, cause injury, or incapacitate, including, but not limited to, all firearms, explosives, pellet guns, slingshots, martial arts devices, brass knuckles, switchblades, bowie knives, daggers, or similar knives, and chemicals such as mace or tear gas. A harmless instrument designed to look like a firearm, explosive, or weapon, which used to assault or threaten another person, is expressly included within the meaning of weapon.
- 1.12 Institute Official is a person employed by the Institute in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the Institute has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

## 2. CODE AUTHORITY

### 2.1 The Student Conduct Administrator

The Dean of Student Affairs or designee is the student conduct administrator who directs the efforts of students and staff members in matters involving student discipline. The responsibilities of the Dean of Student Affairs include:

- a. Determining the disciplinary charges to be filed pursuant to this code.
- b. Interviewing, advising and assisting parties involved in disciplinary proceedings and arranging for a balanced presentation before disciplinary conferences or the Student Affairs Committee of the Faculty.
- c. Maintaining all student disciplinary records.
- d. Developing procedures for conflict resolution.
- e. Resolving cases of student misconduct, as specified in this code.

### 2.2 The Employee Conduct Administrator

The Director of Human Resources is the employee conduct administrator who directs the efforts of faculty and staff members in matters involving employee discipline. The responsibilities of the Director of Human Resources include:

- a. Determining the disciplinary charges to be filed pursuant to this code and/or other Institute employee policies.
- b. Interviewing, advising and assisting parties involved in disciplinary proceedings and arranging for a balanced presentation before disciplinary conferences or hearing officers.
- c. Maintaining all employee disciplinary records.
- d. Developing procedures for conflict resolution.
- e. Resolving cases of employee misconduct, as specified by Institute policies governing employees.

## 3. PROSCRIBED CONDUCT

### 3.1 Jurisdiction of the Polytechnic Institute of NYU Code of Conduct

The Polytechnic Institute of NYU Code of Conduct applies to conduct that occurs on Polytechnic Institute of NYU premises, at Polytechnic Institute of NYU-sponsored activities, and to off-campus conduct that adversely affects the Polytechnic Institute of NYU community and/or the pursuit of its objectives. Each member of the community shall be responsible for his/her conduct from the time of application for admission or employment through the actual awarding of a degree or termination of employment, even though conduct may occur before classes (or employment) begins or after classes (or employment) end, as well as during the academic year and during periods

between terms of actual enrollment (or while on leave or vacation) even if his/her conduct is not discovered until after a degree is awarded or employment terminated. The Institute Code of Conduct shall apply to a student's conduct even if the student withdraws from school while a disciplinary matter is pending. For student behavior, the Dean of Student Affairs or designee shall decide whether or not the Institute Code of Conduct shall be applied to conduct occurring off campus on a case-by-case basis.

### 3.2 Classroom Standards

The individual faculty member is primarily responsible for managing the classroom environment. If a student engages in any prohibited or unlawful acts or other behavior that results in disruption of a class, he or she may be directed by the faculty member to leave the class for the remainder of the class period. Longer suspensions from a class, or dismissal on disciplinary grounds, must be preceded by a disciplinary conference or hearing. Professors and instructors will encourage free discussion, inquiry and expression in the classroom whenever possible. Student grades must be evaluated on academic performance based solely on class assignments and/or examinations, not on opinions expressed or on conduct unrelated to academic criteria, unless this conduct is disruptive to the academic endeavor.

Students must be protected against infringement of their rights and unfair practices:

#### 3.2.1 Protection of Freedom of Expression

Students have the right to freedom of expression. However, that right must be exercised with reason and discretion. Although students may take exception to the information or views presented in any class, they are responsible for learning the content of any course for which they are enrolled.

#### 3.2.2 Protection Against Improper Academic Evaluation

Students have the right to protection against prejudiced or capricious academic evaluation. However, students are responsible for maintaining the standards of academic performance established for each course for which they are enrolled. Students who believe they have been improperly evaluated should express their concern to the instructor. If the student is not satisfied after speaking with the instructor, then he or she should speak to the appropriate academic department head. If the instructor is the department head, then the student must speak with the provost or designee.

#### 3.2.3 Protection Against Disclosure

Information about student beliefs, views and political associations which faculty, staff and administrators learn in the course of their work should not be used to prejudice others against the student. Discretion will be exercised in circumstances where disclosure is necessary for the greater welfare of the student or the Institute community.

### 3.3 Academic Integrity

Academic integrity occupies the very center of the educational enterprise. Polytechnic encourages academic excellence in an environment that promotes honesty, integrity and fairness. All members of the Institute community are expected to exercise honesty and integrity in their academic work and interaction with members of the Institute community. Each member of the Institute community shares the responsibility for securing and respecting an environment conducive to academic integrity. Academic dishonesty will not be tolerated, and persons who breach academic integrity will be sanctioned in accordance with the Institute Policy on Academic Dishonesty.

The faculty assumes that theses, term papers, results of laboratory experiments and examinations submitted by students represent their own work. The presentation for academic credit of the same work in more than one course is prohibited unless a joint project receives express and prior permission from the instructors involved in it. The following explanations clarify this for all students:

- 3.3.1 All sources of assistance, published or unpublished, are to be acknowledged in every piece of writing or oral presentation.
- 3.3.2 Students using, receiving, or providing unauthorized assistance from notes or from other students during examination, are in violation of academic regulations and are subject to academic discipline.
- 3.3.3 Although students may be permitted or required to cooperate with one or more fellow students in laboratory experiments, many of these experiments must be done independently; all require some independent work. Submitting the work of others as one's own, or accepting unauthorized assistance in experiments, constitutes academic dishonesty.

### 3.4 Identification Cards

Each member of the Institute community is issued a picture identification card or visitor's pass, and must wear it at all times while on Institute premises or at Institute-sponsored activities.

Identification cards must be presented upon entering Institute buildings and must be worn while on Institute premises. The ID card must be relinquished upon request by any Institute official in the normal conduct of Institute business.

- 3.4.1 Identification cards are not transferable. The owner of the card will be called upon to account for any fraudulent use of his or her identification card and will be subject to disciplinary action by the Institute if he or she has aided such fraudulent use. The card will be forfeited if the student to whom it was issued allows any other person to use the card.
- 3.4.2 At the end of each semester, or upon the owner's withdrawal from the Institute, all rights and privileges related to the identification card automatically cease. If the student withdraws, or is suspended or expelled from the Institute, the identification card must be surrendered to the Student Activities and Resource Center.

### 3.5 Visitors and Guests

Visitors, including invitees or licensees, shall conduct themselves, at all times, in a manner which is consistent with the maintenance of order on Institute premises and at Institute-sponsored activities pursuant to Part 7 of this code; their privileges to remain on Institute property or at a Institute-sponsored activity shall terminate upon violation of this code. The Institute reserves the right to withdraw at any time the privileges of invitees or licensee to be on Institute premises or at a Institute-sponsored activity. Trespassers have no privileges of any kind on Institute premises or at a Institute-sponsored activity, but will be subject to these regulations governing the maintenance of order. Additionally, students may be held accountable for the acts of misconduct of their guests while on Institute premises or at Institute-sponsored activities.

### 3.6 Prohibited Conduct

All members of the Institute community are prohibited from engaging in conduct resulting in, or leading to, any of the following:

#### 3.6.1 Academic Dishonesty

Violating the Institute Policy on Academic Dishonesty by committing, or attempting to commit, academic dishonesty including, but not limited to, cheating, plagiarism, fabrication, facilitating academic dishonesty of others and unauthorized collaboration.

#### 3.6.2 Abuse, Assault, Endangerment, Threatening Behavior

Intentionally or recklessly endangering, threatening, or causing physical or mental harm to any person, or oneself, on Institute premises or at Institute-sponsored activities, or intentionally causing reasonable apprehension of such harm including, but not limited to abusive language and/or physical or verbal intimidation, harassment, coercion.

- 3.6.3 Firearms, Explosives and Other Weapons  
Illegal or unauthorized use, possession, or storage of firearms, explosives (including, but not limited to fireworks), other weapons, or dangerous chemicals on Institute premises, whether or not a federal or state license to possess the same has been issued to the possessor. Persons who are licensed and obligated to carry firearms must obtain written permission from the Vice President for Finance and Business Affairs or designee to bear such on Institute premises.
- 3.6.4 False Alarms  
Intentionally initiating or causing to be initiated any false report, warning, or threat of fire, explosion, or other emergency on Institute premises or at Institute-sponsored activities.
- 3.6.5 Interference with Institute Operation  
Intentionally or recklessly interfering with normal Institute operation or Institute-sponsored activities including, but not limited to, studying, teaching, research, information systems, methods of communication and emergency services.
- 3.6.6 Violation of Disciplinary Sanction  
Knowingly violating terms of any disciplinary sanction imposed in accordance with this code.
- 3.6.7 Furnishing False Information, Forgery or Unauthorized Use of Documents  
Intentionally furnishing false information to the Institute and its officials; or misusing affiliation with the Institute to gain access to outside agency services; or using false information or Institute resources to compromise the name of the Institute. Forgery, unauthorized alteration, or unauthorized use of any Institute document or electronic transmission, or instrument of identification, or academic and non-academic records, signatures, seals, or stamps thereof.
- 3.6.8 Drugs  
The unlawful manufacture, distribution, dispensation, use, or possession of illegal drugs, other controlled substances or paraphernalia on Institute premises or at Institute-sponsored activities.
- 3.6.9 Fire Safety Equipment  
Intentionally or recklessly misusing or damaging fire safety equipment.
- 3.6.10 Freedom of Expression  
Interference with the freedom of expression of others, except when contradictory to this code.
- 3.6.11 Disorderly Conduct, Lewd or Indecent Behavior, Breach of Peace  
Engaging in disorderly, lewd, or indecent conduct; breaching of peace; or aiding, abetting, or procuring another person to breach the peace on Institute premises or at Institute-sponsored functions. Disorderly conduct includes, but is not limited to, any unauthorized use of electronic or other devices to make an audio or video record of any person while on Institute premises without his or her prior knowledge, or without his or her effective consent when such recording is likely to cause injury or distress. This includes, but is not limited to, surreptitiously taking pictures of another person in a gym, locker room or restroom.
- 3.6.12 Theft  
Theft, or attempted theft, of property or services on Institute premises or at Institute-sponsored activities, or having knowledge of such theft and failing to report it to a Institute official.

- 3.6.13 **Property Damage or Destruction**  
Intentionally or recklessly destroying or damaging, or attempting to destroy or damage, Institute property or the property of others on Institute premises or at Institute-sponsored activities.
- 3.6.14 **Non-Compliance with Official Direction**  
Failure to comply with reasonable direction of Institute officials acting in performance of their duties.
- 3.6.15 **Violation of Institute Regulations and Policies**  
Violating other Institute regulations or policies as published in the Institute catalog, including amendments and additions adopted since the publication date.
- 3.6.16 **Alcohol**  
Unauthorized distribution, possession and consumption of alcohol on Institute premises or at Institute-sponsored activities.
- 3.6.17 **Unauthorized Access to Facilities and Unauthorized Duplication of Keys**  
Unauthorized access or entry to, or use of, Institute facilities and equipment. Unauthorized possession, duplication or use of keys to any Institute premises, facilities or equipment; or, unauthorized entry to or use of Institute premises.
- 3.6.18 **Unauthorized, Mischievous or Malicious Use of Computer or Electronic Communication Devices**  
Theft, or other abuse of computer facilities and resources including, but not limited to:
- 3.6.18.1 Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose.
- 3.6.18.2 Unauthorized transfer of a file.
- 3.6.18.3 Use of another individual's identification and/or password.
- 3.6.18.4 Interference with the work of another student, faculty member or Institute official.
- 3.6.18.5 Sending obscene, abusive or threatening messages.
- 3.6.18.6 Transmission of computer viruses.
- 3.6.18.7 Interfering with normal operation of the Institute computing system.
- 3.6.18.8 Unauthorized duplication of software or other violation of copyright laws.
- 3.6.18.9 Unauthorized access to, or unauthorized, mischievous or malicious use of Institute computer equipment or networks, or electronic communication devices, or the use of such equipment or devices to gain unauthorized access to, and/or use of, off-campus computer equipment.
- 3.6.18.10 Any violation of the Institute Computer Use Policy.
- 3.6.19 **Provoking Others to Misconduct**  
Intentionally using words or actions to provoke or encourage others to violent or retaliatory behavior, or other acts of misconduct.
- 3.6.20 **Hazing**  
Intentionally or recklessly endangering the physical or mental health of others through forced consumption of items, including but not limited to, alcohol or drugs, and/or forced participation in dangerous or reckless activities for the purpose of initiation into or affiliation with any organization or group.

### 3.6.21 Identification Cards

Failure to wear, or to produce or surrender the identification card upon the request of an Institute official.

### 3.6.22 Animals

Bringing an animal (including, but not limited to, cats, dogs and snakes) into any Institute building, with the exception of guide animals, animals used for authorized laboratory purposes, or animals for which expressed permission has been granted.

### 3.6.23 Demonstrations

Demonstrations that exceed the bounds of free assembly and demonstrations engaging in unlawful acts that cause or imminently threaten injury to person or property, infringes on the rights of other members of the Institute community leading to or inciting others to disrupt scheduled and/or normal activities within any campus building or area.

### 3.6.24 Political Activities

Unauthorized use of Institute facilities or equipment for political activities.

### 3.6.25 Harassment

Violation of the Institute Anti-Harassment Policy for Employees and Students.

#### 3.6.25.1 Discriminatory Harassment

Making remarks, placing visual or written material, aimed at a specific person or group that demeans their race, gender, marital status, veteran status, religion, creed, disability, sexual orientation, national origin, ancestry, or age:

- a. with the intention of causing harm to the person or group; and/or,
- b. creating an environment which limits a student's educational opportunity or a Institute employee's employment opportunity.

#### 3.6.25.2 Sexual Harassment

- a. Making unwanted verbal or physical advances or sexually explicit derogatory statements toward individuals, which cause them discomfort or humiliation or which interferes with their educational or employment opportunity.
- b. Demanding sexual favors accompanied by implied or overt threats concerning one's job, or performance evaluation (grades).
- c. Quid Pro Quo—Demanding sexual favors in exchange for a job or performance evaluation (grades) by a person in a position of authority over another including, but not limited to, consensual sexual relations.
- d. Physical assault. (See Section 3.6.1).

### 3.6.26 Gambling

Unauthorized and/or illegal exchange of money, favors or services as a result of an organized or unorganized game or competition.

### 3.6.27 Smoking

Violation of the Institute's policy regarding smoking. Smoking is prohibited on Institute premises except in designated areas outside of Institute buildings.

### 3.6.28 Abuse of the Student Conduct System

Abusing the student conduct system including, but not limited to:

- 3.6.28.1 Failure to obey the notice from a Institute official to appear for a meeting or hearing as part of the student conduct system.
- 3.6.28.2 Falsification, distortion or misrepresentation of information before a hearing body or designated hearing officer of the Institute.
- 3.6.28.3 Disruption or interference with the orderly conduct of a hearing proceeding.
- 3.6.28.4 Causing a violation of Institute Code of Conduct hearing to convene in bad faith.

### 3.6.29 Local, State, Federal Laws and Ordinances

Violation of a local, state, or federal law or ordinance violates this code and is subject to proceedings under this code which may go forward against the accused who has been subjected to criminal prosecution only if the Institute determines that its interest is clearly distinct from that of the community outside of the Institute. Ordinarily, the Institute will not impose sanctions if public prosecution is anticipated or until law enforcement officials have disposed of the case.

## 3.7 Off-Campus Conduct

Conduct occurring off-campus is ordinarily not subject to Institute discipline, unless such conduct:

- 3.7.1 Seriously affects the interests of the Institute or the position of members with the Institute community, or
- 3.7.2 Occurs in close proximity to Institute premises and is connected with offensive conduct on Institute premises, or
- 3.7.3 Occurs at Institute-sponsored activities off Institute premises (including, but not limited to, conferences, competitions and athletic road trips), or
- 3.7.4 Occurs in other facilities, which have been contracted by Polytechnic.

## 4. PROGRAM OF ENFORCEMENT

- 4.1 Visitors, invitees, licensees, or trespassers whose behavior violates the maintenance of order within the Institute community will be asked to leave Institute premises or Institute-sponsored activities. Failure to leave Institute premises or Institute-sponsored activities promptly upon request will result in the Institute using all reasonable means, including calling for assistance of the police, to effect removal. Additionally, students may be held accountable for the acts of misconduct of their guests while on Institute premises or at Institute-sponsored activities.
- 4.2 Members of the Institute community who are charged with violations of this code are subject to appropriate disciplinary action as follows:
  - 4.2.1 Faculty who are charged with violations of this code shall be subject to disciplinary action within the respective department at the direction of the department head or with a committee of the faculty of that department. When matters cannot be resolved within the department, the matter will be referred to the provost for appropriate action.
    - 4.2.1.1 The faculty member charged with a violation has permanent or continuous tenure, the rules of tenure in the most current version of the Code of Practice apply or as determined by the provost or the Office of Human Resources.

- 4.2.1.2 If the faculty member does not have continuous or permanent tenure, the case is referred to a special committee of the faculty designated for that purpose or as determined by the provost or the Office of Human Resources. The special committee adopts its own rules of procedure and has the authority to impose penalties other than dismissal and recommendation of dismissal.
- 4.2.1.3 If a person against whom the charges have been made is both a faculty member and a student, the case is governed by this section unless the misconduct is of a nature to cast doubt upon the person's continued qualifications for service on the faculty; in the latter event, disciplinary action proceeds in accordance with Part 4.2.1.
- 4.2.2 When administrators and staff are charged with violations of this code, the charges are considered and determined administratively in accordance with established practices of the Institute or as determined by the Office of Human Resources.
  - 4.2.2.1 If a person against whom the charges have been made is both an administrator and a faculty member, the case is governed by this section unless the misconduct is of a nature to cast doubt upon the person's continued qualifications for service on the faculty; in the latter event, disciplinary action proceeds in accordance with Part 4.2.1.
  - 4.2.2.2 If a person against whom the charges have been made is an administrator or staff member and a student, the case is governed by this section unless the misconduct is of a nature to that is solely based on the person's status as a student.
- 4.2.3 Students who are charged with violations of this code are subject to disciplinary action pursuant to Sections 5 through 20 of this code.

## 5. SANCTIONS

The purpose of sanctions is to provide a fair educational opportunity for all found responsible for their actions. Sanctions may include any combination of Parts 5.1- 5.13

- 5.1 Warning: Notice to the offender, orally or in writing, that continuation or repetition of prohibited conduct may be cause for further disciplinary action.
- 5.2 Censure: A written reprimand for violation of specified regulations, including a warning that continuation or repetition of prohibited conduct may result in further disciplinary action within a specified period stated in the letter of reprimand.
- 5.3 Disciplinary Probation: May include exclusion from participation in privileged or co-curricular activities for a specified period; additional restrictions or conditions may be imposed. Violations of disciplinary probation terms, or any other code violation during the probation period, will normally result in suspension or expulsion from the Institute.
- 5.4 Residence Probation: May include exclusion from participation in privileged residence hall activities for a specified period. A copy of the probation letter will be retained in the student's file in the Student Activities and Resource Center.
- 5.5 Restitution: Repayment to the Institute or to all affected parties for damages resulting from a violation of this code.
- 5.6 Suspension: Exclusion from classes and other privileges or activities as set forth in a written notice for a definite period of time not to exceed one year.
- 5.7 Residence Suspension/Permanent Removal: Exclusion from the residence hall for a specified period, or permanent removal from the residence hall.
- 5.8 Expulsion: Termination of student status and permanent exclusion from Institute privileges and activities.

- 5.9 Removal of Privileges: Exclusion from privileges and/or activities as set forth in a written notice.
- 5.10 Denial of Employment: Suspension or exclusion from current or future Institute employment.
- 5.11 Community Service: Designated hours of service to the Institute, including, but not limited to, educational programs and /or presentations designed to compensate the Institute community for violations of this code.
- 5.12 Rehabilitation: Mandatory completion of a rehabilitation program for drug or alcohol-related offenses.
- 5.13 Other sanctions as deemed appropriate.

## 6. STANDARD OF DUE PROCESS

Students subject to suspension or expulsion from the Institute will be entitled to a formal hearing, pursuant to Part 14 of this code. Students subject to any other sanction will be entitled to all informal disciplinary conference, pursuant to Part 13 of this code. The purpose of a disciplinary proceeding is to provide a fair evaluation of the evidence surrounding a charge of misconduct. Although formal rules of evidence do not apply, procedures shall comport with standards of fundamental fairness. Harmless deviations from the prescribed procedure shall not necessarily invalidate a decision or proceeding unless significant prejudice to a student respondent or the Institute may result.

## 7. INTERIM SUSPENSION

The Dean of Student Affairs or designee may evict from Institute housing, or suspend a student from the Institute for an interim period pending disciplinary proceedings or medical evaluation, which shall be scheduled at the earliest possible time. The interim eviction/suspension shall become immediately effective without prior notice whenever there is evidence that the continued presence of the student on campus poses a substantial and immediate threat to him- or herself, others, or to the stability and continuance of normal Institute functions. Interim suspension shall be considered an excused absence.

## 8. DISCIPLINE IN THE RESIDENCE HALLS

8.1 Students subject to sanctions for acts within the residence halls that would constitute a violation of a residence hall contract or policy will be referred for a disciplinary conference with the responsible administrator in the Office of Residence Life. Determination of sanctions affecting student housing status will be made by the hearing officer conducting the conference. Determination of sanctions affecting student status, including suspension and expulsion, will be referred by the Director of Residence Life to the Student Activities and Resource Center. Students may be subject to both residence hall disciplinary proceedings and Institute proceedings for the same act of misconduct as provided for in Sections 13 and 14 of this code.

8.2 Any sanction determined by the presiding conference administrator, other than the provost or designee, may be appealed by the student to the Student Activities and Resource Center.

## 9. CASE REFERRALS

Any member of the Institute community may refer students or student groups or organizations suspected of violating this code to the Dean of Student Affairs or designee. Allegations of violations occurring within residence halls should be referred to the responsible administrator in the Office of Residence Life. A charge shall be written and directed to the Dean of Student Affairs. Any charge should be submitted as soon as possible after the alleged violation takes place, preferably within three (3) days of the violation.

Those referring cases are normally expected to serve as complainant and to present relevant evidence in disciplinary hearings or conferences. In extenuating circumstances, an affidavit may be accepted in lieu of a personal appearance.

Reports of staff and faculty violation of this code should be referred to the Director of Human Resources or as described according to the Institute Compliance Program.

## 10. HEARING REFERRALS

Students referred for a hearing before the Student Affairs Committee of the Faculty may request instead to have their cases resolved through a disciplinary conference. The full range of sanctions may be imposed, including suspension or expulsion from the Institute.

## 11. THE STUDENT AFFAIRS COMMITTEE OF THE FACULTY

The Student Affairs Committee of the Faculty is the body designated by the Institute for formal disciplinary hearings. The committee is comprised of faculty, students and administrators.

## 12. AD HOC HEARING COMMITTEES

Ad Hoc Hearing committees may be appointed by the Dean of Student Affairs whenever the Student Affairs Committee of the Faculty is not constituted, otherwise unable to hear a case, or an immediate decision is needed. Ad hoc committees may be composed of administrators, faculty, students, or any combination thereof.

## 13. PROCEDURE-DISCIPLINARY CONFERENCE

Students accused of offenses that may result in penalties less than expulsion or suspension from the Institute are subject to a disciplinary conference in the Student Activities and Resource Center. A disciplinary conference is an informal process designed to gather and consider relevant information regarding alleged violations of the code and to determine a sanction, if applicable. Students accused of offenses that may result in suspension or expulsion from the Institute will be referred for a formal hearing to the Student Affairs Committee of the Faculty or an appropriate administrative hearing officer. Every effort will be made to expedite proceedings pursuant to allegations within a reasonable period.

## 14. PROCEDURE-DISCIPLINARY HEARING

A disciplinary hearing is a formal process conducted by the Student Affairs Committee of the Faculty or another appropriate hearing officer or body as determined by the Dean of Student Affairs or designee. This formal process is designed to gather and consider relevant information regarding the alleged violation/s of the code and to determine a sanction/s, if appropriate. Students who are accused of offenses that may result in a penalty of suspension or expulsion from the Institute are subject to a disciplinary hearing. Every effort will be made to expedite proceedings pursuant to allegations within a reasonable period.

The following procedural guidelines shall be applicable in disciplinary hearings:

- 14.1 Respondents shall be given notice of the hearing date and the specific charges against them at least five (5) calendar days in advance.
- 14.2 The respondent will have reasonable access to the case file prior to and during the hearing; personal notes of Institute staff members or complainants are not included. This file will be retained in the Student Activities and Resource Center.
- 14.3 The presiding person may call witnesses upon the motion of any hearing body member or of either party and shall summon witnesses upon request of the Student Activities and Resource Center, and shall be personally delivered or sent by certified mail, returned receipt requested.
  - 14.3.1 Institute students and employees are expected to comply with such summons, unless compliance would result in significant and unavoidable personal hardship or substantial interference with normal Institute activities. In such cases, a signed affidavit can be substituted pursuant to Section 14.14.
  - 14.3.2 Failure to comply with said requests may result in sanctions against the summoned witness as per Section 3.6.28.1.
  - 14.3.3 Witnesses that provide false information can be charged with violation of Section 3.6.28.2 of this code.
- 14.4 In the event that the respondent fails to appear after proper notice, the hearing will proceed, as scheduled, in the absence of the respondent.
- 14.5 Hearings will be closed to the public.

- 14.6 The presiding person shall exercise control over the proceedings to avoid needless consumption of time and to achieve orderly completion of the hearing. Any person, including the respondent, who disrupts a hearing, may be excluded by the presiding person.
- 14.7 Hearings shall be tape recorded.
- 14.8 Any party may challenge a member of the hearing body on the grounds of personal bias. Ad hoc committee members may be disqualified by the Dean of Student Affairs and Student Affairs Committee members may be disqualified upon majority vote of the remaining members of the committee.
- 14.9 Witnesses shall be asked to affirm that their testimony is truthful and may be subject to charges of intentionally providing false information to the Institute, pursuant to Section 3.6.28.2 of this code.
- 14.10 Prospective witnesses, other than the complainant and the respondent, may be excluded from the hearing during the testimony of other witnesses. All parties, the witnesses and the public shall be excluded during committee deliberations.
- 14.11 Finding the respondent responsible shall be established by evidence which, when fairly considered, produces the stronger impression, has the greater weight and is more convincing as to its truth when weighed against the evidence in opposition thereto.
- 14.12 Formal rules of evidence shall not be applicable in disciplinary proceedings conducted pursuant to this code. Unduly repetitious or irrelevant evidence may be excluded, as determined by the presiding person.
- 14.13 Complainants and respondents shall be accorded all opportunity to question those witnesses who testify for either party at the hearing.
- 14.14 Affidavits shall only be admitted into evidence if signed by the affiant and witnessed by the Dean of Student Affairs or notary public pursuant to Section 14.3
- 14.15 Every statement or assertion need not be proven. Committee members may take notice of matters that would be within the general experience of Institute students and faculty members.
- 14.16 Any finding of responsibility shall be followed by a deliberation as to sanction. The past disciplinary record of the respondent will only be supplied to the hearing body after a determination of responsibility.
- 14.17 Any finding of responsibility will be supported by written findings that will be placed in the case file and made available to the respondent.

## 15. REPRESENTATIVES AND ADVISORS

Representation is not permitted in Institute disciplinary hearings or conferences. Respondents may be accompanied by an advisor of their choosing, only in the following circumstances:

- a) the respondent is referred for a formal hearing; or
- b) the respondent is assigned to an informal disciplinary conference, and criminal charges arising out of the same incident have been filed. The role of advisors shall be limited to consultation with respondents; advisors may not address nor question anyone else at a hearing or conference.

## 16. STUDENT GROUPS AND ORGANIZATIONS

Student groups and organizations may be charged with violations of this code.

- 16.1 A student group or organization and its officers may be held collectively and individually responsible when violations of this code by those associated with the group or organization have received the consent or encouragement of the group or organization or of the group's or organization's leaders or officers.

- 16.2 The officers or leaders or any identifiable spokesperson for a student group or organization may be directed by the Dean of Student Affairs or a designee to take appropriate action designed to prevent or end violations of this code by the group or organization. Failure to make reasonable efforts to comply with the Dean of Student Affairs or designee's directive shall be considered a violation of Section 3.6.14 of this code, both by the officers, leaders, or spokesperson for the group or organization and by the group or organization itself.
- 16.3 The officers or leaders of a student group or organization in violation of this code will be subject to a disciplinary conference or hearing in the Student Activities and Resource Center.
- 16.4 Sanctions for group or organization misconduct may include revocation or denial of Institute recognition, as well as other appropriate sanctions, pursuant to Section 5 of this code.
- 16.5 Sanctions may be appealed according to Section 17 of this code.

## 17. APPEALS

Any disciplinary determination may be appealed by the respondent to the provost or designee. Requests for appeals must be submitted in writing to the provost or designee within five (5) business days from the date of the letter notifying the respondent of the original decision. Failure to appeal within the allotted time will render the original decision final and conclusive.

The provost or designee will not conduct a new hearing of the case, but will consider an appeal based on the respondent's claim of one, or more of the following:

- a) unfair or prejudiced hearing;
- b) presence of relevant new evidence or information, not available at the time of the conference or hearing,
- c) sanction out of proportion to the offense. The provost or designee may uphold or reverse a 'found responsible' decision, reduce a sanction, or refer the case for a new hearing.

## 18. TRANSCRIPT NOTATIONS

Permanent notation of disciplinary action is made on the transcript whenever a student is expelled.

## 19. DISCIPLINARY FILES AND RECORDS

Disciplinary files and records are protected by the Family Educational Rights and Privacy Act (FERPA) regulations and are maintained by the Student Activities and Resource Center. In the event of expulsion and other sanctions for which it is deemed appropriate, a disciplinary notation will be included in the permanent student record maintained by the Office of the Registrar.

## 20. TUITION AND FEES REFUNDS

Students who are suspended or expelled pursuant to disciplinary action are not entitled to tuition and fees refund for the semester in which the sanction is imposed.

# APPENDIX

## I. INSTITUTE POLICY ON ACADEMIC DISHONESTY

### INTRODUCTION

All members of the community are expected to exhibit honesty, integrity and fairness in their academic work and interaction with others. The entire community shares the responsibility to secure and respect general conditions conducive to academic honesty. Individual academic departments may develop and publicize supplemental guidelines, in conformity with Institute policies, for academic competence and honesty appropriate to their fields of study. Academic dishonesty is treated as a moral and intellectual offense against the academic community and is not tolerated. Students are responsible for reading and familiarizing themselves with the Institute Policy on Academic Dishonesty. All members of the community are responsible for familiarizing themselves with the Institute's academic procedures, for preventing acts of academic dishonesty and for noting and taking steps to prevent such acts from recurring.

### 1. DEFINITION

Academic dishonesty is an act of fraud, which may include misrepresentation, deceit, falsification, or trickery of any kind that is done by the student with the purpose, intent, or expectation of influencing a grade or other academic evaluation. Academic dishonesty also includes forgery and falsification of Institute academic documents, intentionally impeding or damaging the academic work of others, or assisting other students in acts of dishonesty. Common examples of academically dishonest behavior include, but are not limited to, the following:

- 1.1 Cheating—intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise; copying from another student's examination; submitting work prepared in advance for an in-class examination; taking an examination for another person or conspiring to do so; violating other rules governing administration of examinations.
- 1.2 Fabrication—intentional and unauthorized falsification or invention of any information or citation in an academic exercise.
- 1.3 Facilitating academic dishonesty—intentionally or knowingly helping or attempting to help another to commit an act of academic dishonesty.
- 1.4 Plagiarism—intentionally or knowingly representing the words or ideas of another as one's own in any academic exercise; failure to attribute direct quotation, paraphrase, or borrowed facts or information.
- 1.5 Unauthorized Collaboration—providing, either knowingly or through negligence, one's own work to assist a student in satisfying a course requirement, or representing material prepared by or with another as one's own independent work. In instances where students are permitted to work jointly to complete an assignment, instructors will offer clear guidelines about when and how to collaborate; if a student is unsure, it is the responsibility of the student to ask the instructor.

### 2. INITIAL PROCEDURE

When a student is suspected of academic dishonesty, action must be taken as follows:

- 2.1 The most senior instructor who suspects academic dishonesty of a student in his or her class must confront the student in private conference.
  - 2.1.1 If the student admits dishonesty, the faculty member may impose a sanction pursuant to Sections 4.1 through 4.4 of this policy. The faculty member must send a signed Incident of Academic Dishonesty memorandum, including a proposed sanction to the Dean of Student Affairs or designee for review. The Dean of Student Affairs may accept the recommended sanction, impose a more appropriate sanction, or refer the incident for a conference or hearing.

An examination proctor, who is not the course instructor, must collect all evidence and bring the incident to the attention of the course instructor.

2.1.2. Should the student not admit to the act of academic dishonesty, or disagree with the sanction the instructor recommends, then the instructor must report the incident to the Dean of Student Affairs or designee for a conference or hearing. Should the instructor become convinced that the student is innocent, then the accusation must be dropped and all record of the charge be destroyed.

2.2.1 All other members of the Institute community accusing a student of academic dishonesty must contact the Dean of Student Affairs or designee. The complainant is responsible for composing an Incident of Dishonesty memorandum, including the charge of dishonesty, to the Dean of Student Affairs or designee for a conference or hearing. The student has the right to hear the charge and the evidence brought against him or her and to speak on his or her own behalf. If the student agrees that the charge is valid and that the sanction is appropriate, then the Dean of Student Affairs will prepare a written statement including the charge and sanction which will be signed by the student, complainant and the Dean of Student Affairs or designee. A copy of the statement must be retained by the Student Activities and Resource Center as appropriate. If the complainant becomes convinced that the student is innocent, then the charge must be dropped and all record of the charge destroyed.

### 3. ACADEMIC DISHONESTY CONFERENCES AND HEARINGS

If the student believes that the charge is not true or that the sanction is inappropriate, then the case is referred to an appropriate hearing body. Refer to Sections 9 - 14 of the Institute Code of Conduct for details.

### 4. SANCTIONS

The purpose of sanctions is to provide a fair educational opportunity for all found responsible for their actions. Sanctions may include any combination of Sections 4.1- 4.7.

4.1 A written reprimand will be retained in the student's file in the Student Activities and Resource Center.

4.2 Rejection of the assignment, examination, or project, with the requirement that the student complete compensatory work. A record of this action will be retained in the student's file in the Student Activities and Resource Center.

4.3 Zero for the assignment, examination, or project. A record of the sanction will be retained in the student's file in the Student Activities and Resource Center and in the student's academic department file.

4.4 Grade of F for the course or other academic requirement. A record of the sanction will be retained in the student's file in the Student Activities and Resource Center and in the student's academic department file.

4.5 Community service hours to the Institute, including, but not limited to, and/or educational programs and /or presentations designed to compensate the Institute community for violations of this code. A record of the sanction will be retained in the student's file in the Student Activities and Resource Center and in the student's academic department file.

4.6 Suspension from the Institute for a period not to exceed one year with notation on the transcript during the suspension period. A record of the sanction will be retained in the student's file in the Student Activities and Resource Center and in the student's academic department file.

4.7 Expulsion from the Institute with appropriate notation on the student's transcript. A record of the sanction will be retained in the student's file in the Student Activities and Resource Center and in the student's academic department file.

## 5. ADJUDICATION PROCEDURE - CONFERENCES AND HEARINGS

Refer to Sections 9 – 14 of the Institute Code of Conduct for details.

## 6. APPEALS

Any academic dishonesty determination may be appealed. Requests for appeals must be submitted within five (5) business days of the date of the letter. Failure to appeal in the allotted time will render the determination final and conclusive. Appeals for sanctions 4.1-4.4 must be directed to the department head. If the department head is also the instructor, then the appeal is directed to the provost. Appeals regarding the determinations and sanctions must be made in writing to the provost or designee (refer to Section 17 of the Institute Code of Conduct).

## 7. EVIDENCE

The reliance upon evidence shall be determined by fundamental principles of fairness and not upon strict rules of evidence or procedure as are customarily applied in courts of law.

## 8. TIME LIMITS

Acts of academic dishonesty must be reported as soon as possible after the act is discovered and not more than one academic year. Every effort will be made to expedite proceedings pursuant to allegations of academic dishonesty within a reasonable period. In the interest of time, the Dean of Student Affairs may form an ad hoc committee to appropriately expedite proceedings pursuant to Section 12 of the Institute Code of Conduct.

## II. INSTITUTE ANTI-HARASSMENT POLICY FOR EMPLOYEES & STUDENTS

Polytechnic Institute of NYU is committed to a work and learning environment in which all individuals are treated with respect and dignity. Each individual has the right to work and learn in a professional atmosphere that promotes equal employment and academic opportunities and prohibits discriminatory practices, including harassment. Therefore, Polytechnic Institute of NYU expects that all relationships among persons at the Institute (in the workplace and in the classroom) will be business-like and free of bias, prejudice and harassment.

### Definitions of Harassment

- a. Sexual harassment constitutes discrimination and is illegal under federal, state and local laws. For the purposes of this policy, sexual harassment is defined, as in the Equal Employment Opportunity Commission Guidelines, as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when, for example: (i) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic experience; (ii) submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting such individual; or (iii) such conduct has the purpose or effect of unreasonably interfering with an individual's academic or work performance or creating an intimidating, hostile or offensive working or learning environment.

Sexual harassment may include a range of subtle and not so subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include, but are not limited to, unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies; leering, catcalls or touching; insulting or obscene comments or gestures; display or circulation in the workplace, or anywhere within the confines of the Institute, of sexually suggestive objects or pictures (including through e-mail); and other physical verbal or visual conduct of a sexual nature. Sex-based harassment — that is, harassment not involving sexual activity or language (e.g., male manager yells only at female employees and not males) — may also constitute discrimination if it is severe or pervasive and directed at employees (or students) because of their sex.

- b. Harassment on the basis of any other protected characteristic is also strictly prohibited. Under this policy, harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, religion, national origin, age, disability, alien or citizenship status, marital status, creed, genetic predisposition or carrier status, sexual orientation or any other characteristic protected by law or that of his/her relatives, friends, or associates, and that:
- (i) has the purpose or effect of creating an intimidating, hostile or offensive work or learning environment;
  - (ii) has the purpose or effect of unreasonably interfering with an individual's academic or work performance; or
  - (iii) otherwise adversely affects an individual's academic or employment opportunities.

Harassing conduct includes, but is not limited to, epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes and display or circulation in the workplace, or anywhere within the confines of the Institute, of written or graphic material that denigrates or shows hostility or aversion toward an individual or group (including through e-mail).

#### Individuals and Conduct Covered

These policies apply to all applicants, employees and students, and prohibit harassment, discrimination and retaliation whether engaged in by a faculty member, staff member or student, by a supervisor or manager, or by someone not directly connected to Polytechnic Institute of NYU (e.g., an outside vendor or consultant).

Conduct prohibited by these policies is unacceptable in the workplace, in the classroom, and in any work-related setting outside the workplace, such as during Institute trips, meetings and social events.

#### Retaliation Is Prohibited

Polytechnic Institute of NYU prohibits retaliation against any individual who reports discrimination or harassment or participates in an investigation of such reports. Retaliation against an individual for reporting harassment or discrimination or for participating in an investigation of a claim of harassment or discrimination is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action.

#### Reporting an Incident of Harassment, Discrimination or Retaliation

Polytechnic Institute of NYU strongly urges the reporting of all incidents of discrimination, harassment or retaliation, regardless of the offender's identity or position. Individuals (including, but not limited to, students, faculty and staff) who believe they have experienced conduct that they believe is contrary to NYU-Poly's policy or who have concerns about such matters should file their complaints with their immediate supervisor, a member of the human resources department (x3840), the affirmative action officer (sives@poly.edu and x3343) or the Dean of Student Affairs (deanofstudents@poly.edu and x3800). Individuals should not feel obligated to file their complaints with their immediate supervisor first before bringing the matter to the attention of one of the other NYU-Poly-designated representatives identified above.

**IMPORTANT NOTICE TO ALL EMPLOYEES:** Employees who have experienced conduct they believe is contrary to this policy have an obligation to take advantage of this complaint procedure. An employee's failure to fulfill this obligation could affect his or her rights in pursuing legal action. Also, please note, federal, state and local discrimination laws establish specific time frames for initiating a legal proceeding pursuant to those laws.

Early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment. Therefore, while no fixed reporting period has been established, NYU-Poly strongly urges the prompt reporting of complaints or concerns so that rapid and constructive action can be taken. Polytechnic will make every effort to stop alleged harassment before it becomes severe or pervasive, but can only do so with the cooperation of its staff/employees and students.

The line between acceptable social conduct and harassment is not always clear. For that reason, NYU-Poly encourages individuals who feel they are being or may have been harassed to communicate politely, clearly and firmly to the offending party that the conduct is unwelcome, offensive, intimidating or embarrassing; to explain how the offensive behavior affects the employee's work; and to ask that the conduct stop. If the individual is uncomfortable with making a direct approach to the offending party or has done so, but the perceived harassment has not stopped, the individual may use this complaint procedure to address and resolve the problem.

#### The Investigation

Any reported allegations of harassment, discrimination or retaliation will be investigated promptly, thoroughly and impartially. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge. Confidentiality will be maintained throughout the investigatory process to the extent consistent with adequate investigation and appropriate corrective action.

#### Responsive Action

Misconduct constituting harassment, discrimination or retaliation will be dealt with promptly and appropriately. Responsive action may include, for example, training, referral to counseling, monitoring of the offender and/or disciplinary action such as warning, reprimand, expulsion or suspension from the Institute, withholding of a promotion or pay increase, reduction of wages, demotion, reassignment, temporary suspension without pay or termination of employment, as the Institute believes appropriate (and subject to any applicable collective bargaining agreement or other contract) under the circumstances.

Individuals who have questions or concerns about these policies should talk with the affirmative action officer, the assistant director of human resources or the dean of student affairs.

Finally, these policies should not, and may not be used as a basis for excluding or separating individuals of a particular gender, or any other protected characteristic, from participating in business, student, or work-related social activities or discussions in order to avoid allegations of harassment. The law and the policies of Polytechnic Institute of NYU prohibit disparate treatment on the basis of sex or any other protected characteristic, with regard to the terms, conditions, privileges and prerequisites of employment and of being a student at the Institute. The prohibitions against harassment, discrimination and retaliation are intended to complement and further these policies, not to form the basis of an exception to them.

### III. INSTITUTE POLICY REGARDING FERPA

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

The following explains the procedures used by Polytechnic Institute of NYU for compliance with the Family Educational Rights and Privacy Act (FERPA) also known as the Buckley Amendment. Under FERPA, students at NYU-Poly are afforded certain rights with respect to their education records. A student is defined as any individual who is or has been in attendance at the Institute and regarding whom NYU-Poly maintains education records. These rights include:

1. The right to inspect and review the student's education records within 45 days of the day the Institute receives a written request for access. Students should submit the request to the registrar that identifies the record they wish to inspect. The Institute official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Institute official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed. The Institute has the right to prohibit students from reviewing and inspecting education records that include the financial records of their parents, as well as those records consisting of confidential letters and statements of recommendation regarding their admission to the Institute, their application for employment or their receipt of an honor or honorary recognition.
2. The right to request the amendment of education records that the student believes is inaccurate, misleading or in violation of his/her right to privacy. Students may ask the Institute to amend a record that they believe is inaccurate. They should write to the Institute official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the Institute is in agreement with the student's request to amend his/her record, the record in question will be amended accordingly and the student will be informed of the amendment in writing. If the Institute decides not to amend the record as requested by the student, the Institute will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes the Institute to disclose without the student's consent. Consent to disclosures of personally identifiable information must be done by the students in a written request to the registrar's office.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Institute to comply with the requirements of FERPA.

#### Release of Information

1. NYU-Poly must have written permission from the student in order to release any personally identifiable information from his/her education records. In addition, the Institute may disclose personally identifiable information, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
  - a) School officials with legitimate educational interest in such information in order to fulfill their professional responsibility. [A school official is a person employed by the Institute in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the Institute has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks];
  - b) Other schools to which a student seeks enrollment;
  - c) Where disclosure is to certain federal, state and local authorities;
  - d) Where disclosure is in connection with financial aid for which the student has applied or received;
  - e) Where disclosure is in connection with studies being conducted for or on behalf of the Institute;
  - f) Where disclosure is made to accrediting organizations;
  - g) To comply with a judicial order or lawfully issued subpoena;

- h) Appropriate officials in cases of health and safety emergencies;
  - i) Information designated as “directory information”;
  - j) Where the information disclosed is the final results of a disciplinary hearing, and the disclosure is made to an alleged victim of a crime of violence or non-forcible sex offense; and
  - k) To parents or legal guardians regarding a violation of any federal, state, local law or Institute policy governing the use or possession of alcohol or a controlled substance if a student is under the age of 21 and if the Institute determines that the student has committed such violation.
2. FERPA permits the release of directory information to third parties outside NYU-Poly without prior written consent, provided that students have been given the opportunity to withhold such disclosure. The Institute reserves the right to disclose the following directory information related to a student without consent:
    - a) student’s name,
    - b) class year,
    - c) major field of study, as well as similar information (i.e., title of master’s or doctoral dissertation, distinguished academic performance),
    - d) participation in recognized activities and sports,
    - e) dates of attendance at NYU-Poly,
    - f) degrees, honors and awards, and
    - g) most recent previous educational institution attended.
  3. All requests for information must be supported by identifying and /or authenticating documents.
  4. NYU-Poly must inform students about directory information and allow them a reasonable amount of time to request that the Institute not disclose directory information to requesting parties.
  5. NYU-Poly must notify students annually of their rights under FERPA. The actual means of notification (such as, but not limited to, special letter, student handbook, or newspaper article) is left to the discretion of the Institute.
  6. Students can request that NYU-Poly not disclose directory information about them through the registrar’s office.

#### IV. INFORMATION TECHNOLOGY AND ELECTRONIC RESOURCES ACCEPTABLE USE POLICY

##### Rationale

Information technology systems and electronic resources are provided with the understanding that the members of the NYU-Poly community will use them with a sense of compliance/adherence to all applicable laws and regulations, mutual respect, cooperation and collaboration. These resources are finite, must be shared and with an understanding that with any established interconnection of electronic resources, the effect of one individual can have a dramatic effect on others within the network. As such, the use of the Polytechnic Institute of NYU network and electronic resources is a revocable privilege. All constituents will benefit if all users of the Polytechnic Institute of NYU electronic systems avoid any activities that cause problems for other users of the same systems. NYU-Poly reserves the right to monitor, limit and restrict electronic messages, network/systems traffic and the public or private information stored on computers owned, maintained, or managed by NYU-Poly. Computers not owned, maintained, or managed by NYU-Poly staff that abuse campus services may be denied access to campus resources. E-mail / voice mail, web pages and digital content are subject to archiving, monitoring, or review, and/or disclosure by other than the intended recipient.

To that end, Polytechnic Institute of NYU expects that all individuals including, but not limited to, Institute students, faculty and staff, using its electronic resources will abide by the following policy statement.

### Acceptable Use Policy

All hardware, software, and related systems and services are provided by NYU-Poly for the sole purpose of enhancing and attaining the Institute's mission statement as outlined in the strategic plan, the student handbook, the Institute's Code of Conduct and other code of ethics / responsibilities documents. NYU-Poly expects all access to its systems to be authorized and pre-approved, and that users understand that laws currently exist that prohibit the following:

- Electronic libeling or defamation
- Sending / posting / broadcasting messages that incite hate or discontent
- Transmitting repeated unwanted advances
- Falsifying information or impersonation
- Unauthorized use, providing, or copying protected intellectual or copyrighted property

Polytechnic Institute of NYU also states definitively that its network is a private network separate and distinct from the public Internet. As such, access and use must comply with all campus rules and regulations as well as compliance and adherence to all local, state and federal laws. Examples of prohibited activities include, but are not limited to:

- Posting or transmission of confidential or classified information
- Use of offensive or discriminatory language
- Transmission of graphic images, sounds or text that is sexual or offensive in nature
- Sharing passwords with peers who do not own the account
- Unauthorized use of other's passwords or accounts
- Use of campus resources for personal profit or gain
- Use of campus resources to harass, threaten, or otherwise invade the privacy of others
- Initiate or forward e-mail chain letters or messages
- The installation or use of any servers on the network not expressly approved by information services or the administration
- Deliberate attempts to cause breaches of network, servers, telecommunications systems or security or to examine network traffic
- Initiation of activities that unduly consume computing or network resources
- Leaving your computer unlocked and unsupervised for extended periods of time
- Use of applications, for example P-2-P, to receive and/or distribute copyright materials, such as movies, music and videos

The information systems department proactively monitors the network for activity which violates the Institute Code of Conduct and Acceptable Use Policy. Failure to comply with the terms of this policy will be met with disciplinary or legal action in concert with the provisions as described in the Polytechnic Institute of NYU Code of Conduct, code of ethics, and student / employee handbooks or other Institute policy documents. Penalties for unacceptable use range from immediate deactivation of the account through appropriate Institute judicial or disciplinary action or referral to law enforcement authorities.

## IMPORTANT ON-CAMPUS NUMBERS

NYU Office of Public Safety .....	(212) 998-2222
NYU Wellness Exchange .....	(212) 443-9999

## IMPORTANT OFF-CAMPUS NUMBERS

Affordable Housing Hotline.....	(718) 773-7303
Alcoholics Anonymous .....	(212) 647-1680
Amtrak .....	(212) 630-6400
Arson Hotline (NYFD) .....	(800) FIRE-TIP
Battered Women Hotline.....	(516) 542-0404
Child Abuse.....	(800) 342-3720
Crime Stoppers Tip Line.....	(800) 577-TIPS
Dept. of Motor Vehicles .....	(718) 966-6155
Discrimination Complaints .....	(212) 306-7450
Domestic Violence Hotline .....	(800) 621-HOPE
Emergency Dental Service.....	(212) 582-4065
Emergency Medical Service .....	(718) 416-7000
Fire/Police Emergency Hotline .....	911
Gay and Lesbian Health.....	(212) 676-1500
Greyhound.....	(800) 231-2222
Hospitals	
Brookdale Hospital Medical Center .....	(718) 240-5000
Downstate Medical Center .....	(718) 270-1000
New York Methodist Hospital .....	(718) 780-3000
New York Presbyterian Hospital .....	(212) 746-5454
Saint Mary's Hospital .....	(718) 221-3000
The Long Island College Hospital.....	(718) 780-1717
Metropolitan Transit Authority (MTA) Travel Info. Center .....	(718) 330-1234
New York City Directory .....	311
New York Police Department (NYPD)	
Anti-Terrorism Hotline.....	1-888-NYC-SAFE (692-7233)
Officer Shot .....	800-COP-SHOT
Rape and Sexual Abuse Hotline .....	(212)-267-7273
Pharmacies	
Rite AID.....	(718) 643-3574
Duane Reade.....	(718) 855-7428
Planned Parenthood .....	(212) 965-7000
Poison Control Center.....	(800) 222-1222
Runaways/Homeless Youth.....	(212) 442-6042
Suicide Hotline.....	1-800-LIFENET
Youthline.....	(800) 246-4646

## **LOCAL HOUSES OF WORSHIP**

### **ADVENTIST**

Central Brooklyn Spanish  
Seventh Day Adventist Church  
130 Boerum Place,  
Brooklyn, NY 11201  
(718) 388-9338

Hanson Place  
Seventh-Day Adventists Church  
88 Hanson Place  
Brooklyn, NY 11217  
(718) 230-0253

### **BAPTIST**

First Spanish Baptist Church  
301 Pacific Street  
Brooklyn, NY 11201  
(718) 852-6046

Strong Place Baptist Church  
273 Court Street  
Brooklyn, NY 11231  
(718) 625-4776

Sixth Avenue Baptist Church  
6 Lincoln Place  
Brooklyn, NY 11217  
(718) 638-1411

Emmanuel Baptist Church  
of Brooklyn Heights  
279 Lafayette Ave  
Brooklyn, NY 11238  
(718) 622-1107

The Baptist Temple  
360 Schermerhorn Street  
Brooklyn, NY 11217  
(718) 875-1858

### **CATHOLIC**

St. Boniface Church  
109 Willoughby Street  
Brooklyn, NY 11201  
(718) 875-2096

St. Agnes Roman Catholic Church  
433 Sackett Street  
Brooklyn, NY 11231  
(718) 625-1717

St. James Cathedral Pavilion  
240 Jay Street  
Brooklyn NY 11201

### **CHRISTIAN SCIENCE**

Christian Science Churches  
and Reading Room  
338 Flatbush Ave Ext.  
Brooklyn, NY 11201  
(718) 783-0375

### **EPISCOPAL**

St. Paul's Episcopal Church  
199 Carroll Street  
Brooklyn, NY 11231  
(718) 625-4126

St. Andrew's Episcopal Church  
6713 Ridge Blvd.  
Brooklyn, NY 11220  
(718) 680-1010

### **JEHOVAH'S WITNESS**

Gowans Congregation  
of Jehovah's Witnesses  
127 3rd Ave  
Brooklyn, NY 11217  
(718) 596-6122

Jehovah's Witnesses  
973 Flatbush Avenue  
Brooklyn, NY 11226  
(718) 287-0891

## **LUTHERAN**

Bethlehem Lutheran Church  
490 Pacific Street  
Brooklyn, NY 11217  
(718) 624-0242

Zion German Evangelical  
Lutheran Church  
125 Henry Street  
Brooklyn, NY 11201  
(718) 852-2453

## **LATTER DAY SAINTS**

Church of Jesus Christ  
of Latter Day Saints  
343 Court Street  
Brooklyn, NY 11201  
(718) 237-8859

## **PENTECOSTAL**

Antioch Pentecostal Church  
201 Atlantic Ave  
Brooklyn, NY 11201  
(718) 569-2970

Universal Church  
47 4th Ave  
Brooklyn, NY 1121  
(718) 789-4759

Institutional Church of God in Christ  
170 Adelphi Street  
Brooklyn, NY 11205  
(718) 025-9175

House of the Lord Pentecostal  
415 Atlantic Avenue  
Brooklyn, NY 11217  
(718) 596-1991

## **PRESBYTERIAN**

First Presbyterian Church  
124 Henry Street,  
Brooklyn NY 11201  
(718) 624-3770

## **SYNAGOGUES**

Brooklyn Heights Synagogue  
131 Remsen Street,  
Brooklyn, NY 11201  
(718) 522-2070

Congregation Mt. Sinai  
250 Cadman Plaza  
Brooklyn, NY 11201  
(718) 875-9129

## **TEMPLES**

Hindu Stan Granites Inc.  
237 Johnson Avenue  
Brooklyn, NY 11206  
(718) 383-6708

Guru Ram Das Ashram  
146 Bergen Street  
Brooklyn, NY 11217  
(718) 855-4856

## **MOSQUES**

Islamic Mission of America  
143 State Street  
Brooklyn, NY 11201  
(718) 875-6607

Al-Farook Mosque  
552-4 Atlantic Avenue  
Brooklyn, NY 11217  
(718) 856-9474

## **NON-DENOMINATIONAL**

Brooklyn Tabernacle  
17 Smith Street  
Brooklyn, NY 11201  
(718) 290-2000

Church of the Open Door Inc.  
201 Gold Street  
Brooklyn, NY 11201  
(718) 643-1081

# CALENDAR YEARS

## 2011

<b>January</b>	S M T W T F S 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	<b>February</b>	S M T W T F S 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28	<b>March</b>	S M T W T F S 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	<b>April</b>	S M T W T F S 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30
<b>May</b>	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	<b>June</b>	S M T W T F S 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	<b>July</b>	S M T W T F S 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	<b>August</b>	S M T W T F S 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
<b>September</b>	S M T W T F S 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	<b>October</b>	S M T W T F S 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	<b>November</b>	S M T W T F S 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	<b>December</b>	S M T W T F S 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

## 2012

<b>January</b>	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	<b>February</b>	S M T W T F S 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29	<b>March</b>	S M T W T F S 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	<b>April</b>	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30
<b>May</b>	S M T W T F S 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	<b>June</b>	S M T W T F S 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	<b>July</b>	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	<b>August</b>	S M T W T F S 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
<b>September</b>	S M T W T F S 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	<b>October</b>	S M T W T F S 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	<b>November</b>	S M T W T F S 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	<b>December</b>	S M T W T F S 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

## 2013

<b>January</b>	S M T W T F S 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	<b>February</b>	S M T W T F S 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28	<b>March</b>	S M T W T F S 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	<b>April</b>	S M T W T F S 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30
<b>May</b>	S M T W T F S 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	<b>June</b>	S M T W T F S 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	<b>July</b>	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	<b>August</b>	S M T W T F S 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
<b>September</b>	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	<b>October</b>	S M T W T F S 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	<b>November</b>	S M T W T F S 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	<b>December</b>	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

