



# **ABET Self-Study Report**

for the

Master of Science in Environmental and Occupational  
Health Sciences

at

The City University of New York  
Graduate School of Public Health & Health Policy

July 2025

**CONFIDENTIAL**

The information supplied in this Self-Study Report is for the confidential use of ABET and its authorized agents and will not be disclosed without authorization of the institution concerned, except for summary data not identifiable to a specific institution.

## TABLE OF CONTENTS

|                                                                                                                 |           |
|-----------------------------------------------------------------------------------------------------------------|-----------|
| <b>BACKGROUND INFORMATION.....</b>                                                                              | <b>3</b>  |
| A. Contact Information .....                                                                                    | 3         |
| B. Program History .....                                                                                        | 3         |
| C. Options .....                                                                                                | 3         |
| D. Program Delivery Modes .....                                                                                 | 4         |
| E. Program Locations .....                                                                                      | 4         |
| F. Public Disclosure .....                                                                                      | 4         |
| G. Deficiencies, Weaknesses or Concerns from Previous Evaluation(s) and the Actions Taken to Address Them ..... | 4         |
| <b>CRITERION 1. STUDENTS .....</b>                                                                              | <b>5</b>  |
| A. Student Admissions.....                                                                                      | 5         |
| B. Evaluating Student Performance.....                                                                          | 6         |
| C. Transfer Students and Transfer Courses .....                                                                 | 7         |
| D. Advising and Career Guidance .....                                                                           | 7         |
| E. Work in Lieu of Courses .....                                                                                | 7         |
| F. Graduation Requirements.....                                                                                 | 8         |
| G. Records of Student Work/Transcripts .....                                                                    | 8         |
| <b>CRITERION 2. PROGRAM EDUCATIONAL OBJECTIVES .....</b>                                                        | <b>9</b>  |
| A. Mission Statement.....                                                                                       | 9         |
| B. Program Educational Objectives.....                                                                          | 9         |
| C. Consistency of the Program Educational Objectives with the Mission of the Institution.....                   | 10        |
| D. Program Constituencies .....                                                                                 | 10        |
| E. Process for Review of the Program Educational Objectives.....                                                | 11        |
| <b>CRITERION 3. STUDENT OUTCOMES .....</b>                                                                      | <b>12</b> |
| A. Process for the Establishment and Revision of the Student Outcomes .....                                     | 12        |
| B. Student Outcomes .....                                                                                       | 12        |
| C. Relationship of Student Outcomes to Program Educational Objectives .....                                     | 12        |
| <b>CRITERION 4. CONTINUOUS IMPROVEMENT .....</b>                                                                | <b>14</b> |
| A. Student Outcomes .....                                                                                       | 14        |
| B. Continuous Improvement.....                                                                                  | 19        |
| C. Additional Information.....                                                                                  | 20        |
| <b>CRITERION 5. CURRICULUM .....</b>                                                                            | <b>21</b> |
| A. Program Curriculum.....                                                                                      | 21        |
| B. Course Syllabi .....                                                                                         | 24        |
| <b>CRITERION 6. FACULTY .....</b>                                                                               | <b>28</b> |
| A. Faculty Qualifications .....                                                                                 | 28        |
| B. Faculty Workload.....                                                                                        | 30        |
| C. Faculty Size.....                                                                                            | 30        |
| D. Professional Development .....                                                                               | 30        |
| E. Authority and Responsibility of Faculty .....                                                                | 31        |

|                                                     |               |
|-----------------------------------------------------|---------------|
| <b>CRITERION 7. FACILITIES .....</b>                | <b>35</b>     |
| A. Offices, Classrooms and Laboratories .....       | 35            |
| B. Computing Resources .....                        | 35            |
| C. Guidance .....                                   | 36            |
| D. Maintenance and Upgrading of Facilities .....    | 36            |
| E. Library Services .....                           | 36            |
| F. Overall Comments on Facilities .....             | 37            |
| <br><b>CRITERION 8. INSTITUTIONAL SUPPORT .....</b> | <br><b>38</b> |
| A. Leadership .....                                 | 38            |
| B. Program Budget and Financial Support .....       | 39            |
| C. Staffing.....                                    | 40            |
| D. Faculty Hiring and Retention .....               | 41            |
| E. Support of Faculty Professional Development..... | 43            |
| F. Respectful Environment.....                      | 44            |
| <br><b>PROGRAM CRITERIA .....</b>                   | <br><b>45</b> |
| <br><b>APPENDICES .....</b>                         | <br><b>46</b> |
| Appendix A – Course Syllabi                         |               |
| Appendix B – Faculty Vitae                          |               |
| Appendix C – Equipment                              |               |
| Appendix D – Institutional Summary                  |               |
| Appendix E – School Catalog                         |               |
| Appendix F – Promotion Materials                    |               |

## BACKGROUND INFORMATION

### A. Contact Information

*List name, mailing address, telephone number, and e-mail address for the primary pre-visit contact person for the program.*

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### B. Program History

*Include the year implemented and the date of the last general review. Summarize major program changes with an emphasis on changes occurring since the last general review.*

The Master of Science in Environmental and Occupational Health Sciences (MS-EOHS) was founded in 1971 at the Hunter College Institute of Health Sciences. The initial focus of the program was two-fold: to develop specialists in environmental impact assessment and to train teachers seeking careers in environmental education. The industrial hygiene and occupational health curriculum was added in 1978 in response to workforce development needs, arising from the formation of the U.S. Occupational Safety and Health Administration (OSHA). The MS-EOHS program has also been a part of the National Institute for Occupational Safety and Health (NIOSH)-New York/New Jersey Educational Resource Center (ERC) since the late 1970s and receives government support to train and develop industrial hygienists. The MS-EOHS program received its first accreditation from ABET in 2001.

In 2007, the MS-EOHS program, along with other public health programs at Hunter College, Lehman College, Brooklyn College, and the Graduate Center, were united to create a collaborative school of public health within the City University of New York (CUNY), integrating the resources of the previously independent programs under the leadership of a single Dean. In 2015, the CUNY Board of Trustees approved a resolution to transition this existing consortium School to a unified graduate school that would administer all master's and doctoral degree programs, continuing as a unit within the CUNY Graduate School and University Center (GSUC). All administration, faculty, and staff of the CUNY Graduate School of Public Health and Health Policy (CUNY SPH) moved into a newly-renovated space on West 125<sup>th</sup> Street in Central Harlem, Manhattan.

Since receiving a six-year re-accreditation from ABET in 2019, the program has undergone revisions to the curriculum at the course level, including updating lectures, readings, and assessments. Additionally, two new faculty have joined the program, with a third beginning Fall 2025. As described further below, in response to two concerns found in the last site visit, a second full-time faculty member earned their Certified Industrial Hygienist credential, and the School updated its admission requirements to ensure the proficiency and readiness of incoming students in the areas of college-level mathematics, inorganic and organic chemistry, physics, and biology.

### C. Options

*List and describe any options, tracks, concentrations, etc. included in the program.*

The MS-EOHS program does not offer any options, tracks, or concentrations. All students must complete the curriculum as published in the [School's catalog](#).

**D. Program Delivery Modes**

*Describe the delivery modes used by this program, e.g., days, evenings, weekends, cooperative education, traditional lecture/laboratory, off-campus, distance education, web-based, etc.*

The MS-EOHS program is offered through a mix of fully online, hybrid, and in-person classes. Hybrid and in-person sessions take place in the evening (between 4:00 PM and 9:50 PM) to accommodate students who are employed full-time. In-person classes take place primarily on campus in classrooms, though faculty may bring students to off-campus sites for practice experience. To maximize flexibility and accessibility for the student body, online classes are held either asynchronously or synchronously, with synchronous sessions held Monday through Thursday in the evening, or weekend mornings.

**E. Program Locations**

*Include all locations where the program or a portion of the program is regularly offered (this would also include dual degrees, international partnerships, etc.).*

The entire MS-EOHS program takes place at the School's only campus: 55 West 125<sup>th</sup> Street in New York City. Off-campus visits arranged for students are not regularly scheduled.

**F. Public Disclosure**

*Provide information concerning all the places where the Program Education Objectives (PEOs) and Student Outcomes (SOs) are posted or made accessible to the public. If this information is posted to the Web, please provide the URLs. If this is an initial accreditation, the information should be provided prior to the accreditation decision.*

Program Educational Objectives and Student Outcomes are found on the [MS-EOHS program's webpage](#). Annual student enrollment and graduation data are posted on this page, as well.

**G. Deficiencies, Weaknesses or Concerns from Previous Evaluation(s) and the Actions Taken to Address Them**

*Summarize the Deficiencies, Weaknesses, or Concerns remaining from the most recent ABET Final Statement. Describe the actions taken to address them, including effective dates of actions, if applicable. If this is an initial accreditation, it should be so indicated.*

While no deficiencies or weaknesses were found in the 2019 evaluation, two concerns were noted. The first concern regarded the proficiency of incoming students in college-level mathematics, inorganic and organic chemistry, physics, and biology, as the School did not specifically require these courses as pre-requisites to admission. As part of the 30-day due-process response, the School indicated that it had updated its admission requirements to 40 credit hours in biology, chemistry, health sciences, mathematics, statistics, physics, or engineering; students identified as not having completed coursework in each of these areas are now required to develop a documented individualized plan with the Program Director in order to address these deficiencies. ABET noted this concern as "resolved" in its final statement of accreditation.

The second concern noted that only one core faculty member was a Certified Industrial Hygienist. As part of the 30-day due-process response, the School indicated that a second faculty member planned to sit for the CIH exam. ABET subsequently noted this concern as "resolved" in its final statement of accreditation. Shortly after the site visit, Dr. Jean Grassman earned the Certified Industrial Hygienist credential after successfully passing the exam.

## GENERAL CRITERIA

### CRITERION 1. STUDENTS

For the sections below, attach any written policies that apply.

#### A. Student Admissions

*Summarize the requirements and process for accepting new students into the program.*

The Office of Admissions is responsible for overseeing student recruitment and admission. The Director of Admissions and two full-time recruiters work closely with the Associate Dean for Student Affairs and Alumni Relations to carry out recruitment activities, as detailed below:

- Internal recruitment activities for the MS-EOHS program include social media blasts, on-campus presentations, and a speaker's bureau comprised of current students and alumni. Partnerships with STEM departments across the University are established to increase targeted recruitment.
- External recruitment events include professional conferences and meetings, such as the APHA Annual Meeting and the ASPPH Annual Meeting, and graduate school fairs including the "This is Public Health" Graduate School Fair, CUNY Macaulay Pre-Health Graduate School Fair, CareerEco Virtual Fair for Online Graduate Programs, and the Manhattan College–Health Professions Graduate School Fair.
- Virtual and in-person information sessions give an overview of public health, the School, degree programs offered and their career opportunities, degree requirements and costs, and the application process. Following the presentation, prospective students join small group sessions that are led by program faculty. These sessions are offered regularly throughout the academic year.
- Virtual admission chats allow staff to engage with prospective students and answer any questions they may have about programs, deadlines, and admission requirements. Chats are offered three times per week.
- SOPHAS virtual fairs connect prospective students with representatives of participating schools/programs of public health. The fairs are hosted by SOPHAS and are held four times a year.
- Virtual and in-person information sessions for students considering the 4+1 program introduce the field of public health to students enrolled in undergraduate CUNY programs. The 4+1 program enables undergraduate students at partner CUNY colleges to take between three and eighteen credits of graduate-level courses at CUNY SPH. Courses count for both undergraduate and graduate requirements, saving the student tuition costs, while allowing for the completion of a bachelor's degree and a master's degree in a minimum of five years. The program is designed to be flexible, and students can apply their sophomore, junior, or senior year, beginning their graduate coursework in the spring, summer, or fall semester.

Features of programs that are highlighted in recruitment activities and materials include the low tuition compared to similar programs at private universities; the faculty's commitment to teaching, as well as research; flexible course scheduling that offers online courses, and evening and weekend courses, as well as both part-time and full-time enrollment options; and an emphasis on classroom and practice-based learning. The CUNY SPH offers both Fall and Spring admission cycles.

The Office of Admissions and the School's Admissions Committee ensure the integrity and adherence to admission policies and procedures, including setting and reviewing admissions standards. All applications are processed through SOPHAS, a web-based schools of public health application service, that digitizes all application data including letters of reference and college transcripts. Acceptance is based on number

of seats available, taking into account the applicant's qualifications and experiences. No criterion weighs more heavily than the others. Minimum requirements are detailed below:

- Completed SOPHAS application
- Undergraduate degree from an accredited university; GPA (overall and major) of at least a 3.0 preferred
- Personal statement/statement of purpose (at least 500 words)
- Background in the field: paid or volunteer experience in public health or related field
- Resume
- Two letters of recommendation
- TOEFL scores are required in language of instruction for prior degrees other than English
- Transcript evaluation from WES or ECE for foreign transcripts
- 40 credit hours in biology, chemistry, health sciences, mathematics, statistics, physics, or engineering completed prior to admission. If deficiencies exist in any of these areas, students will be required to take specific coursework after matriculating into the program.

The following are steps for prospective students, from application to enrollment:

1. Application submitted through SOPHAS with receipt of application e-mailed to student.
2. Office of Admissions pre-reviews application to ensure that it is complete. Reminders sent to applicants missing official transcripts or standardized tests and other required documentation.
3. A full-time program faculty from the Department of Environmental, Occupational, and Geospatial Health Sciences logs into SOPHAS, reviews the applicant, and grades their application by rubric.
4. The faculty member enters online notes for the applicant and makes a recommendation (admit unconditionally/recommend for the Industrial Hygiene certificate program, offer non-degree admission, or reject).
5. After the faculty member enters a recommendation, the Associate Dean for Student Affairs and Alumni Relations gives final approval; SOPHAS is updated appropriately.
6. Applicant notified of decision via e-mail (or via letter if requested).
7. Accepted applicants who wish to enroll submit commitment deposit.
8. Accepted applicants notified of admitted student days and orientation dates.
9. Applicants are sent instructions for enrollment and registration.

Students admitted as non-degree are permitted to complete up to twelve credits of graduate coursework. If a non-degree student is later accepted for matriculation into the MS-EOHS program, credits earned may be counted toward the degree.

The School offers an Advanced Certificate in Industrial Hygiene, comprised of twelve credits, and designed to provide working professionals with the skills required to anticipate, recognize, evaluate, and control occupational hazards. It provides an excellent continuing education opportunity and also serves as a pipeline to the master's degree program. If an Industrial Hygiene certificate student is accepted for matriculation into the MS-EOHS program, credits earned may be counted toward the degree.

## **B. Evaluating Student Performance**

***Summarize the process by which student performance is evaluated and student progress is monitored. Include information on how the program ensures and documents that students are meeting prerequisites and how it handles the situation when a prerequisite has not been met.***

CUNY SPH utilizes a number of policies and procedures in order to support student performance. Students are expected to maintain a B average (a minimum cumulative GPA of 3.0) and complete their program in five matriculated years. A number of individuals at the School ensure satisfactory student

performance. Upon acceptance into the MS-EOHS program, all students are assigned a full-time faculty member as an advisor, who they are encouraged to meet with once a semester to discuss long-term academic and professional goals. In addition, full-time staff advisors are available to discuss academic policies and procedures, course enrollment, and time to graduation. Students register for courses via CUNYFirst, a University-wide data system, in which their academic record is also stored. This in-house software prevents students from registering for courses they have not completed the necessary pre-requisites in, tracks their allowed maximum time to graduation, and calculates their GPA. The Office of Institutional Research retrieves data from this system, alerting the faculty advisor, staff advisor, Program Director, and Department Chair when students have entered or are at risk of academic probation. Those on probation have a hold placed on their accounts and are unable to register for subsequent semesters until they meet with a staff advisor and determine a corrective action plan. These plans span a variety of approaches and include reducing course load, determining a more manageable course load (for example, combining analytic courses with non-analytic courses), discussing time management skills, and referring students to academic resources (writing support and quantitative tutoring). Students who are unable to make satisfactory progress and improve to good academic standing by the end of the following semester are dismissed from the program.

#### **C. Transfer Students and Transfer Courses**

***Summarize the requirements and process for accepting transfer students and transfer credit. Include any state-mandated articulation requirements that impact the program.***

Transfer students are evaluated by the same admission requirements as new students. Transfer credits taken prior to admission at the CUNY SPH may be applied toward the degree, provided the courses were completed with a grade of B or higher within five years preceding the time of application and are equivalent to comparable courses in the student's program. Students are required to take at least 70% of all credits required for the degree in residence at the CUNY SPH (the MS-EOHS program requires 39 credits, which would allow for a maximum transfer of 11 credits). Graduate courses completed as part of one graduate degree may not be used for credit toward another graduate degree. Undergraduate courses are not considered for transfer credit. More information on this policy and its procedures can be found in the School Catalog. State-mandated articulation requirements that impact the program are not applicable.

#### **D. Advising and Career Guidance**

***Summarize the process for advising and providing career guidance to students. Include information on how often students are advised, who provides the advising (program faculty, departmental, college or university advisor).***

As discussed in Criterion 1B, all students are assigned a faculty advisor and have access to full-time staff advisors. Each serves a different role: faculty advisors primarily review long-term academic and professional goals and advise on elective coursework and the Capstone Project, while staff advisors are available to discuss academic policies and procedures, course registration, and time to graduation. The Program Director and Department Chair are accessible to students, as well, meeting with them to discuss professional credentials and program activities.

[The Office of Career Services](#) offers students one-on-one career coaching, a career opportunities listserv, and a variety of other activities and events including career fairs, resume workshops, and webinars.

#### **E. Work in Lieu of Courses**

***Summarize the requirements and process for awarding credit for work in lieu of courses. This could include such things as life experience, Advanced Placement, dual enrollment, test out, military experience, etc.***



Not applicable.

#### **F. Graduation Requirements**

***Summarize the graduation requirements for the program and the process for ensuring and documenting that each graduate completes all graduation requirements for the program. State the name of the degree awarded (Master of Science in Safety Sciences, Bachelor of Technology, Bachelor of Science in Computer Science, Bachelor of Science in Electrical Engineering, etc.)***

Students in the Master of Science in Environmental and Occupational Health Sciences degree program must complete a minimum of 39 credits, including 6 credits of public health core coursework, 21 credits of industrial hygiene-related coursework, and 9 credits of elective work. In addition, students must pass a 0-credit asynchronous online course emphasizing foundational knowledge of public health, a 120-question comprehensive exam, which covers all domains of the industrial hygiene curriculum, and a 3-credit culminating Capstone experience. Full-time staff members are available for academic advising and meeting with students to identify remaining course requirements. Faculty advisors make recommendations related to elective coursework and Capstone Project topics. This is discussed further in Criterion 1D.

Students applying for graduation must complete a [program of study worksheet](#). The Registrar's Office audits the student's transcript to confirm the accuracy of this worksheet and that all requirements for graduation have been met. If any errors are found, the Office of Academic Advising, the student, and the student's faculty advisor are all notified.

#### **G. Records of Student Work/Transcripts**

***The program will provide records of academic work (transcripts) that certify completion of all program requirements and include the name of the program (major, field of study) the degree awarded and the date the degree was awarded.***

***The program name and degree awarded must be shown in English exactly as they appear on the Request for Evaluation accepted by ABET. (See APPM, Section 1.C.2.b)***

***Transcripts must also provide at minimum the following:***

- 1) The name and address of the institution***
- 2) The name and other identification as appropriate of the student***
- 3) A record of academic work pursued at the institution including identification of courses and/or credits attempted, academic years of each attempt, grade or other evaluation for each attempt, and an indication of all required work attempted, and***
- 4) A list of required courses and/or credits for which academic work pursued at another institution(s) was accepted to meet the requirements of the program. (See APPM, Section I.C.2.a.)***

***The team chair will specify which transcripts to provide. New programs requesting retroactive accreditation for two academic years prior to the onsite review must provide transcripts from graduates for both academic years. Transcripts should be accompanied by copies of degree audits and/or other explanations for interpreting the transcripts. (APPM, Section I.E.3.a.)***

Transcripts of MS-EOHS graduates are endorsed to state that the student has received a "MS-Env Occ Health Sci Degree." Transcripts of recent graduates will be provided to the site visit team upon request.

## CRITERION 2. PROGRAM EDUCATIONAL OBJECTIVES

### A. Mission Statement

*Provide the institutional mission statement.*

The [mission of CUNY](#) states in part: “The Legislature’s intent is that The City University be supported as an independent and integrated system of higher education on the assumption that the University will continue to maintain and expand its commitment to academic excellence and to the provision of equal access and opportunity for students, faculty and staff from all ethnic and racial groups and from both sexes. The City University is of vital importance as a vehicle for the upward mobility of the disadvantaged in the City of New York.”

Aligned with the University mission, the CUNY SPH mission is to provide a collaborative and accessible environment for excellence in education, research, and service in public health, to promote and sustain healthier populations in New York City and around the world, and to shape policy and practice in public health for all. The vision is to promote health and social justice in New York City and across the globe through innovation and leadership. To realize its mission and vision, the School works with communities, nonprofit and private organizations, and the government at all levels to build the capacities that help people lead healthier and more productive lives.

Lastly, the mission of the MS-EOHS program is to educate public health professionals to recognize, evaluate, and control occupational hazards in order to reduce the risk of injuries and illnesses. The core of the mission is to educate students to practice the four pillars of environmental and occupational hygiene practice: anticipation, recognition, evaluation, and control of environmental and occupational hazards. The classroom and research experiences are designed to provide students with the comprehensive background to practice environmental health and safety with competency, while working with their counterparts in medicine, health education, nutrition, and other disciplines in the health sciences to improve environmental conditions and population health. Upon completion of the degree, students have the requisite skills and experience to anticipate and recognize chemical, biological, safety, and physical hazards as well as methods for quantifying human exposure, utilize controls to reduce or eliminate occupational exposures, apply toxicological principles to anticipate adverse health outcomes, and interpret and apply applicable regulations.

The MS-EOHS program mission statement was developed by faculty, reviewed by School leadership and stakeholders, and is aligned with the CUNY SPH mission statement and the core pillars of environmental and occupational hygiene practice.

### B. Program Educational Objectives

*List the program educational objectives and state where these can be found by the general public.*

The MS-EOHS Program Educational Objectives address what a student should achieve in the few years following graduation. They can be found below:

1. Establish a career in the field of occupational health and safety.
2. Maintain a code of professional ethics as outlined by the Board for Global EHS Credentialing.
3. Become professionally certified through CIH, CSP, or other relevant environmental and occupational credential(s).
4. Pursue continuing education and professional development opportunities and remain apprised of developments in the field.

5. Employ an interdisciplinary approach to manage occupational health issues by engaging with other professionals including safety specialists, occupational nurses and physicians, ergonomists, within or outside the graduate's organization.

The Program Educational Objectives are publicly available on the [School's website](#).

**C. Consistency of the Program Educational Objectives with the Mission of the Institution**

*Describe how the program educational objectives are consistent with the mission of the institution.*

The Program Educational Objectives support the School in fulfilling its mission, specifically in providing excellence in public health education, and providing industrial hygiene training in order to promote and sustain healthier populations in New York City and beyond.

**D. Program Constituencies**

*List the program constituencies. Describe how the program educational objectives meet the needs of these constituencies.*

*Constituencies are defined by the program and should include those groups that have an interest in the program and are able to provide meaningful input regarding the program educational objectives. For illustrative purposes only, common constituencies include the program's faculty, alumni, and employers of the program's graduates.*

The constituencies of the MS-EOHS program are diverse. First, are active students of the program, who are primarily New York City residents and early- to mid-career professionals in the occupational and/or environmental field or other science-related occupations. Recently, the CUNY SPH has seen an increase in students who have applied for admissions directly from an undergraduate program. In addition to current students, there are more than five hundred graduates of the program from the last three decades. Most alumni have remained in the New York/New Jersey Metropolitan area after graduation, contributing significantly to the New York City workforce. They often maintain close contact with program faculty, frequently requesting letters of support for employment opportunities, certification applications, and doctoral-level study. Faculty also frequently interact with graduates through local and national chapters of the American Industrial Hygiene Association (AIHA). Post-graduate outcomes and other survey responses indicate that graduates are successfully entering and building careers within the field, as emphasized throughout the Program Educational Objectives.

Environmental and occupational health and safety professionals in the New York City metropolitan area play a critical role in employing CUNY SPH graduates and shaping the MS-EOHS program through ongoing feedback and engagement. The Program Director meets annually with members of the Metro New York City Chapter of the AIHA to gather input on curriculum development, essential competencies, and workforce needs. Additional discussions take place during the national AIHA conference, where the Program Director meets with Metro Chapter members and other professionals to stay informed about national trends and priorities in industrial hygiene.

Faculty members are actively involved with the Metro AIHA chapter and frequently present at its monthly meetings, fostering regular exchange between academic and practitioner communities. The Program Director also serves on the national AIHA Faculty Working Group and maintains regular contact with the CEO of AIHA to obtain strategic feedback on preparing students for emerging challenges in the field.

In addition to AIHA engagement, the MS-EOHS program participates in the New York/New Jersey NIOSH Education and Research Center (ERC). As part of this collaboration, the Program Director attends

annual meetings with the ERC's External Advisory Board (EAB), which includes regional professionals and academic leaders who provide insight into recruitment, retention, and employment trends. Together, these channels of communication ensure that the MS-EOHS program remains current, practice-oriented, and responsive to the needs of both students and employers.

Lastly, members the CUNY SPH administration, governing body, and various committees are considered important constituencies. Appropriate Program Educational Objectives support the School in achieving its mission and advocating, on the program's behalf, to University administration and external funders for necessary resources.

#### **E. Process for Review of the Program Educational Objectives**

*Describe the process that periodically reviews the program educational objectives including how the program's various constituencies are involved in this process. Describe how this process is systematically utilized to ensure that the program's educational objectives remain consistent with the institutional mission, the program constituents' needs and these criteria.*

The MS-EOHS Program Educational Objectives are designed to produce graduates who have the core set of skills and knowledge necessary to practice environmental and occupational hygiene and apply general scientific processes. These objectives are evaluated as part of the comprehensive [five-year academic program review](#). Faculty begin this review by revisiting the University and School mission, as well as the existing Program Educational Objectives. A number of data sources and feedback from stakeholders are considered, including the Program Educational Objectives of comparable programs nationwide; EAB insights regarding the practice of environmental and occupational hygiene; NIOSH ERC's written assessment of the program; informal feedback gathered during the annual one-day meeting of all ERC Industrial Hygiene academic program directors at the AIHA conference; and student feedback and post-graduate outcomes gathered through surveys, focus groups, and web research.

In the 2016-2017 academic year, the MS-EOHS faculty revised the Program Educational Objectives to align better with the School's updated mission following consolidation. More recently, and as part of its full program review in the 2019-2020 academic year, these objectives were updated again to better reflect goals of students in the years following their graduation. Assessment results indicate that students are successfully attaining the Program Educational Objectives set, as detailed below:

- Alumni data collected demonstrate successful post-graduate outcomes. Of 39 graduates from the 2020-2021, 2021-2022, and 2022-2023 academic years, three had unknown statuses. Of known outcomes, 35 (97%) were employed and 1 (3%) was continuing their education/training.
- Alumni survey responses collected from the 2020-2021, 2021-2022, and 2022-2023 academic years indicated that 100% of employed students among those who responded to the question (n=13) worked in a field related to their earned degree. When asked how strongly they agreed that the training they received at CUNY SPH had prepared them well for a career in their chosen field, 87.5% of respondents (14 out of 16) strongly agreed or agreed. When asked how strongly they agreed that the training they received at CUNY SPH had helped them to achieve their professional goals, 87.5% of respondents (14 out of 16) strongly agreed or agreed.
- Recent program graduates (2020-2024) were surveyed on certification exams they attempted and passed. While the majority of alumni reported sitting for the Certified Industrial Hygienist (CIH) exam, they also reported the Certified Safety Professional (CSP) exam and the Associate Safety Professional (ASP) exam. Of total exams attempted (n=11), 91% were passed.

### CRITERION 3. STUDENT OUTCOMES

#### A. Process for the Establishment and Revision of the Student Outcomes

*Describe the process used for establishing and revising student outcomes.*

The MS-EOHS Student Outcomes originate from ANSAC-ABET criteria, which are designed to produce graduates from accredited programs across the country with a common set of skills. The CUNY SPH will continue to monitor ABET accreditation criteria in the event that ANSAC modifies the General and Program Student Outcomes. Additionally, these outcomes are reviewed and revised as needed during a comprehensive five-year academic program review, in which faculty working groups are asked to revisit their program's mission statement, competencies, and relevant goals.

#### B. Student Outcomes

*List the student outcomes for the program and describe their relationship to those in Criterion 3 of the general criteria and any applicable program criteria. Display this information in Table 3-1. Indicate where the student outcomes are documented.*

The ABET Student Outcomes for baccalaureate-level Applied and Natural Science Programs include the following:

1. An ability to identify, formulate, and solve broadly defined technical or scientific problems by applying knowledge of mathematics and science and/or technical topics to areas relevant to the discipline.
2. An ability to formulate or design a system, process, procedure or program for the intended purpose.
3. An ability to develop and conduct experiments or test hypotheses, analyze and interpret data and use scientific judgment to draw conclusions.
4. An ability to communicate effectively with a range of audiences.
5. An ability to understand ethical and professional responsibilities and the impact of technical and/or scientific solutions in global, economic, environmental, and societal contexts.
6. An ability to function effectively on teams that establish goals, plan tasks, meet deadlines, and analyze risk and uncertainty.

Student Outcomes are made available on the [School's website](#) and are included on respectively mapped course syllabi.

Table 3-1 is not included in this self-study, as the above outcomes serve as MS-EOHS program student outcomes.

#### C. Relationship of Student Outcomes to Program Educational Objectives

Describe how the student outcomes prepare graduates to attain the program educational objectives.

Student Outcomes attained by graduation are well aligned with the Program Educational Objectives, preparing students with the knowledge and skills necessary to perform effectively on job sites; engage with other professionals, both in and out of the industrial hygiene occupation; demonstrate ethical and responsible decision making; and attain professional certification in the field. While primarily addressed in required coursework, Student Outcomes are also emphasized through co-curricular activities and professional development opportunities, as detailed below for each Program Educational Objective.

1. Establish a career in the field of occupational health and safety:
  - Broad curriculum and opportunity for multiple applied electives allow students to develop a diverse skillset prior to entering the labor market.

- CUNY SPH's Industrial Hygiene program provides support for student travel to both local and national conferences, including those sponsored by AIHA, offering valuable opportunities for professional development and networking within the field.
  - School career services offer one-on-one resume writing support and interview preparation, as well as annual career fairs.
2. Maintain a code of professional ethics as outlined by the Board for Global EHS Credentialing
    - Students complete CITI training in Designs, Concepts, and Methods in Public Health Research (PUBH 613), in which responsible conduct in research is addressed.
    - Professional ethics are emphasized in Hazard Evaluation and Instrumentation (EOHS 625).
  3. Become professionally certified through CIH, CSP, or other relevant environmental and occupational credential(s):
    - Path to CIH certification is addressed in Principles of Industrial Hygiene (EOHS 623).
    - Comprehensive examination is modeled after the CIH Exam.
    - Coursework is mapped to cover all domains of the CIH Exam.
  4. Pursue continuing education and professional development opportunities and remain apprised of developments in the field:
    - The CUNY SPH is partnered with Rutgers University Center for Public Health Workforce Development, which provides students with continuing education courses at low to no cost. Students can receive professional certification and continuing education opportunities prior to graduation.
    - The CUNY SPH hosts a 40-hour HAZWOPER course for students and in-field professionals.
  5. Employ an interdisciplinary approach to manage occupational health issues by engaging with other professionals including safety specialists, occupational nurses and physicians, ergonomists, within or outside the graduate's organization:
    - Occupational Site Assessment (EOHS 646) allows students to partner with other occupational health disciplines (safety engineering, ergonomics, occupational nurses, and physicians) to evaluate industrial processes and design controls to minimize exposure.
    - Optional annual historical perspectives tour embarks on a five-day tour of industrial sites throughout the United States, where students work in interdisciplinary teams to assess manufacturing sites.

## CRITERION 4. CONTINUOUS IMPROVEMENT

### A. Student Outcomes

*It is recommended that this section include (a table may be used to present this information):*

*1. A listing and description of the assessment processes used to gather the data upon which the evaluation of each student outcome is based. Examples of data collection processes may include, but are not limited to, specific exam questions, student portfolios, internally developed assessment exams, senior project presentations, nationally-normed exams, oral exams, focus groups, industrial advisory committee meetings, or other processes that are relevant and appropriate to the program.*

*2. The frequency with which these assessment processes are carried out*

The School employs multiple methods to monitor and evaluate individual student progress in achieving student outcomes, as detailed below with their frequency of occurrence.

#### *Student Learning Outcomes*

Student outcomes are mapped to all required coursework, as reflected on syllabi. On each syllabus, student outcomes are indicated as either primarily addressed or reinforced, and aligned with assessment methods. Department Chairs are responsible for reviewing and monitoring syllabi in order to ensure compliance. Examples of course-level assessments include exams, written papers, presentations, and other projects. As of Fall 2024, instructors complete a standardized template to document how a specific student outcome was assessed in a course, including the method used, student performance, and reflections on both the assessment and instruction. The template also prompts recommendations for improving future assessments and teaching strategies based on observed outcomes.

#### *Overall Grade Distributions*

Overall grade distributions for each required course are monitored each semester, indicating the extent to which students have or have not attained mapped student outcomes.

#### *Capstone Project*

The Capstone experience is designed so that students synthesize the knowledge and experience they have gained in coursework and develop a major writing project based on an applied science project or research activity. Students take this course in their final semester of the program, and are expected to use a combination of evidence, theoretical models, and empirical research to answer a public health research question or practice problem using interdisciplinary perspective.

#### *Comprehensive Examination*

Students are required to pass a comprehensive examination at the conclusion of their studies. Exam topics include environmental health, toxicology, occupational health, industrial hygiene, ventilation, and noise and radiation. If students are found to be deficient in any areas, they are notified of the results and, in some cases, asked to revise specific sections of the exam. The goal of the Comprehensive Examination is to serve as a benchmark for both students and faculty, assessing strengths and weaknesses across content areas.

#### *Academic Progress*

A full-time academic advisor, as well as faculty advisors, meet with students to track progress to graduation and discuss post-graduate goals. Those who are in poor academic standing are required to meet with their advisor and develop corrective action plans.



### *Survey and Post-Graduate Data*

Student surveys are distributed to all students each fall semester and to graduating students at the conclusion of each semester. Course evaluations are distributed at the conclusion of each semester. An alumni survey distributed in the year following student graduation and web research informs post-graduate outcomes, including employer information, employment title, employment satisfaction, and salary.

### *Other Assessment Activities*

Employer surveys and faculty focus groups are employed regularly to collect overall feedback on student outcomes and flag potential gaps in course content and pedagogy. Employer surveys are distributed and collected on a rolling basis. One-on-one interviews are conducted annually with employers that frequently hire CUNY SPH graduates in large numbers.

### ***3. The expected level of attainment for each of the student outcomes***

The School's academic policies stipulate that graduate students maintain a B average (i.e., a minimum cumulative GPA of 3.0). Students whose grades fall below this standard are placed on probation and may be dismissed if they are unable to return to good academic standing. Students must complete the Capstone Project (PUBH 698) with a passing grade and pass a comprehensive examination in order to graduate. The maximum time allowed for program completion is five matriculated years; students and their faculty advisors are alerted one year prior to reaching this time limit.

### ***4. Summaries of the results of the evaluation process and an analysis illustrating the extent to which each of the student outcomes is being attained***

#### *Student Learning Outcomes*

Summaries of student learning outcomes for the Fall 2024 and Spring 2025 semesters are included below, with course mapping indicated.

Student Outcome #1: In Fall 2024, the instructor of EOHS 623 assessed students' ability to identify and solve technical problems using scientific and mathematical principles. The assignment required students to calculate airborne concentrations, adjust exposure limits for extended shifts, and evaluate combined exposures using additive effects models. Of 42 students, 95% met or exceeded the 90% benchmark, with only minor errors observed among the remaining students. The assessment effectively reinforced core quantitative skills, though future iterations may benefit from more complex, multi-step problems that reflect real-world variability and regulatory contexts. Instruction was well-aligned with the assessment and students were adequately prepared.

Student Outcome #2: In Spring 2025, the instructor of EOHS 626 assessed students' ability to design a system or process for a specific purpose. Working in groups, students reviewed a NIOSH Health Hazard Evaluation and designed an upgraded ventilation system using ACGIH specifications. The comprehensive assignment required hazard analysis, technical calculations, and professional report writing. Students were required to develop the final report in a professional memo format, as if prepared for a real client. All students exceeded the 80% benchmark, supported by a scaffolded approach that included draft submissions and feedback. The assessment was highly effective, though minor rubric clarifications are needed. Instructional improvements include reordering course content to better align with report development timelines.

Student Outcome #3: In Spring 2025, the instructor of PUBH 614 assessed students' ability to develop and conduct analyses, interpret data, and draw scientific conclusions. The assessment



focused on the second part of a two-part quantitative project, where students conducted an analysis and submitted a written report. Of 37 students, 78.3% met the benchmark of scoring a B or higher. Students who did not meet the benchmark typically failed to submit the assignment or submitted it extremely late. The assignment was effective and grounded in real-world application. Instructional strategies such as requiring a preliminary proposal and providing dataset guidance were successful; continued use of these elements is recommended to ensure appropriate project scope and timely completion.

**Student Outcome #4:** In Fall 2024, the instructor of EOHS 625 assessed the competency of communicating effectively with a range of audiences. Students completed an investigation report based on assigned industrial hygiene scenarios, requiring them to write clearly and concisely for a non-expert client audience. The assignment incorporated technical analysis, interpretation of data, and application of usability and plain language principles. All students exceeded the 80% benchmark, aided by two rounds of draft submissions and instructor feedback. While some students lost minor points for formatting and overly technical language, the assessment was considered highly effective in measuring communication skills. Instruction was reinforced by a dedicated session on technical writing, comparisons of effective and ineffective reports, and use of real-world NIOSH examples. No changes to the assessment or instruction was recommended.

**Student Outcome #5:** In Fall 2024, the instructor of EOHS 625 assessed the competency related to understanding ethical and professional responsibilities and the broader impact of scientific solutions. Students completed a quiz following a lecture on occupational health ethics, incorporating AIHA and BGC frameworks. All students exceeded the benchmark of scoring at least 90% on relevant rubric criteria. The instructor found the assessment effective and suggested it could be strengthened by incorporating an ethics checklist. Instruction was deemed successful, though future iterations may benefit from analyzing a real publicized ethics case within a course report.

**Student Outcome #6:** In Fall 2024, the instructor of EOHS 625 assessed students' ability to function effectively on teams to meet goals, plan tasks, and analyze risk and uncertainty. Students worked in groups to complete a scenario-based assignment involving exposure modeling, risk evaluation, and emergency response planning, based on a NIOSH Health Hazard Evaluation. All students exceeded the benchmark of scoring at least 80%, aided by the opportunity to submit drafts and receive feedback throughout the semester. The assessment method was effective, though some redundancy with other course components was noted. Instructional improvements include integrating report elements into weekly quizzes to support time management and expanding discussion of generation rate calculations.

#### *Overall Grade Distributions*

Mean grade results for the Fall 2023 and Spring 2024 semesters are indicated below for MS-EOHS students.

Student Outcomes 1, 3, 6 – PUBH 613  
Mean Grade Earned: 3.62

Student Outcomes 1, 3 – PUBH 614  
Mean Grade Earned: 3.60

Student Outcome 6 – EOHS 622  
Mean Grade Earned: 3.50

Student Outcomes 1, 3, 4, 5, 6 – EOHS 623

Mean Grade Earned: 3.37

Student Outcomes 1, 2, 3, 4 – EOHS 626

Mean Grade Earned: 3.21

Student Outcomes 1, 6 – EOHS 627

Mean Grade Earned: 3.14

Student Outcomes 4, 5 – EOHS 633

Mean Grade Earned: 3.45

Student Outcomes 2, 3, 4, 5, 6 – EOHS 625

Mean Grade Earned: 3.88

Student Outcome 2 – EOHS 643

Mean Grade Earned: 3.59

Student Outcomes 1, 2, 3, 4 – PUBH 698

Mean Grade Earned: 4.00

### *Capstone Project*

The Capstone Project is aligned with Student Outcomes 1 through 4. Additional student outcomes may be appropriately documented, based on the project's scope and focus. In the Fall 2023 and Spring 2024 semesters, all six students who attempted the Capstone Project course earned an A grade. Examples of recent capstone project titles include:

- OSHA Silica Standard Enforcement Trends: Recommendations for Intervention Activities
- *Legionella pneumophila* (*L. pneumophila*) in Office Building Hot Water Heaters During the Return from the COVID-19 Pandemic
- Noise Exposure Assessment at a Cosmetics Manufacturing Company in New York City
- Pilot Study Utilizing CO<sub>2</sub>-based Air Exchange Rate as Surrogate Marker for Size-Resolved Particulate Matter Ventilation
- Noise Exposures During Residential Small-Scale Asbestos Abatement Projects in Bronx, NYC

### *Comprehensive Examination*

Over the course of five academic years, a total of fifty students completed the comprehensive examination, which assessed knowledge across six core domains: Environmental Health (EH), Toxicology (Tox), Occupational Health (OH), Industrial Hygiene (IH), Ventilation (Vent), and Noise & Radiation (N&R). Each section was worth 20 points, contributing to a maximum total score of 120. Overall, student performance was strong, with an average total score of 106.1 and a median of 107. However, a few outliers scored as low as 72, contributing to a standard deviation of 9.4.

| <b>Table 4-4: Descriptive Scores of Comprehensive Exam</b> |           |            |           |           |             |                |              |
|------------------------------------------------------------|-----------|------------|-----------|-----------|-------------|----------------|--------------|
| <b>Statistic</b>                                           | <b>EH</b> | <b>Tox</b> | <b>OH</b> | <b>IH</b> | <b>Vent</b> | <b>N&amp;R</b> | <b>Total</b> |
| Mean                                                       | 17.47     | 18.27      | 17.31     | 17.69     | 17.18       | 18.2           | 106.11       |
| Std Dev                                                    | 2.02      | 1.57       | 1.43      | 2.04      | 2.49        | 2.05           | 9.4          |
| Min                                                        | 11        | 14         | 15        | 12        | 9           | 10             | 72           |
| Max                                                        | 20        | 20         | 20        | 20        | 20          | 20             | 120          |
| Median                                                     | 18        | 18         | 17        | 18        | 18          | 19             | 107          |

Section-specific performance revealed notable trends in both student strengths and areas that may benefit from instructional improvement. Toxicology consistently emerged as the strongest domain, with students earning an average score of 18.3 and a median of 18. This section also had the lowest variability ( $SD = 1.6$ ), indicating that students not only performed well but did so consistently. The Noise and Radiation section followed closely, with a mean of 18.2 and a median of 19, suggesting that students were generally adept at applying their knowledge to develop recommendations and synthesize concepts. In contrast and not together unsurprising, Ventilation was the most challenging section. It had the lowest average score (17.2) and the greatest variability ( $SD = 2.5$ ), with scores ranging from 9 to 20. Although the median score remained relatively strong at 18, the range spread in scores indicates that some students struggled with the technical content or application in this content area. Occupational Health and Industrial Hygiene demonstrated moderate but solid performance, with means of 17.3 and 17.7 respectively, and median scores of 17 and 18.

#### *Academic Progress*

Overall student academic performance indicated that the far majority of students are successfully attaining student outcomes. Of the 46 students who entered in academic years 2017-2018, 2018-2019, and 2019-2020, 87% have graduated. Of the 57 total students enrolled in the 2024 calendar year, 95% were found to be in good academic standing.

#### *Survey and Post-Graduate Data*

Post-graduate outcomes of alumni are collected annually and include employer information and job titles. Of the 39 graduates from the 2020-2021, 2021-2022, and 2022-2023 academic year, three had unknown statuses. Of known outcomes, thirty-five (97%) were employed and one (3%) was continuing their education/training. A number of graduates were found to be working across local, state, and federal agencies, as well as private and non-profit organizations, in environmental and safety roles (e.g., Associate Chemist/HAZMAT Specialist, Industrial Hygienist, Safety Specialist, Physical Scientist).

An alumni survey is distributed to graduates one year following program completion. In the most recent results, 100% of employed alumni who responded to that question ( $n=13$ ) responded that they worked in a field related to their earned degree. When asked how strongly they agreed that the training they received at the CUNY SPH had prepared them well for a career in their chosen field, 87.5% of respondents (14 out of 16) strongly agreed or agreed. When asked how strongly they agreed that the training they received at the CUNY SPH had helped them to achieve their professional goals, 87.5% of respondents (14 out of 16) strongly agreed or agreed.

#### *Other Assessment Activities*

Following a schoolwide Governance Council meeting in November 2022, the Curriculum Committee chair led a comprehensive discussion/feedback opportunity on the core curriculum, including PUBH 613 and PUBH 614, two requirements of the MS-EOHS program. Faculty formed breakout groups, with each group discussing the strengths, weaknesses, and areas of improvement by course. Meanwhile, an employer survey was collected from twelve unique employers, and nine one-on-one interviews were held with NYC DOHMH supervisors, a top employer of CUNY SPH alumni. Both the breakout sessions and qualitative analysis of employer survey results and interviews indicated a need for additional course preparation in statistical software and quantitative analysis.

### **5. How the results are documented and maintained**

Assessment of student outcomes are documented on standardized templates and maintained by the Program Director, as well as the Office of Academic Affairs. Completed templates are reviewed by

the Program Director and Curriculum Committee on an annual basis and shared with program faculty to determine any action required.

Student grades and academic progress are tracked through CUNYFirst, a University in-house data system that manages students' education and records. The CUNY SPH Office for Institutional Research provides a list of students who are in danger of entering probation or being placed on probation, as well as students nearing or having reached their maximum time to graduation. These students cannot register for subsequent semesters until they meet with an academic advisor and determine a corrective plan. Graduation rates are reported to internal and external stakeholders including senior administrators, the University, and the Schoolwide accrediting bodies.

Samples of student work, including the Capstone Project and comprehensive examination, are stored electronically by the Office of Academic Affairs, and are formally reviewed during the comprehensive program evaluation. Findings and recommended actions are shared department-wide and with the School's Curriculum Committee. Any revisions made to policy or curriculum must be approved at all School, University, and if appropriate, state levels.

The comprehensive examination is distributed in the form of a Microsoft Word file and shared with students individually, via e-mail. Students are provided 48 hours to complete the exam and must return it to the program director for grading. Completed exams are stored on a password-protected shared drive.

Student and alumni surveys, as well as course evaluations, are distributed and stored through Qualtrics, an electronic survey software. Student and alumni survey results and data are shared in aggregate with the Assessment Committee and, as appropriate, other school administrators (e.g., Department Chair, program director). Course evaluations are shared with Department Chairs and senior administrators.

Employer surveys are also distributed and stored through Qualtrics. One-on-one interviews are transcribed in Microsoft Word and qualitatively analyzed, with results stored internally. Faculty focus groups are summarized in Microsoft Word, with records maintained by the Curriculum Committee.

## **B. Continuous Improvement**

*Describe how the results of evaluation processes for the student outcomes and any other available information have been systematically used as input in the continuous improvement of the program. Describe the results of any changes (whether or not effective) in those cases where re-assessment of the results has been completed. Indicate any significant future program improvement plans based upon recent evaluations. Provide a brief rationale for each of these planned changes.*

Data and other information detailed in Criterion 4A.4 are reviewed regularly by appropriate individuals including the Program Director, Department Chair, Curriculum Committee members, Assessment Committee members, and senior administrators. These reviews have led to several actions, as described in the examples below.

In Fall 2023, the mean grade earned in EOHS 623 – Principles of Industrial Hygiene (Student Outcomes 1, 3, 4, 5, 6) was 3.37/4.00. Shortly thereafter, the course underwent significant revision. Key changes included updating the course textbook to *Monitoring for Health Hazards at Work* (Fourth Edition) by John Cherrie, Robin Howie, and Sean Semple, with contributions from Adrian Watson (Wiley-Blackwell, 2010; ISBN 978-1-4051-5962-3). This textbook was selected for its stronger emphasis on fundamental concepts and underlying principles, offering a more accessible alternative to previous texts, which tended to be overly encyclopedic and challenging for new students. Additionally, the introductory lectures were redesigned to introduce material at a slower, more manageable pace, and assessments were restructured to

prioritize skill development over rote knowledge acquisition. As of Fall 2024, the mean grade earned in the course increased to a 3.98/4.00.

Faculty discussion groups, alumni survey results, and employer feedback indicated that quantitative skills required strengthening in the curriculum. As a result, interdisciplinary faculty teams subsequently identified additional modules to incorporate into these courses. In PUBH 613 – Designs, Concept, and Methods in Public Health Research (Student Outcomes 1, 3, 6), sessions that emphasized quantitative data interpretation and presentation were added, while in PUBH 614 – Quantitative and Qualitative Data Analysis Methods in Public Health Research (Student Outcomes 1, 3), all quantitative lectures were updated and instruction of statistical software application was expanded.

To support improved ventilation scores on the comprehensive examination, a semester-long, multi-draft project was incorporated into EOHS 626. In this group assignment, students are tasked with designing a local exhaust ventilation system in response to a simulated client request. Each group is assigned one of several industrial scenarios, such as automotive finishing, electrical cable accessory manufacturing, and aircraft parts welding and grinding. The goal is to develop a complete and technically sound ventilation system that includes at least three individual hoods and one multi-hood system, along with fans and air cleaners. The assignment emphasizes the development of key skills including hazard identification, system specification, ventilation design calculations using ACGIH guidance, and effective technical writing. Groups must submit drafts for instructor feedback, culminating in a final report that includes design drawings, fully documented calculations, and appropriately formatted citations. Each group member is required to contribute to specific components and verify the accuracy of all calculations. The final memo should be written as if intended for a real client and must reflect clear, concise, and professional communication.

A time trend analysis of student performance on the Comprehensive Examination by academic year reveals clear improvements over time, with a marked increase in scores beginning in 2023–2024 (see: Table 4-5). Average total scores remained relatively stable from 2020–2023, ranging from 103.5 to 107, with minor fluctuations across sections. Notably, the 2023–2024 cohort achieved perfect scores across all categories, suggesting significant gains in comprehension and mastery. Another contributing factor was the expansion of the time duration provided to students to complete the exam. While scores dipped slightly in 2024–2025, particularly in the Ventilation section, overall performance remained high, with a total average of 112.

| <b>Table 4-5: Trend in Comprehensive Scores Over Different Academic Years</b> |           |            |           |           |             |                |              |
|-------------------------------------------------------------------------------|-----------|------------|-----------|-----------|-------------|----------------|--------------|
| <b>Year</b>                                                                   | <b>EH</b> | <b>Tox</b> | <b>OH</b> | <b>IH</b> | <b>Vent</b> | <b>N&amp;R</b> | <b>Total</b> |
| 2020-2021                                                                     | 17        | 17.5       | 17        | 17        | 17          | 17             | 103.5        |
| 2021-2022                                                                     | 17.5      | 18.5       | 17        | 18        | 19          | 19             | 105.5        |
| 2022-2023                                                                     | 17        | 18         | 17        | 16        | 16          | 19             | 107          |
| 2023-2024                                                                     | 20        | 20         | 20        | 20        | 20          | 20             | 120          |
| 2024-2025                                                                     | 19        | 19         | 19        | 19.5      | 17.5        | 19             | 112          |

### **C. Additional Information**

***Copies of any of the assessment instruments or materials referenced in 4.A. and 4.B must be available for review at the time of the visit. Other information such as minutes from meetings where the assessment results were evaluated and where recommendations for action were made could also be included.***

All assessment instruments and materials referenced above are available to reviewers upon request.

## CRITERION 5. CURRICULUM

### A. Program Curriculum

- 1. Complete Table 5-1 that describes the plan of study for students in this program including information on course offerings in the form of a recommended schedule by year and term along with average section enrollments for all courses in the program over the two years immediately preceding the visit. State whether you are on quarters or semesters and complete a separate table for each option in the program.***

The plan of study, course offerings, a recommended schedule by year and term, as well as average section enrollment is provided in Table 5-1. The School operates on a fall/spring semester basis, with optional and more limited course offerings in summer and winter sessions.

Instructional materials and student work verifying compliance with ABET criteria for the categories indicated in Table 5-1 will be made available during the site visit.

- 2. Describe how the curriculum aligns with the program educational objectives.***

The curriculum has four components: 1) required program courses, 2) elective coursework, 3) a culminating project (PUBH 698 – Capstone Project), and 4) a comprehensive examination. Students complete two public health courses (PUBH 613 – Designs, Concepts, and Methods in Public Health Research, and PUBH 614 – Quantitative and Qualitative Data Analysis Methods in Public Health Research) to deepen their understanding of quantitative and qualitative methodologies used to identify and evaluate public health issues. Meanwhile, concentration requirements are designed to prepare graduates for professional practice by developing their competencies in general science and environmental and occupational hygiene.

- 3. Describe how the curriculum and its associated prerequisite structure support the attainment of the student outcomes.***

Admission requirements for the MS-EOHS degree include a baccalaureate from an accredited college or university, as well as 40 credit hours in biology, chemistry, health sciences, mathematics, statistics, physics, and/or engineering completed prior to admission. This ensures that students have attained the necessary foundational skills and knowledge to be successful in attainment of ABET-prescribed General Student Outcomes and curricular areas.

Matriculated students must completed twenty-seven credits of required coursework, as shown in Table 5-1. All General Student Outcomes are mapped to MS-EOHS coursework. Coursework is sequenced with appropriate pre-requisites (see: [recommended course sequences](#)) to best support student learning.

Students apply mathematics, science, and technical knowledge to solve industrial hygiene problems involving chemical, biological, and physical hazards. EOHS 623, EOHS 625, and EOHS 627 require students to quantify human exposure using college-level algebra, exponentials, and logarithms. For example, EOHS 627 emphasizes calculations involved noise measurement, exponential decay of radionuclides, and gamma-ray attenuation. Students in EOHS 623 and EOHS 625 solve realistic exposure scenarios they are likely to encounter in professional practice.

Students design occupational health systems and safety programs across several courses. In EOHS 643, students create comprehensive workplace safety and health management plans, including hazard identification, safety budgeting, control procedures, and emergency response protocols. In EOHS 626,

students work in teams to design ventilation systems to control workplace exposures, applying engineering principles to real-world specifications.

Through PUBH 613 and PUBH 614, students gain foundational skills in study design, hypothesis testing, statistical analysis, and data interpretation. Students later apply these skills in EOHS 625 by conducting simulated exposure assessments, analyzing sampling data, and producing investigation reports. Across EOHS 627 and EOHS 623, students calculate exposure concentrations and evaluate risk using scientific and statistical principles.

The program emphasizes the development of written and oral communication skills. Students complete major term papers in EOHS 633, EOHS 643, and PUBH 613 that require them to research, critically analyze, and present findings. In PUBH 614, students practice delivering statistical findings through oral presentation and written reports. Assignments simulate communication with both technical and lay audiences, such as preparing consultant-style toxicology reports in EOHS 622.

Students are trained in ethical research conduct through CITI certification and discussions in PUBH 613. Courses such as EOHS 622 and EOHS 633 emphasize professional accountability, environmental stewardship, and the societal and economic impacts of public health interventions. Students analyze case studies on occupational and environmental exposures, exploring the broader implications of scientific decisions.

Teamwork is built into several course assignments. In EOHS 625, students collaborate on mock industrial hygiene investigations, coordinating background research, data analysis, and written deliverables. In EOHS 626, students participate in team-based ventilation design projects, requiring goal setting, task delegation, and risk analysis. EOHS 622 also features group lab projects developing toxicological profiles of hazardous substances.

Collectively, this sequence of coursework ensures that MS-EOHS graduates are well prepared to address complex occupational and environmental health problems through scientifically grounded, ethical, and collaborative approaches.

In addition to the twenty-seven credits of required coursework, students must take nine credits of elective coursework. Electives are chosen by the student in consultation with their faculty advisor. These courses serve to deepen and broaden the student's grasp of the Student Outcomes and better prepare a student for employment. Environmental Chemistry (EOHS 621) and Environmental Audits and Remediation (EOHS 624) are two electives frequently selected by students. Students are often encouraged to enroll in Occupational Site Assessment (EOHS 646), allowing them to visit industrial facilities during working hours and assess safety hazards in the facility. Students that are preparing themselves for a career in research or future doctoral studies are encouraged to enroll in advanced biostatistics and epidemiology courses, such as Applied Biostatistics I (BIOS 620) and Epidemiological Methods I (EPID 620). Additional electives are currently in development, to be offered Spring 2026, based on the expertise of recently-hired faculty. These additional electives include: EOHS 640 – Biohazards and Emergency Response, EOHS 624 – Environmental Audits and Remediation, EOHS 642 – Hazardous Waste Management, and EOHS 641 – Environmental and Occupational Epidemiology.

The questions presented on the comprehensive examination are designed to teach students what to expect when taking the Board Certification Examination to become a Certified Industrial Hygienist. Approximately 20% of the questions in the MS-EOHS comprehensive examination involve quantitative calculations. The majority of questions also involve applications of knowledge in inorganic and organic chemistry, biochemistry, physics, human physiology and other aspects of the biological sciences. Sections of the current comprehensive examination include Environmental Health, Environmental and

Occupational Toxicology, Occupational Health and Safety, Industrial Hygiene, Industrial Ventilation and Engineering Controls, and Noise and Radiation (Physical Hazards).

Finally, students complete a culminating three-credit Capstone Project, typically taken in the final semester. In this experience, students must demonstrate synthesized knowledge of the subject matter and a high level of communication through a major writing project and presentation.

**4. *Attach a flowchart or worksheet that illustrates the prerequisite structure of the program's required courses.***

See Table 5-4 below for a list of all pre-requisites by course.

| <b>Table 5-4: Pre-requisites for MS-EOHS Required Courses</b>                          |                                                                                                                                                           |
|----------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Course</b>                                                                          | <b>Pre-requisite</b>                                                                                                                                      |
| PUBH 613: Designs, Concepts, and Methods in Public Health Research                     | None                                                                                                                                                      |
| PUBH 614: Quantitative and Qualitative Data Analysis Methods in Public Health Research | Pre or Co-requisite PUBH 613                                                                                                                              |
| EOHS 622: Environmental and Occupational Toxicology                                    | None                                                                                                                                                      |
| EOHS 623: Principles of Industrial Hygiene                                             | None                                                                                                                                                      |
| EOHS 626: Industrial Ventilation and Indoor Air Quality                                | None                                                                                                                                                      |
| EOHS 627: Noise and Radiation Hazards and Controls                                     | None                                                                                                                                                      |
| EOHS 633: Introduction to Environmental and Occupational Health                        | None                                                                                                                                                      |
| EOHS 625: Hazard Evaluation and Instrumentation                                        | PUBH 614 and EOHS 633                                                                                                                                     |
| EOHS 643: Industrial Safety and Management                                             | None                                                                                                                                                      |
| PUBH 698: Capstone                                                                     | Departmental permission. To be taken during a student's final semester, after completion of all core coursework and at least three concentration courses. |

**5. *For each curricular area specifically addressed by the general criteria as shown in Table 5-1 (and the program specific criteria as shown in Table 5-2, if applicable) describe how your program meets the specific requirements for this program area in terms of hours and depth of study.***

For all CUNY SPH courses, one semester hour per week during a fifteen-week semester (fall and spring) is equivalent to one credit earned. In compliance with the New York State Education Department's Commissioner's Regulation Section 50.1 (o), each credit earned requires at least fifteen hours of instruction and at least thirty hours of supplementary instruction and/or assignments. This may include traditional in-person or online contact time, as well as laboratory sessions, supervised fieldwork, individual meetings, electronic communication, and field trips. Instruction may be defined differently in an in-person class than an online class, but regardless of modality, the above requirements are always met.



- 6. *Describe the capstone or other culminating experience for students specifically addressed by either the general or program criteria. Describe how this project or experience is based upon the cumulative knowledge and skills acquired in earlier course work.***

All students in the MS program are required to complete three credits of a culminating Capstone course (PUBH 698), building upon the knowledge and skills developed through coursework. Prior to registering for this course, students meet individually with their faculty advisor to develop an area of research that addresses, at minimum, Student Outcomes 1 through 4. Students must submit a proposal for approval, which includes a literature review, analysis plan, and expected results. The Capstone course requires students to attend regular meetings with faculty, which are designed to assist them in writing a professional quality scientific paper and deliver an oral presentation on some aspect of their project. The paper and presentation may focus on collection and analysis of data or project implementation. The initial Capstone draft is reviewed by the student's Capstone faculty member who provides written comments and gives final approval on the revised draft.

Each year, a number of students work on environmental and occupational hygiene research projects either with department faculty, NIOSH ERC faculty, or other health and safety professionals. All ERC scholarship students are specifically encouraged to participate in research studies with departmental faculty, although this is not and cannot be a term or condition of the scholarship award.

Other MS-EOHS students choose to conduct a project at their place of employment, which is permitted as long as the faculty advisor approves, the specific project is not part of the student's normal duties, and is designed to enhance specific environmental health and safety knowledge and skills.

- 7. *If your program allows cooperative education to satisfy curricular requirements specifically addressed by either the general or program criteria, describe the academic component of this experience and how it is evaluated by the faculty.***

Not applicable.

- 8. *Describe by example how the review team will be able to relate the display materials, i.e. course syllabi, textbooks, sample student work, etc., to each student outcome. (See APPM Section I.E.5.b. (2) regarding display materials.) Display materials provided electronically should be made available at least 30 days prior to the scheduled visit.***

Course syllabi are included in this self-study as Appendix A and include information such as required textbooks, expected Student Outcomes, and required assessments. Textbooks and sample student work will be made available for the review team electronically upon request.

#### **B. Course Syllabi**

***In Appendix A, include a syllabus for each course used to satisfy the mathematics, science, and discipline-specific requirements required by Criterion 5 or any applicable program criteria. For required courses with multiple sections that do not use a common syllabus, please include a syllabus for each of the different sections.***

Syllabi for all required coursework can be found in Appendix A.

**Table 5-1: MS-EOHS Curriculum Requirements**

|                                                                                                                                                                                 |                                                                                                                            | Subject Area (Credit Hours)               |                                                    |                      |       |                                                                         |                                                                                                            |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------|-------------------------------------------|----------------------------------------------------|----------------------|-------|-------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------|
| Course<br>(Department, Number, Title)<br>List all courses in the program by term starting with first term of the first year<br>and ending with the last term of the final year. | Indicate Whether<br>Course is<br>Required,<br>Elective or a<br>Selected Elective<br>by an R, an E or<br>an SE <sup>1</sup> | College-<br>Level<br>Math and<br>Sciences | Advanced<br>Technical<br>&/or<br>Science<br>Topics | General<br>Education | Other | Last Two<br>Terms the<br>Course was<br>Offered:<br>Year and<br>Semester | Average<br>Section<br>Enrollment<br>for the Last<br>Two Terms<br>the Course<br>was<br>Offered <sup>2</sup> |
| Fall Semester, Year One                                                                                                                                                         |                                                                                                                            |                                           |                                                    |                      |       |                                                                         |                                                                                                            |
| PUBH 601: Foundations of Public Health Knowledge <sup>3</sup>                                                                                                                   | R                                                                                                                          |                                           |                                                    |                      | 0     | FA24, SP25                                                              | 210                                                                                                        |
| PUBH 613: Designs, Concepts, and Methods in Public Health Research <sup>4</sup>                                                                                                 | R                                                                                                                          |                                           |                                                    |                      | 3     | FA24, SP25                                                              | 32                                                                                                         |
| EOHS 633: Introduction to Environmental and Occupational Health <sup>5</sup>                                                                                                    | R                                                                                                                          |                                           | 3                                                  |                      |       | FA23, FA24                                                              | 27                                                                                                         |
| EOHS 623: Principles of Industrial Hygiene <sup>5</sup>                                                                                                                         | R                                                                                                                          |                                           | 3                                                  |                      |       | FA23, FA24                                                              | 39                                                                                                         |
| Elective Course 1 (EOHS 621: Environmental Chemistry) <sup>5</sup>                                                                                                              | E                                                                                                                          | 3                                         |                                                    |                      |       | SP24, SP25                                                              | 32                                                                                                         |
| Spring Semester, Year One                                                                                                                                                       |                                                                                                                            |                                           |                                                    |                      |       |                                                                         |                                                                                                            |
| PUBH 614: Quantitative and Qualitative Data Analysis Methods in Public Health Research <sup>4</sup>                                                                             | R                                                                                                                          |                                           |                                                    |                      | 3     | FA24, SP25                                                              | 35                                                                                                         |
| EOHS 622: Environmental and Occupational Toxicology <sup>5</sup>                                                                                                                | R                                                                                                                          | 3                                         |                                                    |                      |       | SP24, SP25                                                              | 32                                                                                                         |
| EOHS 626: Industrial Ventilation and Indoor Air Quality <sup>5</sup>                                                                                                            | R                                                                                                                          |                                           | 3                                                  |                      |       | SP24, SP25                                                              | 27                                                                                                         |
| Fall Semester, Year Two                                                                                                                                                         |                                                                                                                            |                                           |                                                    |                      |       |                                                                         |                                                                                                            |
| EOHS 625: Hazard Evaluation and Instrumentation <sup>5</sup>                                                                                                                    | R                                                                                                                          |                                           | 3                                                  |                      |       | FA23, FA24                                                              | 12                                                                                                         |
| EOHS 627: Noise and Radiation Hazards and Controls <sup>5</sup>                                                                                                                 | R                                                                                                                          |                                           | 3                                                  |                      |       | FA23, FA24                                                              | 27                                                                                                         |
| EOHS 643: Industrial Safety and Management <sup>5</sup>                                                                                                                         | R                                                                                                                          |                                           | 3                                                  |                      |       | SP24, SP25                                                              | 24                                                                                                         |
| Spring Semester, Year Two                                                                                                                                                       |                                                                                                                            |                                           |                                                    |                      |       |                                                                         |                                                                                                            |
| Elective Course 2 (EOHS 634: Exposure and Risk Assessment) <sup>5</sup>                                                                                                         | E                                                                                                                          |                                           | 3                                                  |                      |       | FA23, FA24                                                              | 25                                                                                                         |
| Elective Course 3 (EOHS 646: Occupational Site Assessment) <sup>5</sup>                                                                                                         | E                                                                                                                          |                                           | 3                                                  |                      |       | SP24, SP25                                                              | 7                                                                                                          |
| Comprehensive Exam                                                                                                                                                              | R                                                                                                                          |                                           | 0                                                  |                      |       | N/A                                                                     | N/A                                                                                                        |

<sup>1</sup> Required courses are required of all students in the program, elective courses are optional for students, and selected elective courses are those for which students must take one or more courses from a specified group.

<sup>2</sup> There are no courses included in Table 5-1 that require multiple elements (e.g., laboratory, recitation, etc.). Section enrollment indicated represents the average enrollment across one or more class sections.

<sup>3</sup> Administered by the Office of Academic Affairs; a 0-credit course in which students must complete twelve self-paced asynchronous online modules addressing foundational public health knowledge.

<sup>4</sup> Offered by the Department of Epidemiology and Biostatistics.

<sup>5</sup> Offered by the Department of Environmental, Occupational, and Geospatial Health Sciences.

**Table 5-1: MS-EOHS Curriculum Requirements**

| Course<br>(Department, Number, Title)<br>List all courses in the program by term starting with first term of the first year<br>and ending with the last term of the final year. | Indicate Whether<br>Course is<br>Required,<br>Elective or a<br>Selected Elective<br>by an R, an E or<br>an SE <sup>1</sup> | <i>Subject Area (Credit Hours)</i>        |                                                    |                      |       | Last Two<br>Terms the<br>Course was<br>Offered:<br>Year and<br>Semester | Average<br>Section<br>Enrollment<br>for the Last<br>Two Terms<br>the Course<br>was<br>Offered <sup>2</sup> |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------|-------------------------------------------|----------------------------------------------------|----------------------|-------|-------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------|
|                                                                                                                                                                                 |                                                                                                                            | College-<br>Level<br>Math and<br>Sciences | Advanced<br>Technical<br>&/or<br>Science<br>Topics | General<br>Education | Other |                                                                         |                                                                                                            |
| PUBH 698 Capstone Project <sup>5</sup>                                                                                                                                          | R                                                                                                                          |                                           | 3                                                  |                      |       | FA24, SP25                                                              | 22                                                                                                         |
| OVERALL TOTAL CREDIT HOURS FOR THE DEGREE                                                                                                                                       | -                                                                                                                          | 6                                         | 27                                                 | 0                    | 6     | -                                                                       | -                                                                                                          |
| PERCENT OF TOTAL                                                                                                                                                                | -                                                                                                                          | 15.4%                                     | 69.2%                                              | 0%                   | 15.4% | -                                                                       | -                                                                                                          |

| <b>Table 5-2: Identification of MS-EOHS Program Courses in Which Curricular Content Areas Identified in Program-Specific Criteria are Addressed</b> |          |          |          |          |          |          |          |
|-----------------------------------------------------------------------------------------------------------------------------------------------------|----------|----------|----------|----------|----------|----------|----------|
| <b>Program-Specific Course</b>                                                                                                                      | <b>a</b> | <b>b</b> | <b>c</b> | <b>d</b> | <b>e</b> | <b>f</b> | <b>g</b> |
| PUBH 613                                                                                                                                            |          |          |          | x        |          |          |          |
| PUBH 614                                                                                                                                            |          |          |          | x        |          |          |          |
| EOHS 622                                                                                                                                            | x        | x        |          |          |          | x        |          |
| EOHS 623                                                                                                                                            | x        | x        | x        |          |          | x        |          |
| EOHS 625                                                                                                                                            | x        | x        | x        |          | x        | x        |          |
| EOHS 626                                                                                                                                            | x        | x        |          |          |          | x        |          |
| EOHS 627                                                                                                                                            | x        | x        | x        |          |          | x        |          |
| EOHS 633                                                                                                                                            |          | x        | x        |          |          | x        | x        |
| EOHS 643                                                                                                                                            |          | x        |          |          | x        | x        | x        |
| PUBH 698                                                                                                                                            |          |          |          | x        |          |          |          |

## CRITERION 6. FACULTY

### A. Faculty Qualifications

*Describe the qualifications of the faculty and how they are adequate to cover all the curricular areas of the program and also meet any applicable program criteria. This description should include the composition, size, credentials, and experience of the faculty. Complete Table 6-1. Include faculty resumes in Appendix B.*

The MS-EOHS program is guided by Program Director Brian Pavilonis, 6 full-time faculty, and 1 part-time faculty. Faculty qualifications are summarized below and detailed in Table 6-1. Faculty curriculum vita can be found in Appendix B. Together, program faculty represent 126 years of combined experience in teaching, research, and practice in the labor, government, and private industries. Faculty have been principal or co-principal investigators in over \$9.1 million of research and training grants.<sup>6</sup> They are actively involved in regional and national professional organizations including the American Hygiene Association and the American Public Health Association.

**Dr. Brian Pavilonis** is a Certified Industrial Hygienist who has been working in occupational health and exposure science since 2012. Dr. Pavilonis joined the CUNY SPH faculty in 2014 as tenure-track Assistant Professor. Prior to CUNY SPH, Dr. Pavilonis was a post-doctoral fellow at Rutgers University in the Exposure Science Division after earning his PhD at the University of Iowa in Industrial Hygiene in 2012. At the CUNY SPH, Dr. Pavilonis has developed and taught courses in Industrial Hygiene, Noise and Radiation, Industrial Ventilation, Environmental Measurements, and Environmental Health. In 2016, he was named Industrial Hygiene Program Director for the NY/NJ NIOSH ERC. His research aims to understand human exposure in the occupational environment and characterize risk due to exposure, both areas in which he has published extensively on. His current research is focused on characterizing exposures among nail salon workers and understanding barriers within the salon that limit the implementation of controls.

**Dr. C. Mary Schooling** is an environmental epidemiologist who has been working in public health since 2002. In addition to her appointment at the CUNY SPH, Dr. Schooling holds an appointment in the School of Public Health at the University of Hong Kong. Dr. Schooling's work focuses on the health effects of various environmental exposures, including air pollution, endocrine disruptors and occupational exposures. Dr. Schooling is a keen proponent of novel and rigorous methods, which has generated several award winning publications, and infuses her teaching. In total she has published more than 275 peer reviewed publications, including ones that have influenced policy in the [United States](#) and [Canada](#). Dr. Schooling is a member of several journal editorial boards and regularly reviews grant applications for a variety of bodies including NIH, Wellcome Trust, Cancer Research, and the UK Medical Research Council.

**Dr. Jean Grassman** is an industrial hygienist and environmental health scientist with over twenty-five years of experience. She specializes in studying the sources, detection, and impact of chemical exposure in vulnerable populations with an emphasis on biological monitoring approaches. She joined the CUNY faculty as an Assistant Professor in 1999 and was promoted to Associate Professor in 2004. Prior to coming to CUNY, as an AAAS Policy Fellow, she evaluated the impact of interindividual variability in susceptibility to toxicants. Her laboratory-based research includes developing an assay to detect hemoglobin adducts in blood; and studies of the impact of dioxins, fire retardants, and dietary constituents upon signaling pathways in primary and immortalized human cells. As an NIEHS Postdoctoral Fellow, she provided biological monitoring analyses for studies of dioxin exposure in Seveso, Italy; Boehringer Ingelheim, Germany; and among North Carolina residents. Her field work situates workplace concerns

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<sup>6</sup> Includes all active or completed grants between FY 2023 and FY 2025; note that some grants began prior to fiscal year 2023.

within the broader spectrum of environmental and psychosocial stressors with projects focusing on mercury exposure in communities engaged in artisanal gold mining; environmental and occupational factors associated with mosquito-borne illness; and gender-related hazards among young migrant women employed as beer promoters. These projects build on academic and community collaborations in Russia, Canada, Bolivia, Haiti, and southeast Asia. She has written on chemical warfare and is developing a database to better define the continuing impact of Agent Orange in Vietnam. On the policy level, as a member of the ACGIH Biological Exposure Indices (BEI) Committee, she develops guidelines for using biological monitoring to protect workers. She practices industrial hygiene on behalf of the members of her union and advocates for workplace justice as a member of the NYCOSH Board of Directors. At the CUNY SPH, she teaches courses in occupational health, emerging environmental issues, and environmental auditing and remediation.

**Dr. Suzanne McDermott** is an epidemiologist whose research focuses on maternal health, environmental exposures, and developmental disabilities. She joined CUNY SPH in 2020 as a tenured Professor in the Department of Environmental, Occupational, and Geospatial Health Sciences after a distinguished career at the University of South Carolina. Dr. McDermott has led numerous federally funded studies, including current NIH- and EPA-supported projects on reproductive health access and chemical exposures. She has authored over 150 peer-reviewed publications, co-authored a book on health conditions among adults with developmental disabilities, and served as founding co-editor-in-chief of the *Disability and Health Journal*. Her work has been cited in a U.S. Supreme Court case and featured in national media.

**Dr. Rachel Piltch-Loeb** is an Assistant Professor whose work focuses on research, measurement, and evaluation of public health emergency preparedness and response. Dr. Piltch-Loeb has focused her work on a broad range of emergencies, especially those related to climate change, such as infectious pathogens and natural disasters, environmental hazards, and manmade disasters. She has authored academic articles, many with students and practitioners, that include outlining measurement frameworks to improve public health emergency preparedness, cross-jurisdictional after-action reviews to identify lessons learned from emergency response, tools for community engagement in preparedness and response, and assessment of misinformation and communication campaigns. Dr. Piltch-Loeb is dedicated to the translation of research to practice and dissemination efforts. She has served on committees established by the National Academies of Science and Medicine as well as the World Health Organization and European Centers for Disease Control.

**Dr. Kimberly K. Garrett** is an Assistant Professor whose work explores the intersections of environmental science, public health, and justice, with a particular focus on PFAS contamination, multi-scalar governance, and community activism. Dr. Garrett's research has been supported by the NSF and NIEHS and includes collaborations with the Silent Spring Institute. She earned both her PhD and MPH in Environmental and Occupational Health from the University of Pittsburgh, where her doctoral research centered on developing potential antidotes to phosphine poisoning. With additional experience in environmental risk assessment, toxicology, and science communication, she brings an interdisciplinary lens to advancing environmental health equity. Dr. Garrett will join the CUNY SPH in Fall 2025.

**Adjunct Lecturer Michael Johnson** is a Certified Industrial Hygienist and Professional Engineer, currently working as a consultant on regulatory compliance and best practices in industrial hygiene and safety management systems for a state OSHA program. He has been an adjunct lecturer with CUNY SPH since 2021, developing coursework on a wide range of topics including workplace characterization, industrial hygiene statistics and data analysis, sample strategies, and instrumentation. Previously, as a manager of industrial hygiene services for consulting firms, he designed and implemented projects with industrial hygiene teams involving exposure assessments, health and safety, remediation, indoor air quality, hazardous materials, and more. He is an active member on a range of AIHA committees and working groups related to the Improving Exposure Judgements initiative. Professor Johnson is the creator

of the Sample Strategy Industrial Hygiene Modeler (SIHM), an open-source tool that simulates the performance of various exposure assessment sample strategies.

## **B. Faculty Workload**

***Complete Table 6-2, Faculty Workload Summary and describe this information in terms of workload expectations or requirements for the current academic year.***

Faculty workload policies and procedures are determined by the contract between CUNY and the Professional Staff Congress. CUNY faculty members at the rank of Assistant, Associate, and Full Professors are contractually obligated to teach twelve credits per academic year. Per New York State Education regulations, each credit is equivalent to at least fifteen hours of instruction and at least thirty hours of supplementary instruction and/or assignments. This may include traditional in-person or online contact time, as well as laboratory sessions, supervised fieldwork, individual meetings, and electronic communications. Release time may be granted for faculty assigned administrative duties, research, or other special assignments as delegated by the Dean. New untenured faculty receive twenty-four credits of release time from teaching, to be utilized within the first five years and intended to support their research. Workload for the 2024-2025 academic year can be found in Table 6-2.

In addition to teaching, faculty are required by contract to complete research and service activities. Research responsibilities vary by faculty, who have been principal or co-principal investigators in over \$9.1 million of recent research and training grants. Faculty have nearly 1,000 publications, with recent publications found in *American Journal of Public Health*, *Science of the Total Environment*, *Journal of Occupational and Environmental Hygiene*, *Environmental Research*, and *Archives of Environmental Contamination and Toxicology*. MS-EOHS Faculty have provided a great deal of public and professional service as advisory board members, instructors, committee members, and reviewers for grants and scholarly journals. School and University service completed by program faculty includes serving on faculty search committees, governance committees, and workgroups related to curriculum and research activities.

## **C. Faculty Size**

***Discuss the adequacy of the size of the faculty and describe the extent and quality of faculty involvement in interactions with students, student advising, and oversight of the program.***

The program's six full-time faculty members are of sufficient size, and with appropriate qualifications to teach the MS-EOHS curriculum, establish a research base, and provide a critical mass for intellectual and academic support for students. The average class size for MS-EOHS credit-bearing required courses is twenty-five students, and the additional faculty line that has been added for Fall 2025 will only further increase the program's bandwidth.

Student academic advising is available by both staff and faculty members. Staff advising is primarily focused on program completion, while faculty advising offers mentorship and guidance on electives and Capstone Projects. Three faculty members advised MS-EOHS students in Fall 2024, averaging ten students each, with an additional nine students from other related programs assigned.

Program Director Brian Pavilonis is responsible for providing day-to-day oversight of the MS-EOHS program. This involves monitoring the admission of new students, tracking progress of current students, and other related duties. He is also available to all MS-EOHS students to assist with any additional concerns.

## **D. Professional Development**

***Provide detailed descriptions of professional development activities for each faculty member.***

Faculty are encouraged to participate in professional development activities to enhance their skills and maintain current knowledge of the field. Funding from the department, as well as NIOSH ERC support these efforts. New faculty are provided with start-up funds that can be used at their discretion for equipment, continuing education, research assistants, and professional memberships. For example, Dr. Suzanne McDermott used her start-up funds to attend a professional meeting, hire research staff, and purchase research supplies. All faculty participate in their respective professional associations (AIHA, APHA, ACGIH), attending national and regional meetings.

**E. Authority and Responsibility of Faculty**

*Describe the role played by the faculty with respect to course creation, modification, and evaluation, their role in the definition and revision of program educational objectives and student outcomes, and their role in the attainment of the student outcomes. Describe the roles of others on campus, e.g., dean or provost, with respect to these areas.*

Program faculty are responsible for creation and modification of concentration-specific courses (e.g., EOHS 623, EOHS 626), in coordination with the Program Director and Department Chair. The Schoolwide Curriculum Committee is responsible for creation and modification of core courses (e.g., PUBH 613, PUBH 614), in coordination with Department Chairs.

Instructors are responsible for monitoring students' attainment of student outcomes at the course level. Faculty advisors monitor students' overall academic progress, in consultation with the Program Director and Department Chair.

Faculty are responsible for completion of both a comprehensive academic program review of the MS-EOHS every seven years, and assessment of student learning outcomes, which is operationalized on a five-year cycle. Routine changes, such as revisions to program educational objectives and student outcomes, can be implemented by the program without further approval. Substantive and other routine changes, including revised program requirements, must be approved by the department, School Curriculum Committee, and the School's governing body, the Governance Council. Substantive changes are then reviewed by the University's Board of Trustees, and if appropriate, submitted to the New York State Education Department. Staff and senior administrators are consulted throughout this process for support and guidance.



| Table 6-1: Faculty Qualifications for MS-EOHS |                                                                 |                   |                                                                     |                             |                        |          |                  |                                                                                                                                                                   |                                               |                             |                                       |
|-----------------------------------------------|-----------------------------------------------------------------|-------------------|---------------------------------------------------------------------|-----------------------------|------------------------|----------|------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------|-----------------------------|---------------------------------------|
| Faculty Name                                  | Highest Degree Earned:<br>Field and Year                        | Rank <sup>7</sup> | Type of<br>Academic<br>Appointment <sup>8</sup><br>T, TT, or<br>NTT | FT<br>or<br>PT <sup>9</sup> | Years of<br>Experience |          |                  | Professional<br>Registration /<br>Certification                                                                                                                   | Level of Activity <sup>10</sup><br>H, M, or L |                             |                                       |
|                                               |                                                                 |                   |                                                                     |                             | Govt./Ind. Practice    | Teaching | This Institution |                                                                                                                                                                   | Professional<br>Organizations                 | Professional<br>Development | Consulting/Summer<br>Work in Industry |
| Brian Pavilonis                               | PhD – Occupational and<br>Environmental Health,<br>2012         | ASC               | T                                                                   | FT                          | 0                      | 13       | 9                | Certified Industrial<br>Hygienist (CIH);<br>American Board of<br>Industrial Hygiene<br>(ABIH); Certificate of<br>Completion of Online<br>Instruction Course (COI) | H                                             | M                           | L                                     |
| Kimberly Garrett                              | PhD – Environmental<br>and Occupational<br>Health, 2021         | AST               | TT                                                                  | FT                          | 3                      | 0        | 1                | -                                                                                                                                                                 | M                                             | L                           | L                                     |
| Jean Grassman                                 | PhD – Environmental<br>Health Sciences, 1993                    | ASC               | T                                                                   | FT                          | 5                      | 27       | 9                | Certified in Public Health<br>(CPH); Certified<br>Industrial Hygienist<br>(CIH)                                                                                   | M                                             | L                           | H                                     |
| Michael Johnson                               | MS – Environmental<br>and Occupational Health<br>Sciences, 2019 | I                 | NTT                                                                 | PT                          | 13                     | 6        | 6                | Certified Industrial<br>Hygienist (CIH);<br>Professional Engineer<br>(NY); Certified<br>Hazardous Materials<br>Manager                                            | M                                             | H                           | H                                     |

<sup>7</sup> Code: P = Professor ASC = Associate Professor AST = Assistant Professor I = Instructor A = Adjunct O = Other

<sup>8</sup> Code: TT = Tenure Track T = Tenured NTT = Non Tenure Track

<sup>9</sup> At the institution.

<sup>10</sup> The level of activity, high, medium or low, should reflect an average over the year prior to the visit plus the two previous years.

| Table 6-1: Faculty Qualifications for MS-EOHS |                                          |                   |                                                                     |                             |                        |          |                  |                                                 |                                               |                             |                                       |
|-----------------------------------------------|------------------------------------------|-------------------|---------------------------------------------------------------------|-----------------------------|------------------------|----------|------------------|-------------------------------------------------|-----------------------------------------------|-----------------------------|---------------------------------------|
| Faculty Name                                  | Highest Degree Earned:<br>Field and Year | Rank <sup>7</sup> | Type of<br>Academic<br>Appointment <sup>8</sup><br>T, TT, or<br>NTT | FT<br>or<br>PT <sup>9</sup> | Years of<br>Experience |          |                  | Professional<br>Registration /<br>Certification | Level of Activity <sup>10</sup><br>H, M, or L |                             |                                       |
|                                               |                                          |                   |                                                                     |                             | Govt./Ind. Practice    | Teaching | This Institution |                                                 | Professional<br>Organizations                 | Professional<br>Development | Consulting/Summer<br>Work in Industry |
| Rachael Piltch-Loeb                           | PhD – Public Health,<br>2019             | AST               | TT                                                                  | FT                          | 4                      | 4        | 2                | -                                               | H                                             | M                           | M                                     |
| Suzanne McDermott                             | PhD – Public Health,<br>1991             | P                 | T                                                                   | FT                          | 13                     | 34       | 4                | -                                               | H                                             | L                           | M                                     |
| C. Mary Schooling                             | PhD – Epidemiology,<br>2001              | P                 | T                                                                   | FT                          | 6                      | 19       | 9                | -                                               | H                                             | L                           | L                                     |

| Table 6-2: Faculty Workload Summary for MS-EOHS in 2024-2025 Academic Year |                        |                                                                                                                                           |                                             |                         |                     |                                                |
|----------------------------------------------------------------------------|------------------------|-------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------|-------------------------|---------------------|------------------------------------------------|
| Faculty Member (Name)                                                      | PT or FT <sup>11</sup> | Classes Taught (Course No./Credit Hrs.) Term and Year <sup>12,13</sup>                                                                    | Program Activity Distribution <sup>14</sup> |                         |                     | % of Time Devoted to the Program <sup>15</sup> |
|                                                                            |                        |                                                                                                                                           | Teaching                                    | Research or Scholarship | Other <sup>16</sup> |                                                |
| Brian Pavilonis                                                            | FT                     | Fall 2024: PUBH 698/3cr, EOHS 623/3cr, <i>Independent Study</i><br>Spring 2025: EOHS 646/3cr, <i>Independent Study</i>                    | 50%                                         | 50%                     | -                   | 100%                                           |
| Kimberly Garrett                                                           | FT                     | Not Applicable                                                                                                                            | -                                           | -                       | -                   | -                                              |
| Jean Grassman                                                              | FT                     | Fall 2024: EOHS 634/3cr, <i>PUBH 696/3cr</i><br>Spring 2025: EOHS 622/3cr, PUBH 698/3cr                                                   | 50%                                         | 50%                     | -                   | 75%                                            |
| Michael Johnson                                                            | PT                     | Fall 2024: EOHS 625/3cr<br>Spring 2025: EOHS 626/3cr                                                                                      | 100%                                        |                         | -                   | 100%                                           |
| Rachael Piltch-Loeb                                                        | FT                     | Fall 2024: EOHS 633/3cr                                                                                                                   | 50%                                         | 50%                     | -                   | 25%                                            |
| Suzanne McDermott                                                          | FT                     | Fall 2024: <i>PUBH 841/3cr, Dissertation Supervision</i><br>Spring 2025: <i>EOHS 696/3cr, Dissertation Supervision</i>                    | 50%                                         | 50%                     | -                   | 20%                                            |
| C. Mary Schooling                                                          | FT                     | Fall 2024: <i>EPID 823/3cr, EPID 803/3cr, Independent Study, Dissertation Supervision</i><br>Spring 2025: <i>Dissertation Supervision</i> | 50%                                         | 50%                     | -                   | 20%                                            |

<sup>11</sup> FT = Full Time Faculty or PT = Part Time Faculty, at the institution.

<sup>12</sup> For the academic year for which the Self-Study Report is being prepared.

<sup>13</sup> Courses taught that are not required for the MS-EOHS program are indicated by italic type font.

<sup>14</sup> Program activity distribution should be in percent of effort in the program and should total 100%.

<sup>15</sup> Out of the total time employed at the institution.

<sup>16</sup> Indicate sabbatical leave, etc., under "Other."

## **CRITERION 7. FACILITIES**

### **A. Offices, Classrooms and Laboratories**

*Summarize each of the program's facilities in terms of their ability to support the attainment of the student outcomes and to provide an atmosphere conducive to learning.*

- 1. Offices (such as administrative, faculty, clerical, and teaching assistants) and any associated equipment that is typically available there.*

The CUNY SPH occupies approximately 66,800 square feet of recently-renovated leased space on the first and fifth through eighth floors of a commercial office building, located at 55 West 125<sup>th</sup> Street in Harlem, New York. There are eighty-two single-occupancy offices, sixteen double occupancy offices, fifty-three cubicles, and seventy-eight workstations throughout the School. Full-time instructional faculty are provided single offices. Full-time staff, including research staff, are provided single or double offices or cubicles, depending on their rank and the nature of the work performed. Adjunct faculty are provided with an office or other workspace upon request. Part-time staff are designated either a shared office, flex space, workstation, or shared workstation. Each faculty office contains bookcases, a full size desk, a computer, and printer. Each workstation contains a computer and is connected to a shared printer.

- 2. Classrooms and associated equipment that are typically available where the program courses are taught.*

There are nine classrooms (7,600 square feet) with maximum occupancy ranging from 25 to 121 people. Every classroom is equipped with a lectern that houses a built-in computer, attached with a monitor and microphone, so that presentations can be projected onto one or more large display screens. Laptop connections are also available on the lecterns. The auditorium and classrooms are designed with movable furniture in order to maximize flexibility. All classrooms can be reconfigured for faculty and staff meetings, and student and community events. Mobile whiteboards and easel pads are available to instructors, upon request.

- 3. Laboratory facilities including those containing computers (describe available hardware and software) and the associated tools and equipment that support instruction. Include those facilities used by students in the program even if they are not dedicated to the program and state the times they are available to students. Complete Appendix C containing a listing of the major pieces of equipment used by the program in support of instruction.*

Hazard Evaluation and Instrumentation (EOHS 625) serves as an introduction to instrumental methods used to assess environmental and occupational health hazards, reviewing principles and the operation of commonly used direct reading instruments. Equipment maintained by the school in support of instruction and research activities can be found in Appendix C. Additionally, in Industrial Ventilation and Indoor Air Quality, students learn and apply tools that are used to model, predict, and analyze exposure to environmental and workplace hazards. These tools include Structured Deterministic Model 2.0 (SDM 2.0), Industrial Hygiene Modeling Tool (IHMOD), and Expostats.

### **B. Computing Resources**

*Describe any computing resources (workstations, servers, storage, networks including software) in addition to those described in the laboratories in Part A, which are used by the students in the program. State the hours the various computing facilities are open to students. Assess the adequacy of these facilities to support the scholarly and professional activities of the students and faculty in the program.*

CUNY SPH maintains state-of-the-art technology and facilities to meet the needs of students, faculty, administration, and staff. Building hours are 8:00 a.m. to 9:00 p.m., Monday through Thursday, during regular semesters. The campus is closed on Friday and summer hours are reduced. A student computer lab is housed on the seventh floor, with printing services available to students. A limited number of computers for student use is available on the first floor. The computing infrastructure is supported by software and hardware specialists. Services include help desk support for faculty, students, administration, and staff, as well as comprehensive monitoring and maintenance of hardware and adhering to regulations and best practices for data protection and disaster recovery. Faculty, administrators, and staff at the School are provided with desktop and/or laptop computers (Dell PC/Apple iMac), high-speed internet access, and local and networked printers. The School is equipped with a specialized computer laboratory with twenty terminals, a general-use student lounge with fourteen terminals, and a mobile laboratory with twenty laptop computers. Every laboratory provides access to several software packages including Microsoft Office, SPSS, ArcGIS, Mathematica, EndNote, Refworks, SAS, IBM SPSS, ESRI ArcGIS, Maplesoft, Wolfram Mathematica, Adobe Creative Suite, and others. Program-specific software such as CAMEO, ALOHA, MARPLOT, IEUBK, and industrial hygiene exposure modeling software are available. Computing facilities also include a dedicated video recording room, equipped with a green screen, lighting equipment, high definition camera, high-quality audio recording equipment, and a workstation with video and audio editing software. The entire facility is blanketed with Wireless LAN, providing secure access to the datacenter for the CUNY SPH community and isolated internet access for guests. Faculty members also have access to a high-performance computer cluster for research, providing 96 processor cores, 1 TB RAM, and 88 TB of storage. This data center is available for computing, data storage, and as a platform to host client-server applications. All faculty and staff are provided with access to a Microsoft SharePoint-based intranet, supporting communication, collaboration, and secure document repositories.

### **C. Guidance**

*Describe how students in the program are provided appropriate guidance regarding the use of the tools, equipment, computing resources, and laboratories.*

All MS-EOHS students must complete instrumentation course EOHS 625, in which guidelines are presented for health and safety. Students are provided with ACGIH and ABIH ventilation resources that are critical to design and ACGIH Hood Specification Sheets for individual designs and problems. Additionally, a wide range of professional resources are included in instruction in EOHS 626, including AIHA Alarm Settings Protocol, AIHA Instrument Specifications Sheet, Draeger Instrumentation Handbook, 3m Respiratory Protection Tool, Dupont Chemical Protective Clothing E-tool, BOHS Technical Writing Guide, HSE Control Banding Tool, SDM Support File, and IHMOD Support File.

### **D. Maintenance and Upgrading of Facilities**

*Describe the policies and procedures for maintaining and upgrading the tools, equipment, computing resources, and laboratories used by students and faculty in the program.*

Program-specific equipment is maintained and upgraded based on the recommendation of the Program Director and program faculty. Funding for this purpose includes a modest departmental budget and the securing of grants. The Information Technology Office maintains a separate budget for computer hardware and software replacement.

### **E. Library Services**

*Describe and evaluate the capability of the library (or libraries) to serve the program including the adequacy of the library's technical collection relative to the needs of the program and the faculty, the adequacy of the process by which faculty may request the library to order books or*

***subscriptions, the library's systems for locating and obtaining electronic information, and any other library services relevant to the needs of the program.***

Library services for the School are provided through the City College of New York's library system, located eleven blocks north of the CUNY SPH campus. The City College library system is the largest within CUNY, comprised of seven library divisions across five buildings, with access to over 1.6 million print volumes, 200,000 electronic books, and 77,000 electronic journals. Faculty, students, and staff have access to on-site and remote library services that provide bibliographic databases and full-text electronic journal articles for public health education and research. Essential databases available through City College include: Medline, CINAHL, Embase, ScienceDirect, PsychInfo, SocIndex, Greenfile, Web of Science, and Scopus. The library maintains subscriptions to hundreds of prominent public health and biomedical journals. In addition, CUNY provides an interlibrary loan service that will electronically deliver any unsubscribed journal article within days. All CUNY campus library books are available to all CUNY students, faculty, administrators, and staff members. The CUNY library system is a federation of twenty-eight libraries and the CUNY Central Office of Library Services. Taken as a whole, this system has more than 7.5 million print volumes, several hundred thousand e-books, and 850 full-time employees. The CUNY SPH employs one dedicated full-time librarian, who provides database training and instructional and research support for all public health programs, both virtually and in person. This librarian maintains regular in-person hours at both the School of Public Health's campus and City College's Morris R. Cohen Library.

**F. Overall Comments on Facilities**

***Describe how the program ensures the facilities, tools, and equipment used in the program are safe for their intended purposes. (See APPM section I.E.5.b. (1).)***

The MS-EOHS Program Director is charged with ensuring compliance with all federal, state, and local environmental and occupational health safety requirements. Hands-on equipment used by students include direct reading instruments only; there are no chemicals or other hazardous materials or supplies on site.

## CRITERION 8. INSTITUTIONAL SUPPORT

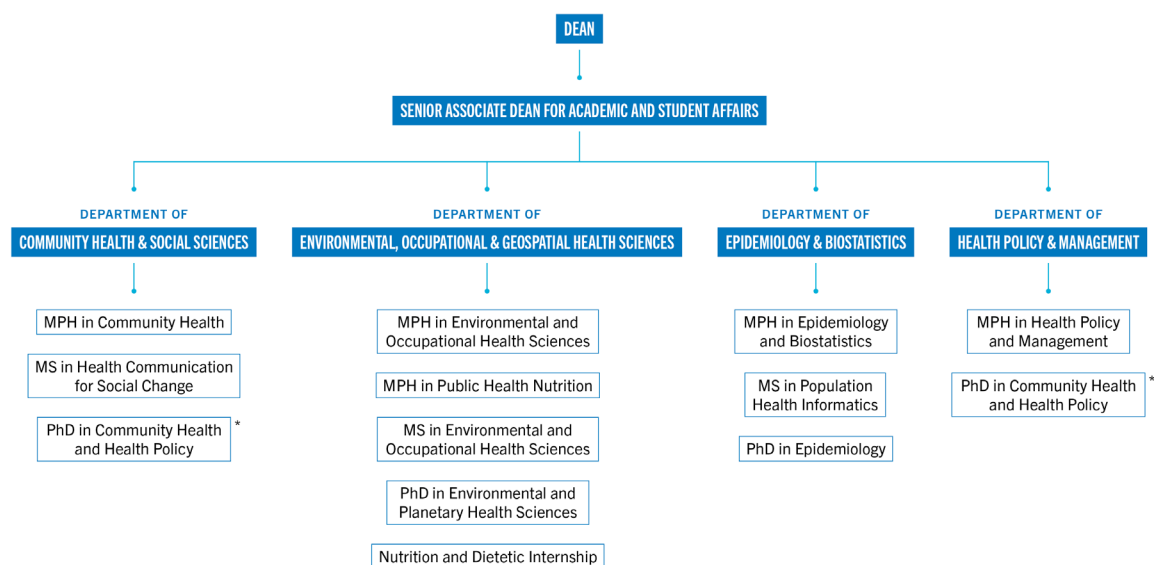
### A. Leadership

*Describe the leadership of the program and discuss its adequacy to ensure the quality and continuity of the program and how the leadership is involved in decisions that affect the program.*

The MS-EOHS program is housed in the Department of Environmental, Occupational, and Geospatial Health Sciences, one of four departments at the CUNY SPH. The program is led by Program Director Brian Pavilonis, who is a Certified Industrial Hygienist, and who also serves as Department Chair. There are an additional five full-time environmental faculty members who teach and/or advise in the MS-EOHS program. Departmental faculty serve as representatives on a number of governance committees, including the Curriculum Committee, Assessment Committee, and Admissions Committee.

At the senior administrator level, Associate Dean for Student Affairs and Alumni Relations Lynn Roberts, Interim Associate Dean of Faculty Affairs Ghada Soliman, and Senior Associate Dean of Student and Academic Affairs Terry McGovern offer support, ensure financial resources, and provide constructive leadership at the School level to assure the continued strength and viability of this program. The Dean of the School reports directly to the University Chancellor. (See: Figure 8-1 below.)

**Figure 8-1: Reporting Structure for Academic Programs**



\* SHARED PROGRAM

## **B. Program Budget and Financial Support**

### **1. *Describe the process used to establish the program's budget and provide evidence of continuity of institutional support for the program. Include the sources of financial support including both permanent (recurring) and temporary (one-time) funds.***

CUNY has a multilayered budget planning and allocation process that occurs at the city, state, university, and college levels. The CUNY Office of Budget and Finance (OBF) manages the city and state tax-levy operating and capital budgets for the central administration and CUNY's twenty-five academic units, and represents the University on operating budget matters. For CUNY senior colleges and graduate and professional schools, including CUNY SPH, each year, OBF submits an operating budget request to the state as part of the budget request and planning processes, and negotiates support on behalf of its constituent units. CUNY's budget request comprises mandatory (or baseline) needs and programmatic requests. Mandatory expenses are forecast based on personnel expenses, including active personnel on payroll and any planned hires for the year; temporary-services employees and adjuncts; other-than-personnel expenses, such as contractual obligations and purchases of supplies, parts, and equipment; and new needs associated with rent increases, fringe benefit increases, and energy and other build needs. Academic departments meet with the CUNY SPH Office of Budget Services and Finance annually to review these expenses, and discuss future needs, such as additional teacher's assistant support or new faculty lines. Final requests are formulated at each school and college by its central and program leadership, students, and faculty. Budget requests may be funded internally through the reallocation of resources or within allowable budget authority by the school or college.

In addition to the above tax-levy dollars, additional financial support may exist from external sources. For example, in 2021, CUNY SPH was awarded \$180,000 annually for five years to support student training in low-cost sensor validation and their application among service workers. As part of this initiative, the school has invested significantly in calibrating existing equipment and acquiring a range of low-cost sensors for validation studies. Fellowship participants receive training in spatial and temporal data analysis, as well as methods for evaluating sensor accuracy and performance. Additionally, the NIOSH Education and Research Center (ERC) training grant has supported the MS-EOHS program since the School's consolidation in 2016. With an average funding of \$210,000 annually, this grant covers student tuition, professional development, travel, and educational supplies. Approximately twelve students are supported each year, with the majority of funding allocated to tuition subsidies. An additional \$600 per student supports professional development activities such as HAZWOPER and other occupational/environmental safety trainings. Travel and attendance fees, totaling \$5,000 annually, enable students to present research at the AIHA conference and participate in ERC-sponsored worksite visits. Faculty are also provided with \$5,000 to attend these events. Finally, \$10,000 from the grant is designated for purchasing supplies and equipment to enhance classroom instruction, laboratory work, and field-based learning in the MS-EOHS program.

### **2. *Describe how teaching is supported by the institution in terms of graders, teaching assistants, teaching workshops, etc.***

CUNY SPH has developed faculty workload policies and procedures to ensure faculty support and equity. All courses are capped at a maximum of thirty-nine students; courses with enrollment of thirty or above are eligible for a college assistant, who provides grading and administrative support. Professional development opportunities related to teaching and pedagogy are available to all faculty at the School and University levels. These opportunities are further described below.

- At the University level, the CUNY Innovative Teaching Academy (CITA) aims to improve pedagogy at scale and recognize excellence and innovation in teaching by CUNY faculty. The academy is predicated on the recognition that the high quality of pedagogy and access to high-impact practices has a direct and measurable impact on the quantity and quality of degrees



produced by CUNY, and the ability of CUNY graduates to be well positioned for meaningful careers and further study. The academy offers a number of professional development offerings, including CITA seminars, trainings in partnership with the Association of College and University Educators, a series of workshops titled “Learning Mindsets,” and new lecturer initiatives.

- The CUNY SPH is an institutional member of the National Center for Faculty Development and Diversity (NCFDD), an independent professional development, training, and mentoring community for faculty, postdocs, and doctoral students. NCFDD member resources include webinars, multi-week courses, private discussion forums, and other trainings that seek to increase faculty productivity. Through NCFDD, faculty can participate in the Faculty Success Program, an intensive online program intended to support faculty’s personal and professional goals through weekly trainings and small-group mentoring by NCFDD-certified coaches.
- The CUNY SPH Faculty Mentoring Program aims to help faculty at all rank levels to strengthen their professional portfolios and instructional effectiveness, and to advance their academic careers. While this a relatively new initiative, it plans to utilize a “facilitator” model, in which a tenured faculty member who does not hold the Department Chair position will mentor tenure-track junior faculty members. This feature is critical to ensure that the mentoring relationship is not impacted by official evaluation, reappointment, tenure, and promotion, and cultivates mentoring skills and opportunities within and outside the CUNY system. Recent and upcoming activities include monthly mentoring sessions with the newest assistant professors, planning brief one-on-one interviews with CUNY SPH faculty on mentoring needs and assets, and hosting in-person and virtual sessions during the NCFDD March 2024 Writing Challenge.
- The CUNY SPH Office of Online Learning is a frequently used resource for full-time and part-time faculty across the School, playing a pivotal role in ensuring a high-quality, accessible, and engaging online learning experience for students. The Office of Online Learning collaborates with faculty, staff, and students to leverage technology and innovative pedagogical approaches, fostering a vibrant and inclusive online learning environment across the community. Faculty may access tutorials, demos, and webinars through its faculty resources blog, and additional multimedia support including a YouTube channel.

**3. *To the extent not described above, describe how resources are provided to acquire, maintain, and upgrade the infrastructures, facilities, and equipment used in the program.***

External funding the program has received in the past includes training, research, and contracts from the New York City Department of Environmental Protection, Mount Sinai, New York City Mayor’s Fund, and Professional Staff Congress.

**4. *Assess the adequacy of the resources described in this section with respect to the students in the program being able to attain the student outcomes.***

University and Schoolwide commitment to the MS-EOHS program ensures academic quality and the ability of its graduates to attain student outcomes. While the program currently maintains sufficient faculty resources, it anticipates the need for additional lines as the program’s student body grows.

**C. Staffing**

***Describe the adequacy of the staff (administrative, instructional, and technical) and institutional services provided to the program. Discuss methods used to retain and train staff.***

The School employs a total of 204 full-time and part-time staff positions, including 134 staff members supporting research activities, 11 supporting academic affairs and evaluation, 15 supporting student services, and the remaining 44 supporting various business, administrative, and operational functions. The

majority of these staff members offer schoolwide support, such as the Office of Informational Technology and the Office of Sponsored Programs and Research. A dedicated full-time staff member supports the administrative functions of the Department of Environmental, Occupational, and Geospatial Health Sciences. A second part-time staff member manages grant administration for the MS-EOHS program.

The University and the CUNY SPH have an ongoing commitment to developing, promoting, and retaining its staff. A [Professional Development and Learning Management Office](#) manages training and professional development opportunities designed to enhance the knowledge, skills, and competencies of all CUNY employees. Professional development workshops include How to Write Fast Under Pressure, Resolving and Managing Conflict, Professional Presence, and Essentials of Supervision for the 21<sup>st</sup> Century. Skill-enhancement certificates are available, including the Certificate for Administrative Professionals, the Certificate for Professional Staff, Managerial Competencies Certificate, and the Supervisory Competencies Certificate. In addition, the Professional Staff Congress [awards approximately \\$500,000 in small grants to approximately 450 awardees University-wide](#). The School offers financial support for staff professional development, as well. Annual evaluations for staff include a section for career development.

#### **D. Faculty Hiring and Retention**

##### ***1. Describe the process for hiring of new faculty.***

University-wide policies, a CUNY Diversity Action Plan, and a CUNY Search Committee Guide direct the hiring of new faculty with the goals of attracting a broad range of qualified applicants, identifying the most highly qualified candidates, completing searches efficiently and effectively, and providing fair and equitable treatment in search and selection. For each planned hire, a search committee is assembled, comprised of individuals who have enough knowledge and skill to accurately evaluate candidates. The search committee members may also assist with recruiting by proactively utilizing personal and departmental networks to identify potential candidates. A search committee chair identified is responsible for leading the committee. CUNY's Affirmative Action program calls for broad outreach and proactive recruitment campaigns to attract members of protected groups and provide equal employment opportunity for all candidates. A Chief Diversity Officer is responsible for assuring that all members of faculty and staff search committees fully understand the search process and the necessary monitoring required to ensure that each step is followed. Faculty and staff positions in public health are widely advertised, locally and nationally, in general venues (e.g., *Chronicles of Higher Education* and the *New York Times*); minority-serving venues (e.g., *Hispanic Outlook*, *Women and Minority Doctoral Directory*, *HBCU.com*, and *Diverse Issues in Higher Education*); public health-specific venues (e.g., APHA's *Career Mart*); and professional publications, organizational listservs, and websites (e.g. *National Association of Hispanic-Serving Health Professions Schools's* job bank, the *Environmental Careers' Network*, and relevant APHA section listservs).

Once the posting for the opening is closed, search committee members complete an initial screening of candidates, in which they determine whether applicants have the minimum qualifications for the role, and identify the highly-qualified candidates they wish to interview. Interview questions are developed to be directly related to the job duties and/or qualifications, and are open-ended. Faculty searches may also include a campus tour, additional interviews with the Dean and leadership, informal meetings during meals, and a job talk, in which the candidate makes a brief presentation open to all faculty and staff.

Once a final candidate is identified by the search committee, a number of parties including the Chief Diversity Officer, Dean, Human Resources, and Office of Business Service and Finance must sign off. If a search fails, the search committee, hiring manager, and Chief Diversity Officer may discuss whether the search should be re-posted, and what aspects of the search process need to be revised in the next round to promote success.

## 2. Describe strategies used to retain current qualified faculty.

Since the School consolidated in 2016, faculty's required teaching workload has been reduced significantly, from twenty-one credits to twelve credits. This has allowed faculty increased time to dedicate to research and service activities, ultimately supporting their efforts for promotion and tenure. For tenured faculty, the CUNY SPH has several options to be released from these contractual twelve credits. Faculty may be released for advanced committee work, administrative leadership, community service, and inter-agency agreements. Additionally, the School offers all new tenure-track faculty twenty-four credits of release time to be used in their first five years for research activities. During this time, new faculty are encouraged to submit grants for research funding and develop their teaching skills and service networks. This new program has been well received and improves both retention of faculty and increases in research funding.

Support of faculty include professional development opportunities detailed in Criterion 8B.2, while sources of University research support can be found in Table 8-2.

| <b>Table 8-2: CUNY-Wide Sources of Research Support</b>                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|-------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Name</b>                                                             | <b>Description</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <a href="#"><u>Professional Staff Congress-CUNY Research Awards</u></a> | Professional Staff Congress-CUNY Research Awards is a major vehicle for the University's encouragement and support of faculty research and leverage of external funding. It seeks to enhance the University's role as a research institution, to further the professional growth and development of its faculty, and to provide support for the established and the younger scholar. Awards are made in three categories: Traditional A awards of up to \$3,500, Traditional B awards of between \$3,600 and \$6,000, and enhanced awards of \$6,500 to \$12,000. Preference is given to junior faculty in the allocation of funds.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <a href="#"><u>Planning Grant Program</u></a>                           | The CUNY Office of Research Planning Grant Program seeks to catalyze collaborative grant seeking and encourage a culture of multidisciplinary, convergent, and team-based science, with potential to transform the University. This program supports multi-college research teams in the preparation and submission of complex, large-scale, center-type proposals to external funding agencies and organizations. These grants are intended to mobilize experienced teams of PIs and establish effective project management strategies; cultivate academic, industry, and community stakeholder engagement; and create opportunities to develop applied and translatable research projects with significant scalable societal impacts. Funds support efforts to tackle complex, multi-faced research questions that are better addressed by teams than individuals. Partnerships across departments, colleges, and disciplines are required. Internal program funds are available only to teams of CUNY faculty, but awardees are strongly encouraged to recruit academic and organizational collaborators from beyond CUNY in preparation for developing the full center grant proposal. Teams must be poised to submit a competitive proposal to an external funder within one year after the award period ends. Each team is eligible to request up to \$20,000 for an award period of up to one year. |
| <a href="#"><u>Faculty Fellowship Publication Program</u></a>           | The Faculty Fellowship Publication Program advances CUNY's institutional commitment to diversity. Sponsored by University Human Resources's Office of Recruitment and Diversity, this CUNY-wide                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |

| Table 8-2: CUNY-Wide Sources of Research Support                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|---------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Name                                                                            | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|                                                                                 | initiative assists full-time untenured CUNY faculty (assistant professors) in the design and execution of writing projects essential to progress toward tenure. These projects may include research-based scholarly articles for juried journals, books for academic presses, and creative writing projects. This signature program provides three credit hours of course release for the spring semester, a writing group, and the guidance of a senior faculty member. Proposals on structural and systemic inequality are encouraged.                                                                                                                                                                                                                                   |
| <a href="#">Collaborative Incentive Research Grants Program</a>                 | The CUNY Office of Research supports collaborative research that addresses complex urban challenges. Innovation springs from teams of faculty who have different research backgrounds. Faculty are invited to submit interdisciplinary proposals that address urgent scientific and societal challenges through convergent research (transdisciplinary research with societal impact). The program funds projects that join expertise across disciplines and stipulate a clear path to new external funding. A minimum of two investigators is required: one PI and one co-PI, ideally from another CUNY college, school, and/or center. Multi-PI teams are encouraged. The program funds up to eight collaborative research projects with budgets not exceeding \$40,000. |
| <a href="#">CUNY Junior Faculty Research Awards in Science and Engineering</a>  | The CUNY Junior Faculty Research Award in Science and Engineering program (JFRASE) aims to cultivate excellence and ensure the promise of research-intensive early career science and engineering faculty at CUNY. It is expected that this early career opportunity will advance the research program of the faculty recipients through boosting their research productivity and accelerating their ability to attract significant external funding. All untenured tenure-track junior faculty who have a promising and innovative research program in the life sciences, physical sciences, public health, social sciences, mathematics, or engineering are eligible and encouraged to apply. Each CUNY Junior Faculty Fellow receives a one-year \$50,000 award.        |
| <a href="#">Feliks Gross and Henry Wasser Award for Outstanding Scholarship</a> | Awards are presented each year to assistant professors at CUNY in recognition of outstanding research, or potential for such, in the humanities or sciences, including social and life sciences. After selection, half the awardees receive the Feliks Gross award and half receive the Henry Wasser award; this is random and not based on merit.                                                                                                                                                                                                                                                                                                                                                                                                                         |
| Travel Funds                                                                    | William Stewart Travel Awards are for assistant professors and Stefan Bernard Baumrin Awards are for associate professors. Both awards are for presenting, performing, chairing, or moderating at a national or international conference. The travel award is any amount up to \$500 maximum.                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |

#### E. Support of Faculty Professional Development

*Describe the adequacy of support for faculty professional development, how such activities such as sabbaticals, travel, workshops, seminars, etc., are planned and supported.*

Faculty professional development opportunities are available at the University level, School level, and program level. [The CUNY Office of Professional Development and Learning Management](#) manages

training and professional development opportunities designed to enhance the knowledge, skills, and competencies of all CUNY employees. The CUNY Professional Development Program offers courses in professional development and workplace skills and effectiveness. The office also serves as CUNY's liaison to [New York City's Citywide Training Center](#). A list of University-wide funding opportunities can be found in Table 8-2. In addition, Article 25 of the Professional Staff Congress-CUNY contract allows for sabbatical leave.

At the School level, a wide range of resources and support is provided, including research support and consultation, information technology support and troubleshooting (discussed in Criterion 7B), and library assistance (discussed in Criterion 7E). Faculty are encouraged to join public health and specialty professional organizations and associations, and to participate in related conferences and events. The School and University notify faculty of professional events, conferences, and opportunities for practice engagement. Leadership opportunities exist for faculty within the School with avenues for participation at all levels of University governance. The CUNY SPH Office of Sponsored Programs supports faculty in identifying appropriate funding opportunities; developing project ideas; organizing, editing, and preparing grant applications; generating protocols for protection of human subjects (IRB); budgeting; contract development, review, and editing of pitch sheets; and grant administration, including conformance with payment requirements and personnel hiring. Support in instructional design, instructional effectiveness, and online teaching is discussed in Criterion 8B.2.

At the program level, the MS-EOHS program receives funding from NIOSH for professional development, travel, and student support (see Criterion 8B.1), as well as faculty start-up funds (see Criterion 6D). Faculty are provided additional financial support for travel, workshops, and seminars. For example, Program Director Brian Pavilonis, Dr. Jean Grassman, and Professor Michael Johnson have attended the AIHA conference annually to meet with other industrial hygiene professionals and faculty to discuss developments in the discipline and higher education.

#### **F. Respectful Environment**

*Describe mechanisms such as policies, activities, and services that create and foster a respectful environment among the program's students, faculty, staff, and administrators such that student outcomes can be attained.*

The City University of New York has long been recognized as one of the most diverse university systems in the nation, steadfastly committed to fostering inclusivity and exemplifying a vibrant reflection of New York City's population. Reflecting this, the CUNY SPH is committed to cultivating a respectful, inclusive, and supportive environment for students, faculty, staff, and administrators.

CUNY SPH fosters a respectful environment through intentional recruitment and support strategies, regular assessment of campus climate, and ongoing opportunities for dialogue, professional development, and community-building. The Committee for Equity and Inclusion, which is comprised of students, faculty, and staff, serves as a central advisory body and promotes respectful engagement across all areas of the School. Student support services include wellness counseling, support groups, and flexible academic options designed to accommodate working professionals and caregivers. Faculty and staff benefit from mentorship opportunities, training workshops, and clearly communicated policies around hiring, evaluation, and advancement.

The School also offers public health programming, events, and applied practice opportunities that reflect the communities it serves, promoting respect for different perspectives and lived experiences. Recent student and faculty survey results confirm high levels of agreement that the School supports a respectful culture, with feedback used to guide future improvements. Plans for the upcoming year include administering a comprehensive, school-wide climate survey to inform ongoing events.

## PROGRAM CRITERIA

*Describe how the program satisfies any applicable program criteria. If already covered elsewhere in the self-study report, provide appropriate references.*

### I. Program Criteria for Baccalaureate Level Programs

#### *Curriculum*

This criterion is not applicable, as the MS-EOHS program is a master's degree program. However, the program does address baccalaureate-level curricular areas *a* through *g*, as indicated in Table 5-2.

#### *Baccalaureate-Level Faculty*

This criterion is not applicable, as the MS-EOHS program is a master's degree program. However, three of the program's faculty members, including two full-time faculty, are Certified Industrial Hygienists.

Dr. Brian Pavilonis serves as the Program Director and is a full-time faculty member at the CUNY SPH.

### II. Program Criteria for Master's Level Programs

*Master's Level Admission Requirements: Admitted students must hold an earned baccalaureate that prepares them to apply the basic principles of college-level mathematics, [general] and organic chemistry, physics, and biology. Exceptions may be admitted with an individually documented plan of study to compensate for any deficiencies.*

As noted in Criterion 1A, an undergraduate degree from an accredited university is required for admission, with a preferred overall and major GPA of 3.0. Additionally, applicants must have completed 40 credit hours in biology, chemistry, health sciences, mathematics, statistics, physics, and/or engineering prior to admission. If deficiencies exist in any of these areas, students will be required to take specific coursework after matriculating into the program.

## APPENDICES

### APPENDIX A – COURSE SYLLABI

- PUBH 601: Foundations of Public Health Knowledge
- PUBH 613: Designs, Concepts, and Methods in Public Health Research
- PUBH 614: Quantitative and Qualitative Data Analysis Methods in Public Health Research
- EOHS 622: Environmental and Occupational Toxicology
- EOHS 623: Principles of Industrial Hygiene
- EOHS 625: Hazard Evaluation and Instrumentation
- EOHS 626: Industrial Ventilation and Indoor Air Quality
- EOHS 627: Noise and Radiation Hazards and Controls
- EOHS 633: Environmental and Occupational Health
- EOHS 643: Industrial Safety and Management
- EOHS 698: Capstone Project

**COURSE SYLLABUS**

**Foundation of Public Health Knowledge**

**PUBH 601**

**(section: 80)**

0 Credits, 3 contact hours

Spring 2025

|                                         |                                                                                                                                                                                                      |
|-----------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Instructor</b>                       | Robyn Gertner<br>Email: <a href="mailto:Robyn.Gertner@sph.cuny.edu">Robyn.Gertner@sph.cuny.edu</a>                                                                                                   |
| <b>Course description</b>               | This course covers the foundational knowledge of the profession and science of public health and factors related to human health. Students must pass this course by the end of their first semester. |
| <b>Course prerequisites</b>             | None                                                                                                                                                                                                 |
| <b>Course readings and resources</b>    | No textbook is required for this course. All reading materials are included in the course modules.                                                                                                   |
| <b>Additional reading and resources</b> | See modules.                                                                                                                                                                                         |



| <b>Course Learning Objectives</b>                                                                                                    | <b>Course Modules</b> | <b>Assessment Methods</b> |
|--------------------------------------------------------------------------------------------------------------------------------------|-----------------------|---------------------------|
| Explain public health history, philosophy and values                                                                                 | 1                     | Module 1 Quiz             |
| Identify the core functions of public health and the 10 Essential Services                                                           | 2                     | Module 2 Quiz             |
| Explain the role of quantitative and qualitative methods and sciences in describing and assessing a population's health              | 3                     | Module 3 Quiz             |
| List major causes and trends of morbidity and mortality in the US or other community relevant to the school or program               | 4                     | Module 4 Quiz             |
| Discuss the science of primary, secondary and tertiary prevention in population health, including health promotion, screening, etc.  | 5                     | Module 5 Quiz             |
| Explain the critical importance of evidence in advancing public health knowledge                                                     | 6                     | Module 6 Quiz             |
| Explain effects of environmental factors on a population's health                                                                    | 7                     | Module 7 Quiz             |
| Explain biological and genetic factors that affect a population's health                                                             | 8                     | Module 8 Quiz             |
| Explain behavioral and psychological factors that affect a population's health                                                       | 9                     | Module 9 Quiz             |
| Explain the social, political and economic determinants of health and how they contribute to population health and health inequities | 10                    | Module 10 Quiz            |
| Explain how globalization affects global burdens of disease                                                                          | 11                    | Module 11 Quiz            |
| Explain an ecological perspective on the connections among human health, animal health and ecosystem health (e.g., One Health)       | 12                    | Module 12 Quiz            |



## GRADUATE SCHOOL OF PUBLIC HEALTH & HEALTH POLICY

### COURSE SYLLABUS

#### Designs, Concepts and Methods in Public Health Research

#### PUBH 613 Section 80

3 Credits, 3 contact hours

Fall 2024

|                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|-----------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Instructors</b>                      | Elizabeth Kelvin and Amena El Harakeh                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Course description</b>               | The course introduces students to both quantitative and qualitative research methods, principles, theory and measures commonly used in public health; to understand the different study designs, their strengths and limitations as well as their threats to validity and causal inferences; to develop research questions and hypotheses as well as to identify the data collection methods appropriate for such research questions. In addition, the course provides students with an overview of systems science thinking and systems models that promote understanding of the complexity of various public health issues. |
| <b>Course prerequisites</b>             | None                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Course readings and resources</b>    | Celentano DC, Szklo M, Farag Y, Gordis Epidemiology, 7 <sup>th</sup> Edition. Philadelphia: Saunders; 2024.<br><br>Ritchie J, Lewis J, Nicholls CM, Ormston R. Qualitative Research Practice: A Guide for Social Science Students and Researchers. London: Sage; 2014.                                                                                                                                                                                                                                                                                                                                                        |
| <b>Additional reading and resources</b> | None                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |

| <b>MS-EOHS Student Outcomes</b>                                                                                                                                                                                             | <b>Assessment Methods</b>                                                             |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
| <i>This course will help you to:</i>                                                                                                                                                                                        | <i>Student Outcomes will be assessed as part of the following course assignments:</i> |
| 1. An ability to identify, formulate, and solve broadly defined technical or scientific problems by applying knowledge of mathematics and science and/or technical topics to areas relevant to the discipline. (Reinforced) | Homework Assignments, 3 Projects, Midterm Exam, Final Exam, Discussion Boards         |
| 3. An ability to develop and conduct experiments or test hypotheses, analyze and interpret data and use scientific judgment to draw conclusions. (Primarily Addressed)                                                      |                                                                                       |
| 6. An ability to function effectively on teams that establish goals, plan tasks, meet deadlines, and analyze risk and uncertainty. (Reinforced)                                                                             |                                                                                       |

| Session | Topic                                                                                                                                                   | Assignments Due                                                    |
|---------|---------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------|
| 1       | <b>Why research?</b><br>Role, purpose, and application of research methods in public health                                                             | Quiz 1, Discussion Board 1, CITI completion                        |
| 2       | <b>Surveillance</b><br>PH surveillance and data sources, both qualitative and quantitative                                                              | Assignment 1, Discussion Board 2, Discussion Board 3, Assignment 2 |
| 3       | <b>Burden of disease</b> and measures of population health                                                                                              | Discussion board 4, Assignment 3, Quiz 3                           |
| 4       | <b>Predicting versus explaining disease</b><br>Risk v Causality: applications in epidemiology, community health, environmental health and health policy | Assignment 4, Discussion board 5, Discussion board 6, Quiz 4       |
| 5       | <b>Generating explanations – what do we know already?</b>                                                                                               | Quiz 5, Assignment 5                                               |
| 6       | <b>Use of Qualitative Methods to Generate Research Questions</b><br>Key Methods (Focus groups, in-depth interviews)                                     | Quiz 6, Assignment 6, Discussion board 7                           |
| 7       | <b>Generating explanations from data</b><br>Observational Study Designs                                                                                 | Quiz 7, Project 1, Discussion board 8                              |
| 8       | <b>Key Methods in Qualitative Research Pt. 2</b><br>Observational & Ethnographic Methods<br><br><b>Assessing Quality in Qualitative Research</b>        | Quiz 8, Discussion board 9                                         |
| 9       | <b>Document Review &amp; Content Analysis Methods in Qualitative Research</b>                                                                           | Quiz 9, Assignment 7, <b>MIDTERM</b>                               |
| 10      | <b>Testing explanations</b><br>Quasi-experimental and Randomized Clinical Trial designs                                                                 | Assignment 8, Discussion Board 10, <b>PROJECT 1 due</b>            |
| 11      | <b>Sampling</b> in quantitative and qualitative study designs                                                                                           | Quiz 10, Quiz 11, Discussion board 11                              |
| 12      | <b>Measurement</b><br>Issues in Research, including environmental exposures, qualitative methods and screening                                          | Assignment 9, Discussion board 12, <b>PROJECT 2 due</b>            |
| 13      | <b>Systematic reviews</b>                                                                                                                               | <b>PROJECT 3 Part 1 due</b>                                        |
| 14      | <b>Meta-analysis and review</b>                                                                                                                         | <b>Project 3 Part 2 due</b>                                        |
| 15      | <b>FINAL EXAM</b>                                                                                                                                       |                                                                    |

**COURSE SYLLABUS**

**Quantitative and Qualitative Data Analysis Methods in Public Health Research**

**PUBH614**

**(in person)**

3 Credits, 3 contact hours

Fall 2024

|                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|-----------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Instructor</b>                       | Professor Anthony Devito and Professor Emma Tsui                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Course description</b>               | The course provides students with the tools to identify quantitative and qualitative methods and the appropriate software and programming to analyze and interpret data analysis results for use on public health, policy and practice applications.                                                                                                                                                                                                                                                                                                                                            |
| <b>Course prerequisites</b>             | Pre-requisite or Co-requisite: PUBH 613                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Course readings and resources</b>    | <p>1. Cetinkaya-Rundel, Mine &amp; Hardin, Johanna. Introduction to Modern Statistics, First Edition. 2021 <a href="https://openintro-ims.netlify.app/">https://openintro-ims.netlify.app/</a>, which is available for free download: <a href="https://www.openintro.org/book/ims/">https://www.openintro.org/book/ims/</a> Print version is available for nominal cost</p> <p>2. Ritchie J, Lewis J, Nicholls CM, Ormston R. (2014). <b>Qualitative Research Practice: A Guide for Social Science Students and Researchers</b>. Sage, London: ISBN-13: 9781446209127, ISBN-10:1446209121..</p> |
| <b>Additional reading and resources</b> | Software required is R for the quantitative sessions and Dedoose for the qualitative sessions.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |

| <b>MS-EOHS Student Outcomes</b>                                                                                                                                                                                             | <b>Assessment Methods</b>                                                                                                                                                                                                                                           |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <i>This course will help you to:</i>                                                                                                                                                                                        | <i>Student Outcomes will be assessed as part of the following course assignments:</i>                                                                                                                                                                               |
| 1. An ability to identify, formulate, and solve broadly defined technical or scientific problems by applying knowledge of mathematics and science and/or technical topics to areas relevant to the discipline. (Reinforced) | Quantitative Weekly Quizzes, Quantitative Projects, Qualitative Reflexivity Quiz, Qualitative Codebook Assignment, Qualitative Analytic Memo Assignment, Qualitative Mixed Methods Assignment, Qualitative Lab Assignments, Quantitative and Qualitative Final Exam |
| 3. An ability to develop and conduct experiments or test hypotheses, analyze and interpret data and use scientific judgment to draw conclusions. (Primarily Addressed)                                                      |                                                                                                                                                                                                                                                                     |

| Session | Session Topic                                                           | Assignments*                                                                                                                                                                                                                                          |
|---------|-------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1       | Introduction to quantitative, qualitative and mixed methods             | Complete Lab 1 - Introduction to Modern Statistics, Labs, 1 Intro to R                                                                                                                                                                                |
| 2       | Descriptive statistics for single groups                                | Complete Lab 2a - Excel exercises for categorial and numerical data<br>Complete Lab 2b - Introduction to Modern Statistics, Labs, 2 Intro to data                                                                                                     |
| 3       | Using linear regression                                                 | Complete Lab 3 - Introduction to Modern Statistics, Labs, 8 Simple Linear Regression                                                                                                                                                                  |
| 4       | Logistic regression                                                     | Complete Lab4a: Practice with two-by-two tables in excel<br>Complete Lab4b: Logistic regression                                                                                                                                                       |
| 5       | Hypothesis testing, confidence intervals, distributions & probabilities | Complete Lab 5a and Lab 5b - Introduction to Modern Statistics, Lab 3 Probability<br>Lab 4 Normal Distribution                                                                                                                                        |
| 6       | Comparing groups with proportions                                       | Complete Lab 6a - Chi-squared and R practise worksheet<br>Complete Lab 6b1 - Introduction to Modern Statistics, Lab 6 "Inference for categorial data"<br>Complete Lab 6b2 is - Introduction to Modern Statistics Lab 7 "Inference for numerical data" |
| 7       | Hypothesis testing, type 1 errors and statistical power                 | Complete Lab 7a – Power calculation worksheet<br>Complete Lab 7b - Introduction to Modern Statistics , Lab 5 "Foundations of Inference"<br>Complete Lab 7b1 - Lab 5a Sampling distributions<br>Complete Lab 7b2 - Lab 5b Confidence intervals         |
| 8       | Putting it all together - conducting a data analysis                    | Complete Lab 8a - Conduct a descriptive and an analytic study<br>Complete Lab 8b - Conduct another descriptive study and another analytic study                                                                                                       |
| 9       | Predictive models                                                       | Quiz 9<br>Present Quantitative Project 1                                                                                                                                                                                                              |
| 10      | Qualitative data analysis approaches and reflexivity                    | Quantitative Project 1 paper due<br>Complete Lab 9<br>Post to Lab 9 Discussion Board                                                                                                                                                                  |
| 11      | Working with and managing qualitative data                              | Qualitative Reflexivity Quiz due<br>Complete Lab 10<br>Upload Lab 10 screenshot                                                                                                                                                                       |
| 12      | Basic techniques for interpreting qualitative data                      | Complete Lab 11<br>Upload Lab 11 Code Summary<br>Qualitative Codebook Assignment due                                                                                                                                                                  |
| 13      | Interpreting qualitative data and understanding qualitative findings    | Qualitative Analytic Memo Assignment due                                                                                                                                                                                                              |
| 14      | Mixed methods designs and assessing study findings                      | Qualitative Mixed Methods assignment due                                                                                                                                                                                                              |
| 15      | Final Exam                                                              |                                                                                                                                                                                                                                                       |

## COURSE SYLLABUS

### Environmental and Occupational Toxicology

EOHS 622

3 Credits, 3 contact hours

Spring 2025

|                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|----------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Instructor</b>                      | <p>Jean Grassman MS PhD CPH CIH<br/> <a href="mailto:Jean.grassman@sph.cuny.edu">Jean.grassman@sph.cuny.edu</a><br/> Telephone: 646-594-0476</p> <p>Teaching Assistant: Maanal Chowdhury<br/> <a href="mailto:Maanal.chowdhury74@login.cuny.edu">Maanal.chowdhury74@login.cuny.edu</a></p>                                                                                                                                                                                                                                                                                                                                                            |
| <b>Course description</b>              | <p>Introduction to principles of toxicology with emphasis on environment and occupational aspects. Systematic review of the toxicology of the major organ systems; health effects of categories of toxins, such as solvents and metals; and review of toxicological testing and evaluations. Required for MS and MPH.</p>                                                                                                                                                                                                                                                                                                                             |
| <b>Course prerequisites</b>            | <p>EOHS 633 for MPH students; MS and Industrial Hygiene Certificate students are waived from the EOHS 633 requirement.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Required reading and resources</b>  | <p><a href="#">Casarett &amp; Doull's Essentials of Toxicology Third Edition</a> Edited by Curtis D. Klaassen and John B. Watkins III. McGraw Hill/Lange ISBN 978-0-07-184708. You <b>must</b> have the textbook: either the physical or the electronic version is acceptable. The 4<sup>th</sup> Edition is listed with the bookstore. Either the 3<sup>rd</sup> or 4<sup>th</sup> Editions are acceptable.</p> <p>Additional readings will be posted on Blackboard</p> <p>Course textbooks are available for order through the School of Public Health Online Bookstore. &lt;<a href="http://www.SPHBookstore.com">www.SPHBookstore.com</a>&gt;</p> |
| <b>Suggested reading and resources</b> | <p>Casarett &amp; Doull's Toxicology: The Basic Science of Poisons. Seventh Edition. Editor Curtis D. Klaassen McGraw Hill Education. Note: Our textbook is a condensation of this definitive toxicology reference. An electronic version is available for free on Blackboard.</p> <p>Please see the "Toxicology Resources" folder on Blackboard for additional suggested reading and resources.</p>                                                                                                                                                                                                                                                  |

| MS-EOHS Student Outcomes                                                                                                                                 | Assessment Methods                                                                    |
|----------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
| <i>This course will help you to:</i>                                                                                                                     | <i>Student Outcomes will be assessed as part of the following course assignments:</i> |
| 6. An ability to function effectively on teams that establish goals, plan tasks, meet deadlines, and analyze risk and uncertainty. (Primarily Addressed) | Labs #1-3: Chemical Toxicology Profile                                                |

| Week | Topic                                                                                                                                                                                                                                                                                                                                                                                                            | Assessments                                                                                                                                                            |
|------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1    | Introduction to toxicology                                                                                                                                                                                                                                                                                                                                                                                       | Quiz 1 Due 2/3                                                                                                                                                         |
| 2    | Dose response<br>Risk assessment                                                                                                                                                                                                                                                                                                                                                                                 | Quiz 2 Due 2/10                                                                                                                                                        |
| 3    | Essential concepts in physiology<br>Mechanisms of toxicity<br>This is a hyflex session held on campus from 6 -7:50 pm in Room 102. Students enrolled in in-person/hybrid programs can attend on-campus lectures either in person or online; students enrolled in online programs attend all sessions online. International students are required to attend on-campus lectures in person.                         | Quiz 3 Due 2/17<br>Discussion Board Topic 1 runs from 2/11 – 2/24<br>Discussion Board Topic 1 first of two required responses due 2/17<br>Initiate LAB #1              |
| 4    | Absorption, distribution, excretion                                                                                                                                                                                                                                                                                                                                                                              | Quiz 4 Due 2/24<br>Complete Discussion Board Topic 1 2/24                                                                                                              |
| 5    | Biotransformation<br>Toxicokinetics                                                                                                                                                                                                                                                                                                                                                                              | Start Quiz 5 Due 3/3<br>LAB #1 Due 3/3                                                                                                                                 |
| 6    | Chemical carcinogenesis<br>Genetic toxicology<br>This is a hyflex session held on campus from 6 -7:50 pm in Room 717. Students enrolled in in-person/hybrid programs can attend on-campus lectures either in person or online; students enrolled in online programs attend all sessions online. International students are required to attend on-campus lectures in person.                                      | Quiz 6 Due 3/10<br>Initiate LAB #2                                                                                                                                     |
| 7    | Midterm exam on Sessions 1-6                                                                                                                                                                                                                                                                                                                                                                                     | Complete Midterm Exam by 3/15<br>LAB #2 - Due 3/17                                                                                                                     |
| 8    | Developmental toxicity<br>Epigenetics                                                                                                                                                                                                                                                                                                                                                                            | Quiz 8 Due 3/24<br>Initiate LAB #3                                                                                                                                     |
| 9    | Toxic response of the liver<br>This is a hyflex session held on campus from 6 -7:50 pm in Room 717. Students enrolled in in-person/hybrid programs can attend on-campus lectures either in person or online; students enrolled in online programs attend all sessions online. International students are required to attend on-campus lectures in person.                                                        | Quiz 9 Due 3/31<br>Discussion Board Topic 2 first of two required responses Due 3/31                                                                                   |
| 10   | Toxic response of the kidney                                                                                                                                                                                                                                                                                                                                                                                     | Start Quiz 10 Due 4/7<br>LAB #3 due 4/7<br>Discussion Board Topic 2 second of two required responses Due 4/12 (Saturday)                                               |
| 11   | Toxic response of the respiratory system                                                                                                                                                                                                                                                                                                                                                                         | Quiz 11 Due 4/21<br>Term paper proposal- <b>Due Friday 4/11</b><br>LAB Experience Survey Due 4/21<br>Upon receipt of Proposal approval, Initiate Term Paper - Due 5/22 |
| 12   | Toxic response of the nervous system<br>Pesticides                                                                                                                                                                                                                                                                                                                                                               | Quiz 12 Due 4/28                                                                                                                                                       |
| 13   | Toxic responses of blood system<br>Toxicity of the heart and cardiovascular system<br>This is a hyflex session held on campus from 6 -7:50 pm in Room 717. Students enrolled in in-person/hybrid programs can attend on-campus lectures either in person or online; students enrolled in online programs attend all sessions online. International students are required to attend on-campus lectures in person. | Quiz 13 Due 5/5                                                                                                                                                        |
| 14   | Toxic responses of the immune system<br>Toxic responses of the endocrine system                                                                                                                                                                                                                                                                                                                                  | Quiz 14 - Due 5/12                                                                                                                                                     |
| 15   | Final exam emphasizing Sessions 8-14                                                                                                                                                                                                                                                                                                                                                                             | Term Paper - Due 5/22<br>Complete final exam by 5/20                                                                                                                   |

**COURSE SYLLABUS**

**EOHS 623**  
**Principles of Industrial Hygiene**  
3 Credits, 3 contact hours

Fall 2024

|                                        |                                                                                                                                                                                                                                                                                                                                                                               |
|----------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Instructor</b>                      | Brian Pavilonis PhD, CIH                                                                                                                                                                                                                                                                                                                                                      |
| <b>Course description</b>              | Recognition, evaluation, and control of industrial hazards due to chemical and physical agents. Topics include occupational health standards, regulatory agency activities, effects of contaminants on human health, sampling and control of hazards, current issues.                                                                                                         |
| <b>Course prerequisites</b>            | None                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Required reading and resources</b>  | Monitoring for Health Hazards at Work (Fourth Edition) John Cherrie, Robin Howie, and Sean Semple, with contributions from Adrian Watson. Chichester, Wiley-Blackwell, 4th edn 2010 ISBN 978-1-4051-5962-3. Course textbooks are available for order through the School of Public Health Online Bookstore. < <a href="http://www.SPHBookstore.com">www.SPHBookstore.com</a> > |
| <b>Suggested reading and resources</b> | Lecture slides posted on Black Board                                                                                                                                                                                                                                                                                                                                          |

| <b>MS-EOHS Student Outcomes</b>                                                                                                                                                                                                      | <b>Assessment Methods</b>                                                             |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
| <i>This course will help you to:</i>                                                                                                                                                                                                 | <i>Student Outcomes will be assessed as part of the following course assignments:</i> |
| 1. An ability to identify, formulate, and solve broadly defined technical or scientific problems by applying knowledge of mathematics and science and/or technical topics to areas relevant to the discipline. (Primarily Addressed) | Exams, Homework Assignments                                                           |
| 3. An ability to develop and conduct experiments or test hypotheses, analyze and interpret data and use scientific judgment to draw conclusions. (Reinforced)                                                                        |                                                                                       |
| 4. An ability to communicate effectively with a range of audiences. (Reinforced)                                                                                                                                                     |                                                                                       |
| 5. An ability to understand ethical and professional responsibilities and the impact of technical and/or scientific solutions in global, economic, environmental, and societal contexts. (Reinforced)                                |                                                                                       |
| 6. An ability to function effectively on teams that establish goals, plan tasks, meet deadlines, and analyze risk and uncertainty. (Primarily Addressed)                                                                             |                                                                                       |



| <b>Week</b> | <b>Date</b> | <b>Topic/Objectives</b>                                  | <b>Readings</b>                                             | <b>Assignment Due</b> |
|-------------|-------------|----------------------------------------------------------|-------------------------------------------------------------|-----------------------|
| 1           | 9/2         | <b>Introduction to industrial hygiene</b>                | Chapters 1 and 2                                            | None                  |
| 2           | 9/9         | <b>Exposure routes and modeling</b>                      | Chapters 3,4, and 5                                         | Homework 1            |
| 3           | 9/16        | <b>Chemical sampling and IH statistics</b>               | Chapter 6, 7, and 8                                         | Homework 2            |
| 4           | 9/23        | <b>IH calculations</b>                                   | Readings posted to blackboard                               | Homework 3            |
| 5           | 9/30        | <b>Calibrating air sampling equipment</b>                | Readings posted to blackboard                               | Homework 4            |
| 6           | 10/7        | <b>Exam 1</b>                                            |                                                             | Homework 5            |
| 7           | 10/14       | <b>Gas and vapor sampling</b>                            | Chapter 15                                                  | None                  |
| 8           | 10/21       | <b>Respiratory deposition and particulate sampling</b>   | Chapter 14                                                  | Homework 6            |
| 9           | 10/28       | <b>Asbestos, mineral fibers, and silica</b>              | Chapter 14                                                  |                       |
| 10          | 11/4        | <b>Indoor air quality</b>                                | Readings posted to blackboard                               | Homework 7            |
| 11          | 11/11       | <b>Comprehensive occupational exposure assessment</b>    | Additional readings posted to blackboard                    | Homework 8            |
| 12          | 11/18       | <b>Exam 2</b>                                            |                                                             | None                  |
| 13          | 11/25       | <b>Non-engineering occupational controls</b>             | Chapter 28                                                  | Homework 9            |
| 14          | 12/2        | <b>Biological hazards/Biomonitoring</b>                  | Chapter 16 & 18<br>Additional readings posted to blackboard |                       |
| 15          | 12/9        | <b>Low-Cost Sensors to Measure Occupational Exposure</b> | Additional readings posted to blackboard                    | Homework 10           |
| 16          | 12/16       | <b>Final Exam</b>                                        |                                                             |                       |

**COURSE SYLLABUS**

**Hazard Evaluation and Instrumentation  
EOHS 625**

3 Credits, 3 contact hours

Fall 2024

|                                        |                                                                                                                                                                                           |
|----------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Instructor</b>                      | Mike Johnson, CIH, PE, MS<br>Michael.Johnson@sph.cuny.edu (preferred method of contacting me)                                                                                             |
| <b>Course description</b>              | This course serves to supplement the other core industrial hygiene courses in the master's program, with more detailed instruction on exposure assessment and the use of instrumentation. |
| <b>Course prerequisites</b>            | Prerequisites: (PUBH 614 or BIOS 610 or BIOS 611) and EOHS 633 or EOHS 620                                                                                                                |
| <b>Required reading and resources</b>  | To be posted on blackboard.<br><br>No textbook is needed.                                                                                                                                 |
| <b>Suggested reading and resources</b> | Posted on blackboard each week.                                                                                                                                                           |

| <b>MS-EOHS Student Outcomes</b>                                                                                                                                                                       | <b>Assessment Methods</b>                                                                                            |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------|
| <i>This course will help you to:</i>                                                                                                                                                                  | <i>Student Outcomes will be assessed as part of the following course assignments:</i>                                |
| 2. An ability to formulate or design a system, process, procedure or program for the intended purpose. (Primarily Addressed)                                                                          | Introductory Survey, Weekly Lecture and Quizzes, Instrumentation report, Group modeling report, Investigation Report |
| 3. An ability to develop and conduct experiments or test hypotheses, analyze and interpret data and use scientific judgment to draw conclusions. (Primarily Addressed)                                |                                                                                                                      |
| 4. An ability to communicate effectively with a range of audiences. (Primarily Addressed)                                                                                                             |                                                                                                                      |
| 5. An ability to understand ethical and professional responsibilities and the impact of technical and/or scientific solutions in global, economic, environmental, and societal contexts. (Reinforced) |                                                                                                                      |
| 6. An ability to function effectively on teams that establish goals, plan tasks, meet deadlines, and analyze risk and uncertainty. (Primarily Addressed)                                              |                                                                                                                      |

| Session | Date  | Topics/Learning Objectives – Week Start                                                           | Assignments Due                                                                  |
|---------|-------|---------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------|
| 0       | 8/28  | <i>Semester Begins – review syllabus, download required software, complete intro survey.</i>      |                                                                                  |
| 1       | 9/2   | Intro, Learning Science, Project Management                                                       | Intro Survey, Email confirming download of programs                              |
| 2       | 9/9   | Technical Writing and Ethics                                                                      | Weekly Lecture and Quiz Questions                                                |
| 3       | 9/16  | Workplace Exposure Characterization                                                               | Weekly Lecture and Quiz Questions                                                |
| 4       | 9/23  | Direct Reads Part 1                                                                               | Weekly Lecture and Quiz Questions                                                |
| 5       | 9/30  | Direct Reads Part 2                                                                               | Weekly Lecture and Quiz Questions                                                |
| 6       | 10/7  | Exposure Limits and Control Banding                                                               | Weekly Lecture and Quiz Questions<br>Inv-Report Draft 1                          |
| 7       | 10/14 | Exposure Modeling 1                                                                               | Instrumentation Draft                                                            |
| 8       | 10/21 | Exposure Modeling 2                                                                               | Weekly Lecture and Quiz Questions                                                |
| 9       | 10/28 | Sample Strategy Design 1                                                                          | Weekly Lecture and Quiz Questions                                                |
| 10      | 11/4  | Sample Strategy Design 2                                                                          | Weekly Lecture and Quiz Questions<br>Group modeling draft                        |
| 11      | 11/11 | IH Data Analysis                                                                                  | Weekly Lecture and Quiz Questions                                                |
| 12      | 11/18 | Sample Specifications - Lab Analysis                                                              | Weekly Lecture and Quiz Questions                                                |
| 13      | 11/25 | No lecture                                                                                        |                                                                                  |
| 14      | 12/2  | Personal Protective Equipment                                                                     | Weekly Lecture and Quiz Questions<br>Inv-Report Draft 2<br>Instrumentation Final |
| 15      | 12/9  | Hierarchy of Controls and Emerging Technologies                                                   | Weekly Lecture and Quiz Questions                                                |
| 16      | 12/16 | No lecture.<br>Investigation report Final due 12/20<br>Instrumentation assignment Final due 12/20 | Inv-Report Final<br>Group Modeling Final                                         |

**COURSE SYLLABUS**

**Industrial Ventilation and Indoor Air Quality**

**EOHS 626**

3 Credits, 3 contact hours

Spring 2025

|                                        |                                                                                                                                                                                                                                                                                                                           |
|----------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Instructor</b>                      | Mike Johnson, CIH, PE, MS<br>Michael.johnson@sph.cuny.edu (preferred method of contacting me)                                                                                                                                                                                                                             |
| <b>Course description</b>              | This course covers the fundamentals of design, operation and evaluation of air moving systems for local and dilution exhaust ventilation systems. Engineering controls are the preferred method for the control of airborne hazards in the workplace.                                                                     |
| <b>Course prerequisites</b>            | EOHS 620                                                                                                                                                                                                                                                                                                                  |
| <b>Required reading and resources</b>  | Ventilation for Control of the Work Environment, Author: William A. Burgess, Publisher: John Wiley & Sons Inc, Edition: 2, Year Published: 2004.<br><br>Course textbooks are available for order through the School of Public Health Online Bookstore. < <a href="http://www.SPHBookstore.com">www.SPHBookstore.com</a> > |
| <b>Suggested reading and resources</b> | Lecture notes                                                                                                                                                                                                                                                                                                             |

| <b>MS-EOHS Student Outcomes</b>                                                                                                                                                                                                      | <b>Assessment Methods</b>                                                             |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
| <i>This course will help you to:</i>                                                                                                                                                                                                 | <i>Student Outcomes will be assessed as part of the following course assignments:</i> |
| 1. An ability to identify, formulate, and solve broadly defined technical or scientific problems by applying knowledge of mathematics and science and/or technical topics to areas relevant to the discipline. (Primarily Addressed) | Problem Sets, Group Project Memo, Exam I, Exam II, Final Exam                         |
| 2. An ability to formulate or design a system, process, procedure or program for the intended purpose. (Primarily Addressed)                                                                                                         |                                                                                       |
| 3. An ability to develop and conduct experiments or test hypotheses, analyze and interpret data and use scientific judgment to draw conclusions. (Reinforced)                                                                        |                                                                                       |
| 4. An ability to communicate effectively with a range of audiences. (Primarily Addressed)                                                                                                                                            |                                                                                       |

| Session | Date      | Topics/Learning Objectives               | Required Readings       | Assignments Due                       |
|---------|-----------|------------------------------------------|-------------------------|---------------------------------------|
| 1       | 1/27/2025 | Introduction and Principles of Airflow I | Chapter 1 and Chapter 2 |                                       |
| 2       | 2/3/2025  | Principles of Airflow II                 | Chapter 2               | Problem set 1                         |
| 3       | 2/10/2025 | Airflow measurement techniques           | Chapter 3               | Problem set 2                         |
| 4       | 2/17/2025 | General exhaust ventilation              | Chapter 4               | Problem set 3                         |
| 5       | 2/24/2025 | Exam I Week                              |                         | Problem set 4                         |
| 6       | 3/3/2025  | Hood design                              | Chapter 5               |                                       |
| 7       | 3/10/2025 | Chemical laboratory hood design          | Chapter 7               | Problem set 5<br>Draft 1 Group Report |
| 8       | 3/17/2025 | Design of a single hood system           | Chapter 8               | Problem set 6                         |
| 9       | 3/24/2025 | Design of a multiple hood system         | Chapter 9               | Problem set 7                         |
| 10      | 3/31/2025 | Fan selection                            | Chapter 10              | Problem set 8                         |
| 11      | 4/7/2025  | Exam II Week                             |                         | Problem set 9                         |
| 12      | 4/14/2025 | Air cleaning devices                     | Chapter 11              |                                       |
| 13      | 4/21/2025 | Replacement air                          | Chapter 13              | Draft 2 Group Report                  |
| 14      | 4/28/2025 | HVAC and IAQ                             | Blackboard              |                                       |
| 15      | 5/5/2025  | Infectious Disease Risk Assessment       | Blackboard              | Problem set 10                        |
| 16      | 5/12/2025 | Final exam – DUE 5/19/2025               |                         | Final Group Report                    |



## GRADUATE SCHOOL OF PUBLIC HEALTH & HEALTH POLICY

### COURSE SYLLABUS

#### EOHS 627

#### Noise Radiation Hazards and Controls

3 Credits, 3 contact hours

Fall 2024

|                                         |                                                                                                                                                                                                                                                                         |
|-----------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Instructor</b>                       | Mike Johnson, CIH, PE, MS<br>Michael.Johnson@sph.cuny.edu (preferred method of contacting me)                                                                                                                                                                           |
| <b>Course description</b>               | Introduction to basic concepts of sound, noise measurement, and noise control in community and occupational environments. Health and safety problems involved with the use of ionizing and non-ionizing radiation, with an emphasis on identification and control.      |
| <b>Course prerequisites</b>             | None                                                                                                                                                                                                                                                                    |
| <b>Required reading and resources</b>   | Monitoring for Health Hazards at Work, 5th Edition<br>John Cherrie, Sean Semple, Marie Coggins<br><br>Course textbooks are available for order through the School of Public Health Online Bookstore. < <a href="http://www.SPHBookstore.com">www.SPHBookstore.com</a> > |
| <b>Additional reading and resources</b> | Lecture slides posted on Black Board                                                                                                                                                                                                                                    |

| MS-EOHS Student Outcomes                                                                                                                                                                                                             | Assessment Methods                                                                    |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
| <i>This course will help you to:</i>                                                                                                                                                                                                 | <i>Student Outcomes will be assessed as part of the following course assignments:</i> |
| 1. An ability to identify, formulate, and solve broadly defined technical or scientific problems by applying knowledge of mathematics and science and/or technical topics to areas relevant to the discipline. (Primarily Addressed) | Homework Assignments, Exam 1, Exam 2, Final Exam                                      |
| 6. An ability to function effectively on teams that establish goals, plan tasks, meet deadlines, and analyze risk and uncertainty. (Reinforced)                                                                                      |                                                                                       |

| Week | Topics                                                                                                                                                                                                                                                                                                                                                                                                                                   | Assignment Due |
|------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|
| 1    | <b>Introduction to Noise and Basic Equations Part 1: Basics of noise</b> <ol style="list-style-type: none"> <li>1. Understand the physics of sound and apply basic equations to predict exposure</li> <li>2. Identify health consequences of excessive noise exposure</li> <li>3. Apply basic equations for evaluating noise exposure</li> </ol>                                                                                         | None           |
| 2    | <b>Introduction to Noise and Basic Equations Part 2: Dose and duration</b> <ol style="list-style-type: none"> <li>1. Understand the risk factors for noise induced hearing loss</li> <li>2. Calculate dose and allowable time for noise exposure</li> <li>3. Apply occupational standards and guidance values to determine if workers are at risk of noise induced hearing loss</li> </ol>                                               | Homework 1     |
| 3    | <b>Noise Exposure Assessment and Controls Part 1: Instrumentation</b> <ol style="list-style-type: none"> <li>1. Determine appropriate instrumentation for conducting noise exposure assessments</li> <li>2. Describe methods used to conduct a noise assessments</li> <li>3. Apply appropriate equations and data analyses to determine exposure</li> </ol>                                                                              | Homework 2     |
| 4    | <b>Noise Exposure Assessment and Controls Part 2: Hearing protection</b> <ol style="list-style-type: none"> <li>1. Identify different control strategies to mitigate noise exposure</li> <li>2. Describe the advantages and disadvantages of different control strategies</li> <li>3. Calculate reduction in exposure by implementing various control strategies</li> </ol>                                                              | Homework 3     |
| 5    | Homework 4                                                                                                                                                                                                                                                                                                                                                                                                                               |                |
| 6    | <b>Ionizing Radiation Part 1: Basics of radiation</b> <ol style="list-style-type: none"> <li>1. Understand the basic physics and sources of ionizing radiation</li> <li>2. Identify health effects associated with exposure to ionizing radiation</li> <li>3. Apply radiation equations to perform relevant calculations</li> </ol>                                                                                                      |                |
| 7    | <b>Ionizing Radiation Part 2: Controls and exposure assessment</b> <ol style="list-style-type: none"> <li>1. Apply radiation equations to perform relevant calculations</li> <li>2. Demonstrate the use of occupational exposure standards to protect worker health</li> <li>3. Determine appropriate controls for reducing ionizing radiation exposure</li> </ol>                                                                       | Homework 5     |
| 8    | <b>Non-ionizing radiation</b> <ol style="list-style-type: none"> <li>1. Develop an understanding of basic terms and concepts associated with non-ionizing radiation</li> <li>2. Understand the different types of non-ionizing radiation</li> <li>3. Identify potential health hazards associated with non-ionizing radiation exposure</li> <li>4. Identify appropriate equations to calculate relevant non-ionizing exposure</li> </ol> | Homework 6     |
| 9    | <b>Lasers</b> <ol style="list-style-type: none"> <li>1. Describe the characteristics of a laser and potential health effects</li> <li>2. Calculate the hazard distance for laser radiation</li> <li>3. Apply control measures to reduce the likelihood of worker exposure</li> <li>4. Determine the proper eye protection based on the laser's characteristics</li> </ol>                                                                | Homework 7     |
| 10   | Homework 8                                                                                                                                                                                                                                                                                                                                                                                                                               |                |
| 11   | <b>Heat Stress Part 1</b> <ol style="list-style-type: none"> <li>1. Identify common occupational sources of thermal stress</li> <li>2. Understand basic definitions, equations, and health effects of thermal stress</li> <li>3. Recognize the signs and symptoms of thermal stress and describe adverse health effects resulting from thermal stress.</li> <li>4. Determine appropriate controls of thermal stress</li> </ol>           | None           |
| 12   | <b>Heat Stress Part 2/ Cold Stress</b>                                                                                                                                                                                                                                                                                                                                                                                                   | None           |
| 13   | <b>Ergonomics Part 1</b> <ol style="list-style-type: none"> <li>1. Understand risk factors and common types of MSDs</li> <li>2. Calculate maximum weight per lift using the NIOSH lifting equation</li> <li>3. Identify proper controls to reduce work related MSDs</li> <li>4. Learn the basics of an ergonomics program</li> </ol>                                                                                                     | Homework 9     |
| 14   | <b>Ergonomics Part 2/ Vibration</b>                                                                                                                                                                                                                                                                                                                                                                                                      | None           |
| 15   | <b>Low-Cost Sensors to Measure Physical Hazards</b>                                                                                                                                                                                                                                                                                                                                                                                      | Homework 10    |

## COURSE SYLLABUS

### EOHS 633: Introduction to Environmental and Occupational Health

3 Credits, 3 contact hours

Fall 2024

|                                        |                                                                                                                                                                                                                                                                                                                                   |
|----------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Instructor</b>                      | Rachael Piltch-Loeb, PhD MSPH. Assistant Professor. <a href="mailto:Rachael.piltch-loeb@sph.cuny.edu">Rachael.piltch-loeb@sph.cuny.edu</a>                                                                                                                                                                                        |
| <b>Course description</b>              | Introduction to basic concepts and issues in environmental and occupational health, including chemical, biological, and physical hazards and the health risk associated with exposure to them. Mechanisms for reducing exposure to these hazards are discussed.                                                                   |
| <b>Course prerequisites</b>            | None                                                                                                                                                                                                                                                                                                                              |
| <b>Required reading and resources</b>  | Friss, R.L. (2019) Essentials of Environmental Health (3 <sup>rd</sup> edition). Jones and Bartlett. Sudbury, Massachusetts.<br><br>Course textbooks are available for order through the School of Public Health Online Bookstore. < <a href="http://www.SPHBookstore.com">www.SPHBookstore.com</a> > Used copies are acceptable. |
| <b>Suggested reading and resources</b> | See Course Schedule                                                                                                                                                                                                                                                                                                               |

| <b>MS-EOHS Student Outcomes</b>                                                                                                                                                                                | <b>Assessment Methods</b>                                                             |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
| <i>This course will help you to:</i>                                                                                                                                                                           | <i>Student Outcomes will be assessed as part of the following course assignments:</i> |
| 4. An ability to communicate effectively with a range of audiences. (Reinforced)                                                                                                                               | Midterm Exam, Final Exam, Quizzes, Term Paper                                         |
| 5. An ability to understand ethical and professional responsibilities and the impact of technical and/or scientific solutions in global, economic, environmental, and societal contexts. (Primarily Addressed) |                                                                                       |



| Week | Topic                                                       | Readings                                  | Assignment(s)                                                                                                                              |
|------|-------------------------------------------------------------|-------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|
| 1    | Introduction, background, Population and EOH                | Chapter 1                                 |                                                                                                                                            |
| 2    | Environmental and occupational epidemiology                 | Chapter 2; Glasgow Article*               | <ul style="list-style-type: none"> <li>Quiz 1</li> <li><b>Term paper topic</b> (due 9/12)</li> </ul>                                       |
| 3    | Environmental and occupational toxicology                   | Chapter 3                                 | <ul style="list-style-type: none"> <li>Quiz 2</li> </ul>                                                                                   |
| 4    | Environmental and occupational health policy and regulation | Chapter 4; PEL, TLV, REL document*        | <ul style="list-style-type: none"> <li>Quiz 3</li> </ul>                                                                                   |
| 5    | Zoonotic and vector-borne diseases                          | Chapter 5                                 | <ul style="list-style-type: none"> <li>Quiz 4</li> </ul>                                                                                   |
| 6    | Toxic metals and elements                                   | Chapter 6; Artisanal Gold Mining Article* | <ul style="list-style-type: none"> <li>Quiz 5</li> </ul>                                                                                   |
| 7    | Pesticides and other organic chemicals                      | Chapter 7                                 | No quiz, study for exam!                                                                                                                   |
| 8    | Midterm exam                                                |                                           | <ul style="list-style-type: none"> <li><b>Midterm Exam</b></li> </ul>                                                                      |
| 9    | Workplace exposures and industrial hygiene                  | Chapter 13; Nail Salon Article*           | <ul style="list-style-type: none"> <li>Quiz 6</li> </ul>                                                                                   |
| 10   | Radiological hazards                                        | Chapter 8                                 | <ul style="list-style-type: none"> <li>Quiz 7</li> </ul> <b>Term paper rough draft</b> (optional)                                          |
| 11   | Air pollution (1)                                           | Chapter 10; WTC Dust and Silica Article*  | No quiz, work on your paper!                                                                                                               |
| 12   | Air Pollution (2) & Exposure assessment                     | Readings on Blackboard*                   | <ul style="list-style-type: none"> <li>Quiz 8</li> </ul>                                                                                   |
| 13   | Water quality                                               | Chapter 9                                 | <ul style="list-style-type: none"> <li>Quiz 9</li> <li>(note, you have until 11/30 due to Thanksgiving)</li> </ul> <b>Final term paper</b> |
| 14   | Solid and liquid waste / Food safety and nutrition          | Chapter 11; Chapter 12                    |                                                                                                                                            |
| 15   | Final Exam                                                  |                                           | <ul style="list-style-type: none"> <li><b>Final Exam</b> (closes at 11:59 PM on 12/12)</li> </ul>                                          |



## GRADUATE SCHOOL OF PUBLIC HEALTH & HEALTH POLICY

### COURSE SYLLABUS

#### EOHS 643: Industrial Safety and Management

3 Credits, 3 contact hours

Spring 2025

|                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|----------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Instructor</b>                      | Neil Feldscher, CIH, CSP, Esq., FAIHA Email: <a href="mailto:Neil.Feldscher@sph.cuny.edu">Neil.Feldscher@sph.cuny.edu</a> Phone: (508) 514-1444<br>Office: Virtual                                                                                                                                                                                                                                                                                                       |
| <b>Course description</b>              | Fundamental concepts and principles of occupational accident prevention and loss control; understanding of safety as a discipline; safety program organization; risk & safety management; accident investigation; safety hazard recognition; safety plan and program creation; consideration of technological advances in safety.                                                                                                                                        |
| <b>Course prerequisites</b>            | N/A                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Required reading and resources</b>  | <i>Occupational Safety and Health for Technologists, Engineers, and Managers</i> 10th Edition by David Goetsch<br><br>Course textbooks are available for order through the School of Public Health Online Bookstore. < <a href="http://www.SPHBookstore.com">www.SPHBookstore.com</a> ><br><a href="https://sph.textbookx.com/institutional/index.php?action=browse#/books/4233672/">https://sph.textbookx.com/institutional/index.php?action=browse#/books/4233672/</a> |
| <b>Suggested reading and resources</b> | Additional resources will be posted to Blackboard                                                                                                                                                                                                                                                                                                                                                                                                                        |

| <b>MS-EOHS Student Outcomes</b>                                                                                     | <b>Assessment Methods</b>                                                             |
|---------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
| <i>This course will help you to:</i>                                                                                | <i>Student Outcomes will be assessed as part of the following course assignments:</i> |
| 2. An ability to formulate or design a system, process, procedure or program for the intended purpose. (Reinforced) | Midterm Exam, Final Exam, Discussion Board, Quizzes, Creation of a Safety Plan        |

| Session | Topic                                                                                                                           | Readings                                                                                                                                                  | Due                                 |
|---------|---------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|
| 1       | Introductions, Syllabus Review, Safety & Health Movement, Then & Now                                                            | Course Syllabus<br><i>Occupational Safety and Health for Technologists, Engineers, and Managers</i> , Chapter 1                                           | Week 1 Discussion Board             |
| 2       | Roles & Professional Certifications for Safety & Health Professionals<br>Safety, Health & Competition in the Global Marketplace | <i>Occupational Safety and Health for Technologists, Engineers, and Managers</i> , Chapters 4 and 5                                                       | Quiz 1<br>Week 2 Discussion Board   |
| 3       | Accidents & Their Effects<br><br>Theories of Accident Causation                                                                 | <i>Occupational Safety and Health for Technologists, Engineers, and Managers</i> , Chapters 2 & 3                                                         | Quiz 2<br>Week 3 Discussion Board   |
| 4       | Laws & Regulatory Overview<br>OSH Act, Standards & Liability<br>Part 1                                                          | <i>Occupational Safety and Health for Technologists, Engineers, and Managers</i> , Chapter 6<br>(pages 91 – 114)                                          | Quiz 3<br>Week 4 Discussion Board   |
| 5       | OSHA Act, Standards & Liability<br>Part 2<br>Other Agencies & Organizations                                                     | <i>Occupational Safety and Health for Technologists, Engineers, and Managers</i> , Chapter 6<br>(pages 114 – 140)                                         | Quiz 4<br>Week 5 Discussion Board   |
| 6       | Workers' Compensation                                                                                                           | <i>Occupational Safety and Health for Technologists, Engineers, and Managers</i> , Chapter 7                                                              | Quiz 5<br>Week 6 Discussion Board   |
| 7       | Accident Investigation & Reporting                                                                                              | <i>Occupational Safety and Health for Technologists, Engineers, and Managers</i> , Chapter 8<br>Supplemental Readings Posted to Blackboard as Appropriate | Quiz 6<br>Week 7 Discussion Board   |
| 8       | <b>Midterm – Exam 1</b>                                                                                                         |                                                                                                                                                           |                                     |
| 9       | Preparing for Emergencies & Promoting Safety                                                                                    | <i>Occupational Safety and Health for Technologists, Engineers, and Managers</i> , Chapter 25<br>(pages 581 – 589) & Chapter 28                           | Quiz 7<br>Week 9 Discussion Board   |
| 10      | Safety & Health Training                                                                                                        | <i>Occupational Safety and Health for Technologists, Engineers, and Managers</i> , Chapter 12                                                             | Quiz 8<br>Week 10 Discussion Board  |
| 11      | Hazard Assessment, Prevention & Control<br><br>Mechanical Hazards & Machine Safeguarding                                        | <i>Occupational Safety and Health for Technologists, Engineers, and Managers</i> , Chapter 14                                                             | Quiz 9<br>Week 11 Discussion Board  |
| 12      | Falling, Impact, Acceleration & Vision Hazards with Appropriate PPE                                                             | <i>Occupational Safety and Health for Technologists, Engineers, and Managers</i> , Chapter 15                                                             | Quiz 10<br>Week 12 Discussion Board |
| 13      | Electrical Hazards<br>Fire Hazards & Life Safety                                                                                | <i>Occupational Safety and Health for Technologists, Engineers, and Managers</i> , Chapters 18 & 19                                                       | Week 13 Discussion Board            |
| 14      | Computers, Automation & Robots                                                                                                  | <i>Occupational Safety and Health for Technologists, Engineers, and Managers</i> , Chapter 23                                                             | Safety Plan Due                     |
| 15      | Environmental Safety                                                                                                            | <i>Occupational Safety and Health for Technologists, Engineers, and Managers</i> , Chapter 29                                                             |                                     |



## GRADUATE SCHOOL OF PUBLIC HEALTH & HEALTH POLICY

### COURSE SYLLABUS

#### **PUBH 698 02 Capstone Project [52429]**

3 Credits, 3 contact hours  
Spring 2025

|                                      |                                                                                                                                                                                                                                                                                                                                                  |
|--------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Instructor and Contact</b>        | Jean Grassman MS PhD CPH CIH                                                                                                                                                                                                                                                                                                                     |
| <b>Course description</b>            | This course consists of a structured seminar where students synthesize their knowledge and experience into a major writing project. It is expected that students use a combination of evidence, theoretical models, and empirical research to answer a public health research question or practice problem using interdisciplinary perspectives. |
| <b>Course prerequisites</b>          | Department Consent Required                                                                                                                                                                                                                                                                                                                      |
| <b>Course readings and resources</b> | How to Write a Scientific Paper : An Academic Self-Help Guide for PhD Students by Saramki, Jari; 9781730784163 ( <i>highly recommended</i> )                                                                                                                                                                                                     |

| <b>MS-EOHS Student Outcomes</b>                                                                                                                                                                                                      | <b>Assessment Methods</b>                                                             |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
| <i>This course will help you to:</i>                                                                                                                                                                                                 | <i>Student Outcomes will be assessed as part of the following course assignments:</i> |
| 1. An ability to identify, formulate, and solve broadly defined technical or scientific problems by applying knowledge of mathematics and science and/or technical topics to areas relevant to the discipline. (Primarily Addressed) | Capstone Project                                                                      |
| 2. An ability to formulate or design a system, process, procedure or program for the intended purpose. (Primarily Addressed)                                                                                                         |                                                                                       |
| 3. An ability to develop and conduct experiments or test hypotheses, analyze and interpret data and use scientific judgment to draw conclusions. (Primarily Addressed)                                                               |                                                                                       |
| 4. An ability to communicate effectively with a range of audiences. (Primarily Addressed)                                                                                                                                            |                                                                                       |

| <b>Week</b> | <b>Date</b>   | <b>Topic</b>                                          |
|-------------|---------------|-------------------------------------------------------|
| 1           | 1/28          | Capstone launch                                       |
| 2           | 2/4-2/10      | Template paper                                        |
| 3           | 2/11-2/17     | Data analysis                                         |
| 4           | 2/18-2/24     | Tables and figures                                    |
| 5           | 2/25-3/3      | Results section                                       |
| 6           | 3/4-3/10      | Discussion section                                    |
| 7           | 3/11-3/17     | Materials and methods                                 |
| 8           | 3/18-3/24     | Introduction section                                  |
| 9           | 3/25-3/31     | Abstract and Conclusion sections                      |
| 10          | 4/1-4/7       | First draft                                           |
| 11          | 4/8-4/21      | Portfolio                                             |
| 12          | 4/22-4/28     | Second draft                                          |
| 13          | 4/29-5/5      | Presentation preparation                              |
| 14          | 5/7, 5/8, 5/9 | Capstone symposium                                    |
| 15          | 5/13-5/22     | Final Capstone paper &<br>Response-to-Comments letter |

## **APPENDIX B – FACULTY VITAE**

- Pavilonis, Brian
- Garret, Kimberly
- Grassman, Jean
- Johnson, Michael
- McDermott, Suzanne
- Piltch-Loeb, Rachael
- Schooling, Mary

**Brian Pavidonis**

55 W 125th St, New York, NY | 646.364.9509 | brian.pavidonis@sph.cuny.edu

**Education**

- 2012      PhD, Occupational and Environmental Health. University of Iowa.  
2008      MPH, Environmental Health. University of Illinois at Springfield.  
2005      BS, Chemical Environmental Science. University of Iowa.

**Academic and Professional Experience**

- 2014 - Present      Associate Professor (Assistant Professor, 2014–2020), CUNY Graduate School of Public Health and Health Policy, Environmental, Occupational, and Geospatial Health Sciences. Full-time.
- 2012 - 2014      NIEHS Postdoctoral Fellowship (Fellowship). Rutgers University, New Brunswick, NJ, United States.

**Professional Credentials, Certifications, or Licensing**

- 10/2017 - Present      Certified Industrial Hygienist (CIH), American Board of Industrial Hygiene.

**Professional Development Activities***Honors and Awards*

- 6/2017      Dean's Excellence in Teaching, CUNY SPH.

*Memberships in Professional Societies*

- 2008 - Present      American Industrial Hygiene Association.

**Contributions to the Discipline***Select Peer Reviewed Journal Articles*

1. Ierardi, A. M., Pavidonis, B. (2025). New York City occupations at-risk of heat stress: integrating O\*NET and BLS data for occupational insights. *Annals of work exposures and health*.
2. Henderson, E. (Student: Graduate), Maroko, A., Kelvin, E. A., Pavidonis, B. (Senior Author) (2022). Identification of legacy and active sources of metal contamination in soils in Brooklyn, NY. *Archives of environmental contamination and toxicology*, 83(1), 67-76.
3. Pavidonis, B., Maroko, A., Cai, B., Shin, J., Lahage, N., Gupta, A., Stein-Albert, M., Patil, U., Dubov, T. E., Karbalivand, H., McDermott, S. (2022). Characterization of fetal exposure to multiple metals among an urban population: A case study of New York City. *Environmental research*, 211, 113050.
4. Pavidonis, B., Cheng, Z., Johnson, G., Maroko, A. (2021). Lead, Soils, and Children: An Ecological Analysis of Lead Contamination in Parks and Elevated Blood Lead Levels in Brooklyn, New York. *Archives of environmental contamination and toxicology*.

5. Pavilonis, B., Ierardi, A. M. (Student: Graduate), Levine, L. (Student: Graduate), Mirer, F., Kelvin, E. A. (2021). Estimating aerosol transmission risk of SARS-CoV-2 in New York City public schools during reopening. *Environmental research*, 195, 110805.
6. Harrichandra, A., Roelofs, C., Pavilonis, B. (2020). Occupational Exposure and Ventilation Assessment in New York City Nail Salons. *Ann Work Expo Health*.
7. Myers, N. T., Calderón, L., Pavilonis, B., Wang, Z., Xiong, Y., Sorensen-Allacci, M., Plotnik, D., Senick, J., Gong, J., Krogmann, U., Andrews, C. J., Mainelis, G. (2020). Presence and variability of culturable bioaerosols in three multi-family apartment buildings with different ventilation systems in the Northeastern US. *Indoor air*.
8. Harrichandra, A., Ierardi, A., Pavilonis, B. (2020). An estimation of airborne SARS-CoV-2 infection transmission risk in New York City nail salons. *Toxicology and industrial health*, 36(9), 634-643.
9. Maroko, A., Nash, D., Pavilonis, B. (2020). COVID-19 and Inequity: a Comparative Spatial Analysis of New York City and Chicago Hot Spots. *Journal of urban health : bulletin of the New York Academy of Medicine*, 97(4), 461-470.
10. Pavilonis, B., Maroko, A., Cheng, Z. (2020). Lead in New York City's soils: Population growth, land use, and contamination. *International journal of hygiene and environmental health*, 229, 113564.

#### *Other Published Contributions*

1. Editorial: Lee, B. Y., Pavilonis, B., John, D. C., Heneghan, J., Bartsch, S. M., Kavouras, I. (2024). *The Need to Focus More on Climate Change Communication and Incorporate More Systems Approaches*. (pp. 1-10).

#### *Presentations*

1. Pavilonis, B., Industrial Hygiene Webinar, "Estimating Indoor Transmission Risks of SARS-CoV-2," The Center for Occupational and Environmental Health Continuing Education at the University of California, Berkeley, University of California, Berkeley. (April 13, 2021).
2. Pavilonis, B., New York/ New Jersey ERC, "Occupational Exposure Among Nail Salon Workers," Virtual. (October 11, 2020).
3. Pavilonis, B., Industrial Hygiene Webinar, "Occupational Exposure and Ventilation Assessment in New York City Nail Salons," The Center for Occupational and Environmental Health Continuing Education at the University of California, Berkeley, University of California, Berkeley. (August 20, 2020).

#### *Select Awarded and Completed Research and Scholarship Grants*

##### **Active**

1. Pavilonis, B. (Principal Investigator), "New York Training Center for Emerging Technologies in Industrial Hygiene," Sponsored by NIH, Federal, \$908,208.00. Opportunity: RFA-ES-20-011. (September 22, 2021 - August 31, 2026).



2. Pavilonis, B. (Principal Investigator), McDermott, S. (Co-PI), Maroko, A. (Co-Investigator), Kavouras, I. (Co-Investigator), "Innovative approach to assess the effect of metal mixtures from infant meconium associated with adverse infant outcomes by identifying methylation loci in mothers and infants," Sponsored by EPA, Federal, \$940,515.00. Opportunity: EPA-G2022-STAR-A1. (November 1, 2022 - October 31, 2025).
3. McDermott, S. (Principal Investigator), Shenouda, J. (Principal Investigator), Pavilonis, B. (Co-Investigator), Padilla, A. (Co-Investigator), "CHERT: A Case-Control Study of the Association of Environmental Pollution with ID and AD in children," Sponsored by NIH/NIEHS- NYU Langone Center, Federal, \$20,000.00. (March 1, 2023 - December 31, 2024).

### **Completed**

4. Pavilonis, B. (Principal Investigator), Trasande, L. (Principal Investigator), "NYU Collaborative Center In Children's Environmental Health Research and Translation," Sponsored by NIH, Federal, \$1,168,011.00. Grant Number: 5P2CES033423-03. (Dec 1, 2022 - Nov 30, 2024).
5. Pavilonis, B. (Principal Investigator), "NIOSH (Region II) Educational Resource Center," Sponsored by NIH via Mt.Sinai, Federal, \$1,008,793.00. Opportunity: NIOSH. Grant Number: 5T42OH008422-12. (July 1, 2017 - June 30, 2024).
6. McDermott, S. (Principal Investigator), Pavilonis, B. (Co-Investigator), Padilla, A. (Co-Investigator), "A Case-Control Study of the Association of Environmental Pollution with Intellectual Disability and Autism in Children," Sponsored by Rutgers, Federal, \$20,000.00. Opportunity: CEHRT Pilot. (March 1, 2023 - February 29, 2024).
7. Pavilonis, B. (Principal Investigator), McDermott, S. (Co-Investigator), Fisher, S. (Principal Investigator), Meyer, J. (Principal Investigator), "OCCUPATIONAL SAFETY AND HEALTH EDUCATION AND RESEARCH CENTERS (T42)," Sponsored by The New York and New Jersey Education and Research Center (ERC), Federal, \$9,000.00. Opportunity: Pilot Projects Research Training Program (PPRTP). (July 1, 2022 - June 30, 2023).
8. Pavilonis, B. (Principal Investigator), Kelvin, E. (Co-Investigator), Maroko, A. (Co-Investigator), "Evaluating New York City Restaurant Workers' Health Through the Total Worker Health Approach," Sponsored by The CUNY Graduate School of Public Health and Health Policy Health Equity Research Grant Program, CUNY, \$20,801.00. (July 1, 2021 - June 30, 2023).
9. Pavilonis, B. (Principal Investigator), McDermott, S. (Co-Investigator), Kavouras, I. (Co-Investigator), Cai, B. (Co-PI), Cai, G. (Co-Investigator), Shin, J. (Co-Investigator), Maroko, A. (Co-Investigator), "Development of Innovative Approaches to Assess the Toxicity of Chemical Mixtures," Sponsored by EPA, Federal, \$589,811.00. (August 1, 2022 - July 31, 2025).

### *School and University Service*

- |                  |                                                                |
|------------------|----------------------------------------------------------------|
| 8/2017 - Present | Industrial Hygiene Program Director, New York/ New Jersey ERC. |
| 8/2019 - 8/2020  | Chair of Industrial Hygiene Accreditation, ABET.               |

### *Community Service*

- |                  |                                                                 |
|------------------|-----------------------------------------------------------------|
| 5/2020 - Present | Committee Member, COVID Theatre Think-Tank, New York.           |
| 8/2017 - Present | Committee Member, NY/NJ NIOSH ERC Advisory Board, New York, NY. |

## **Kimberly K. Garrett**

[k.garrett@northeastern.edu](mailto:k.garrett@northeastern.edu) | [www.kkgarrett.com](http://www.kkgarrett.com)

### **Education**

- 2021 PhD, Environmental and Occupational Health. University of Pittsburgh.  
Dissertation: *Potential Antidotes to Phosphine Poisoning*
- 2017 MPH, Environmental and Occupational Health, Certificate in Environmental Health Risk Assessment. University of Pittsburgh.  
Thesis: *The Effect of Climate Change on the Risk of Anthrax Infection in the Kobuk Valley, Alaska*
- 2015 BS, Environmental Science. Allegheny College. Minor: Women's Studies  
Thesis: *A Quest for Estrogen: Searching for 17 $\alpha$ -Ethinylestradiol in the French Creek Watershed*

### **Academic and Professional Experience**

- 2022 – Present Postdoctoral Research Associate, PFAS Project Lab, Northeastern University, Boston, MA. Supervisor: Dr. Phil Brown  
Research on PFAS contamination, environmental justice, and multi-scalar governance.
- 2016 – 2021 Graduate Student Researcher, University of Pittsburgh, Pittsburgh, PA.  
Supervisor: Dr. Jim Peterson  
Research on mitochondrial toxicants and antidotes using spectroscopy and animal models.
- 2016 – 2017 Intern, Allegheny County Health Department, Pittsburgh, PA.  
Conducted county-wide Lyme disease surveillance, classified case reports, and maintained PA-NEDSS records.
- 2016 – 2017 Research Assistant, Prevention Options for Women Evaluation Research (POWER) Project. Carnegie Mellon University, Pittsburgh, PA/  
Designed and analyzed behavioral health surveys studying attitudes, behaviors, and knowledge of HIV prevention in young people in Kenya and South Africa.
- 2015 Research Assistant, Meadville Community Wellness Initiative.  
Designed and disseminated behavioral and environmental health surveys for seventh and fifth grade students, assessed community food, transportation, and recreation access based on results.

### **Professional Credentials, Certifications, or Licensing**

N/A

### **Professional Development Activities**

### *Honors and Awards*

2015            Awarded Second Place in Session. *Penn State University Undergraduate Research Conference*.

### **Contributions to the Discipline**

#### *Select Peer Reviewed Journal Articles*

1. Garrett, K. K., Brown, P., Varshavsky, J., & Cordner, A. (2022). Improving Governance of “Forever Chemicals” in the US and Beyond. *OneEarth*.
2. Salvatore, D., Mok, K., Garrett, K. K., et al. (2022). Presumptive Contamination: A New Approach to PFAS Contamination Based on Likely Sources. *Environmental Science & Technology Letters*.
3. Garrett, K. K., Frawley, K. L., Totoni, S. C., et al. (2019). The Antidotal Action of Some Gold (I) Complexes Toward Phosphine Toxicity. *Chemical Research in Toxicology*, 32(6), 1310–1316.
4. Praekunatham, H., Garrett, K. K., Bae, Y., et al. (2019). A Cobalt Schiff-Base Complex as a Putative Therapeutic for Azide Poisoning. *Chemical Research in Toxicology*, 33(2), 333–342.

#### *Presentations*

1. Garrett, K. K. (2022). *Presumptive Contamination: A New Approach to PFAS Contamination Based on Likely Sources*. Third National PFAS Meeting, Wilmington, NC.
2. Garrett, K. K. (2020). *Tear Gas is a Chemical Weapon: The Toxicology of State Violence*. University of Pittsburgh.
3. Garrett, K. K. (2019). *The Antidotal Action of Some Gold(I) Compounds against Phosphine Toxicity*. Allegheny-Erie Society of Toxicology Meeting.
4. Garrett, K. K. (2017). *Cobalt Schiff-base Macrocycles as Antidotes to Azide Poisoning*. NIH CounterACT Meeting, Boston, MA.
5. Garrett, K. K. (2015). *Assessing 7th Graders’ Knowledge, Behavior, and Attitudes toward Physical Activity, Nutrition, and Local Foods*. Penn State Undergraduate Research Conference.
6. Garrett, K. K. (2014). *Perceptions of Risk of in Utero Exposure to Bisphenol A*. Prenatal Programming and Toxicity IV, Boston, MA.
7. Garrett, K. K. (2014). *Epigenetics: Policing the Pregnant in Fear of the Future*. Democracy Realized? The Legacy of the Civil Rights Movement. Meadville, PA.

#### *Other Research Contributions*

- *Silver (I) and Cobalt (II) Compounds as Phosphine Antidotes* (2021, pending publication). University of Pittsburgh Department of Environmental and Occupational Health Multifaceted investigation of phosphine’s impacts on cytochrome c oxidase, hemoglobin, and radical oxygen species production, and screening of transition-metal based candidate antidotes.

- *A Potential Antidote for Both Azide and Cyanide* (2021, pending publication). University of Pittsburgh Department of Environmental and Occupational Health Antidote screening and mechanistic investigation of a Co (II/III) compound found to ameliorate both azide and cyanide toxicity in mouse and insect models.
- *Environmental Risk Factors and Lyme Disease in Pennsylvania: A Geospatial Approach* (2016, unpublished). University of Pittsburgh Department of Behavioral and Community Health Sciences GIS-based risk assessment and identification of environmental influences on PA Lyme disease incidence including vector population management.

#### *Service and Community Engagement*

2022 Birdwatching Guide, Three Rivers Outdoor Company, Pittsburgh, PA.

2021 Featured in Pittsburgh City Paper: “Meet Pittsburgh’s pigeon whisperer: Kim Garrett.”

2019 – 2020 Volunteer Docent, The National Aviary, Pittsburgh, PA.

2018 – 2021 Student Organizer, Graduate Student Organizing Committee, University of Pittsburgh.

#### *Skills*

- **Toxicology & Lab Techniques:** Dose-response, spectroscopy (UV/VIS, FTIR, EPR), ELISA, respirometry
- **Animal Models:** *Galleria mellonella*, *Xenopus laevis*, *Mus musculus*
- **Field Research:** Sampling design, macroinvertebrate assessment
- **Data & Analysis:** ArcGIS, QGIS, STATA, Prism, Excel, DeDoose
- **Web & Communication:** Wordpress, Microsoft Office, Google Suite
- **Qualitative Methods:** Survey design and analysis

**Jean Grassman**

55 W 125th St, New York, NY | 646.364.9517 | jean.grassman@sph.cuny.edu

**Education**

- 1993 PhD, Environmental Health Sciences. University of California-Berkeley.
- 1986 MS, Environmental Health Sciences (Industrial Hygiene). University of California-Berkeley.
- 1982 BS, Anthropology. University of Wisconsin-Madison.
- 1982 BS, Zoology. University of Wisconsin-Madison.

**Academic and Professional Experience**

- 2016 - 2020 Associate Professor, CUNY Graduate School of Public Health and Health Policy, Environmental, Occupational, and Geospatial Health Sciences. Full-time.
- 2011 - 2020 Associate Professor, CUNY Graduate Center EES, Earth and Environmental Sciences. Full-time.
- 2011 - 2016 Associate Professor, CUNY Graduate Center, Public Health. Full-time.
- 2004 - 2016 Associate Professor, CUNY Brooklyn College, Health and Nutrition Sciences. Full-time.
- 1999 - 2004 Assistant Professor, CUNY Brooklyn College, Health and Nutrition Sciences. Full-time.
- 1995 - 1999 Research Fellow (IRTA) (Fellowship). National Institute of Environmental Health Sciences, Research Triangle Park, United States.
- 1993 - 1995 Postdoctoral Fellow (Fellowship). Columbia University, New York, NY, United States.

**Professional Credentials, Certifications, or Licensing**

Certified Industrial Hygienist (CIH), American Board of Industrial Hygiene.

Certified in Public Health (CPH), NBPHE.

**Professional Development Activities***Honors and Awards*

- 1/2015 2015 Environmental Service Award, Capracare Show your Love for Haiti.
- 1/1994 AAAS Environmental Science and Engineering Fellowship, American Association for the Advancement of Science.

*Memberships in Professional Societies*

- 2016 - Present American Industrial Hygiene Association.
- 2016 - Present American Public Health Association.

2016 - Present                      International Society for Exposure Science (ISES).

### **Contributions to the Discipline**

#### *Peer Reviewed Journal Articles (Most Recent 7 Years)*

1. Lowry, L. K., Hopf, N. B., Bader, M., Blum, L. M., Grassman, J., Jones, K., Kaefferlein, H. U., Nylander-French, L. A., Spies, G. J., Talaska, G., Viau, C. (2023). Letter to the editor: Negative feasibility for 1-bromopropane and call for additional data. *Journal of occupational and environmental hygiene*, 20(11), D21-D22.
2. Schooling, M., Johnson, G., Grassman, J. (2019). Effects of blood lead on coronary artery disease and its risk factors: a Mendelian Randomization study. *Sci Rep*, 9(1), 15995.
3. Chernyak, Y. I., Grassman, J. (2019). Impact of AhRR (565C > G) polymorphism on dioxin dependent CYP1A2 induction. *Toxicol Lett*, 320, 58-63.

#### *Consulting Positions*

1. Non-Governmental Organization (NGO), Workplace health and safety adviser, Professional Staff Congress - CUNY, New York, NY, United States. (January 1, 2010 - May 31, 2020).

#### *Select Awarded and Completed Research and Scholarship Grants (Last 5 years)*

### **Completed**

1. Grassman, J., "Dean's Dissertation Award/ The Intersection of Industry, Occupation and Job Tasks with Musculoskeletal Disorder Injuries: a Methods Approach to the Analysis of California Worker's Compensation Claims Data of Hotel Room Cleaners, 2001-2016," Sponsored by CUNY Graduate School of Public Health and Health Policy, \$10,450.00. Opportunity: Dean's Dissertation Award.
2. Grassman, J. (Principal Investigator), "Innovative surveillance for SARsCoV2 Can," Sponsored by PSC CUNY, CUNY, \$5,862.45. (July 1, 2023 - June 30, 2024).
3. Grassman, J. (Principal Investigator), "Can rapid test kits developed for humans," Sponsored by PSC-CUNY, CUNY, \$5,950.20. Opportunity: PSC-CUNY PROGRAM YEAR 53. Grant Number: 65492. (July 1, 2022 - December 31, 2023).

### **Award Setup**

4. Grassman, J. (Principal Investigator), "Assembling the Pieces in Vietnam: Developing an Agent Orange/dioxin contamination map through space and time," Sponsored by PSC CUNY, \$3,466.80. Opportunity: PSC CUNY 50.

#### *Media Appearances and Interviews*

- 12/2019                      "Members fight mold at City Tech," PSC/CUNY Clarion.
- 9/2019                      "PSC members force water tests at SPS. No lead in new fountains," PSC/CUNY Clarion.

#### *School and University Service*

|                             |                                                                   |
|-----------------------------|-------------------------------------------------------------------|
| 2025 - Present              | Doctoral Program Director.                                        |
| 10/2019 - Present           | Department Representative, SPH Admissions.                        |
| 9/2019 - Present            | Application reviewer, EOGHS MPH Program.                          |
| 8/2019 - Present            | Member, Appointments Promotion and Tenure Committee.              |
| <i>Professional Service</i> |                                                                   |
| 2016 - Present              | Board Member, CAPRACARE.                                          |
| 2016 - Present              | Secretary, New York Committee for Occupational Safety and Health. |

**Michael Johnson, CIH, PE, MS, CHMM**

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**Education**

2019 MS, Environmental and Occupational Health Sciences, City University of New York,

2012 BS, Environmental Engineering, University of Vermont

**Academic and Professional Experience**

2019 - Present Lecturer, City University of New York School of Public Health, MS  
Environmental and Occupational Health Sciences (EOHS) Program, Full-time.

2021 - Present Process Safety Management Compliance Inspector IH4, Washington State  
Department of Labor and Industries, Full-time.

2020 - 2021 Project Manager II, Tetra Tech Inc., Bothell, Washington, Full-time.

2019 - 2020 Manager, Industrial Hygiene Services, Louis Berger, New York City, New York,  
Full-time.

2015 - 2019 Environmental Engineer / Industrial Hygienist, Louis Berger, New York City,  
New York, Full-time.

2014 - 2015 Area Manager, Barclay Water Management, New York City, New York, Full-  
time.

2012 - 2014 Environmental Engineer, Louis Berger Group Inc., Elmsford, New York, Full-  
time.

**Professional Credentials, Certifications, or Licensing***Licenses / Certifications*

- Certified Industrial Hygienist
- Professional Engineer (NY)
- Certified Hazardous Materials Manager

*Key Training / Certifications*

- EPA Asbestos Project Designer and Inspector
- USEPA Lead Risk Assessor
- Certified Ventilation Inspector

*Additional Training / Certifications*

- 40-hr OSHA HAZWOPER and Refresher
- 30-hr OSHA Construction Safety and 10-hr Outreach Training

**Professional Development Activities**



### *Awards and Honors*

- Louis Berger Employee SPOT Bonus Award 2013 – Engineering Support on the Lower Passaic River Project

### *Training Experiences*

- 2020 SARS-CoV-2 Emergency Response Services, United States and Territories. Co-authored a webinar on cleaning and disinfection procedures and best practices for SARS-CoV-2 presented on May 6<sup>th</sup>, 2020: "The Science Behind Coronavirus Disinfection: Distinguishing Fact from Fiction as America Reopens for Business".
- 2020 Fundamentals of Industrial Hygiene, Louis Berger Employee Training. Full day training covering a wide range of environmental and industrial hygiene principles for new staff and cross training for discipline specific managers.
- 2018 New York City Department of Design and Construction (NYCDDC), Indoor Air Quality Training. Training prepared at the request of the client to provide an overview of indoor air quality investigation procedures and purpose. Agenda included investigation goals, background information gathering, sampling approaches, data interpretation, reporting, and case studies.

### **Contributions to the Discipline**

#### *Select Professional Experiences*

- 1. Washington State Department of Labor and Industries, Process Safety Management Compliance Inspector IH4, 2021 to present** – Industrial hygienist compliance inspector focusing on process safety management for high hazard industries in Washington State including oil and gas, ammonia refrigeration, and bulk chemical storage. Perform inspections of workplaces to determine regulatory compliance for process safety management and industrial hygiene related hazards.
- 2. Wildfire Debris Cleanup Disaster Response, California Northern Branch and Washington Babb-Malden, 2020 to 2021** – Project Certified Industrial Hygienist. Technical reviewer and team developer for community air monitoring and sampling plans and occupational sampling plans for fire debris response activities. Personal, perimeter, and community monitoring parameters included particulate matter, metals, asbestos, and silica. Reviewed and signed off on personal sampling data and community data reports for quality control. Site Safety Officer (SSO) for California Northern Branch mobilization. SSO duties included implementation of the project Health and Safety Plan, site safety orientations,

personnel certification tracking, daily safety briefs, fit testing, site audits, and training. Coordinated and enforced the company COVID19 policy. Completed and tracked safety incident reporting.

3. **United States Postal Service (USPS) Industrial Hygiene Services, United States, 2018 to 2020** – Technical reviewer and project manager for asbestos and lead based paint building surveys, asbestos abatement workplan reviews, and third part oversight coordination and documentation of abatement activities across the United States. Knowledgeable in the federal, state, local, and client regulations and criteria for asbestos and lead projects throughout the country. Implemented a range of industrial hygiene services for various USPS facilities in New York and New Jersey including vehicle maintenance facilities, post offices, and processing & distribution centers. Scope of work included mold, asbestos, and lead surveys, indoor air quality testing, water quality sampling, spray booth evaluations, and ventilation system inspections. Responsible for developing scope, implementing field work, and finalizing reports.
4. **SARS-CoV-2 Emergency Response Services, United States and Territories, 2020** – Technical reviewer for company pandemic plan and cleaning and personal protective equipment standard operating procedures for private client. Developed a technical review memo discussing the advantages and disadvantages of bipolar ionization technology as an air purification measure for a private client as part of a comprehensive SARS-CoV-2 mitigation plan.

#### *Academic Publications and Awards*

1. American Industrial Hygiene Association Conference and Expo 2019, Student Poster, “Comparison of methods to estimate outdoor air make-up rates to indoor spaces and their ease of implementation”
2. American Industrial Hygiene Association Indoor Environmental Quality Committee “Best Student Poster” Award, 2019
3. City University of New York School of Public Health Dean’s Merit Award for Research, 2019

#### *Community Service*

2012 - Present      Engineers Without Borders USA, Volunteer Health and Safety Reviewer,  
International Community Program Guru

**Suzanne McDermott**

55 W 125th St, New York, NY | 803.331.6630 | Suzanne.Mcdermott@sph.cuny.edu

**Education**

- 1991      PhD, Health Services Research and Epidemiology. University of South Carolina.  
MS, Public Health. College of Engineering, Department of Civil Engineering, Tufts University, Medford, Massachusetts.  
MS, Psychiatric Nursing. Boston University, Boston, Massachusetts.  
BS. University of Wisconsin, Madison, Wisconsin.

**Academic and Professional Experience**

- 2020 - Present      Full Professor, Department of Environmental, Occupational, and Geospatial Health Sciences (EOGHS), CUNY School of Public Health and Health Policy. Tenured. Full-time.
- 2020 - Present      Adjunct Full Professor, Department of Epidemiology and Biostatistics, U.S.C. Arnold School of Public Health. Part-time.
- 2013 - 2020      Full Professor, Department of Epidemiology and Biostatistics, U.S.C. Arnold School of Public Health. Tenured. Full-time.
- 1985 - 2013      Full Professor, Department of Family and Preventive Medicine (DFPM), U.S.C. School of Medicine. Tenured.  
Grants Coordinator and Biostatistician (1985–1987), Instructor (1987–1991), Assistant Professor (1991–1997), Associate Professor (1997–2002), Full Professor (2002–2013). Full-time.

**Professional Credentials, Certifications, or Licensing**

N/A

**Professional Development Activities***Honors and Awards*

- Faculty Research Award, Arnold School of Public Health, May 2020.
- Allan Meyers Award, Disability Section, American Public Health Association, November 2019
- Research Advancement Award, USC School of Medicine, 1999, 2001, 2003, 2005, 2007

*Memberships in Professional Societies*

- Member, Delta Omega Society, the Public Health Honor Society, December 1994-2020.
- Member, The Academy on Mental Retardation, January 1994-2012.

**Contributions to the Discipline***Select Peer Reviewed Journal Articles*

1. Chen, B., McDermott, S., Salzberg, D., Zhang, W., Hardin, J. W. (2025). Cost-effectiveness of a Low-cost Educational Messaging and Prescription-fill Reminder Intervention to Improve Medication Adherence Among Individuals With Intellectual and Developmental Disability and Hypertension. *Medical care*, 63(1 Suppl 1), S15-S24.
2. Zhang, Y., Wallace, B., Cai, B., Johnson, N., Ciafaloni, E., Venkatesh, Y. S., Westfield, C., McDermott, S. (2024). Latent factors underlying the symptoms of adult-onset myotonic dystrophy type 1 during the clinical course. *Orphanet journal of rare diseases*, 19(1), 409.
3. Williams, J., Royer, J., Lauer, E., Kurth, N. K., Horner-Johnson, W., McDermott, S., Levy, A., Hall, J. P. (2024). Injury-related emergency department use among people with intellectual and developmental disabilities insured by Medicaid from 2010 to 2016. *Injury prevention : journal of the International Society for Child and Adolescent Injury Prevention*, 30(2), 138-144.
4. Alter, B. J., Moses, M., DeSensi, R., O'Connell, B., Bernstein, C., McDermott, S., Jeong, J. H., Wasan, A. D. (2024). Hierarchical clustering applied to chronic pain drawings identifies undiagnosed fibromyalgia: implications for busy clinical practice. *The journal of pain*.
5. Zhang, W., McDermott, S., Salzberg, D. C., Hollis, N. D., Hardin, J. (2023). A Randomized Controlled Trial using Brief Educational Messages Directed to Adults with Intellectual Disability and Hypertension or their Helpers Reduces Hospital Stays. *American journal of health promotion : AJHP*, 37(7), 894-904.
6. Turk, M. A., McDermott, S., Zhang, W., Cai, B., Love, B. L., Hollis, N. (2023). Associations Between Opioid Prescriptions and Use of Hospital-Based Services Among US Adults with Longstanding Physical Disability or Inflammatory Conditions Compared to Other Adults in the Medical Expenditure Panel Survey, 2010-2015. *Journal of pain research*, 16, 1949-1960.
7. Chowdhury MAK, Hardin, J. W., Love, B. L., Merchant, A. T., McDermott, S. (2022). Relationship of Nonsteroidal Anti-Inflammatory Drug Use During Pregnancy with Autism Spectrum Disorder and Intellectual Disability Among Offspring. *Journal of women's health (2002)*.
8. Pavilonis, B., Maroko, A., Cai, B., Shin, J., Lahage, N., Gupta, A., Stein-Albert, M., Patil, U., Dubov, T. E., Karbalivand, H., McDermott, S. (2022). Characterization of fetal exposure to multiple metals among an urban population: A case study of New York City. *Environmental research*, 211, 113050.
9. Richard, C., Love, B., Boghossian, N., Hardin, J., McDermott, S. (2022). Are pregnant women with disability prescribed opioids more and at higher dosages than those without disability?: A retrospective cohort study of South Carolina Medicaid beneficiaries. *Disabil Health J*, 101288.
10. Cai, G., Yu, X., Hutchins, D., McDermott, S. (2022). A pilot study that provides evidence of epigenetic changes among mother-child pairs living proximal to mining in the US. *Environmental geochemistry and health*.

#### *Other Published Contributions*

1. Editorial: Schooling, C. M., Jones, H. E., McDermott, S. (2023). East Palestine, Ohio, Railroad Derailment-Lessons to Learn, Actions to Take. (8th ed., vol. 113, pp. 841-843).

## *Select Awarded and Completed Research and Scholarship Grants*

### **Active**

1. McDermott, S. (Principal Investigator), Jones, H. E. (Principal Investigator), Shahn, Z. (Co-Investigator), "A randomized intervention trial to increase access to reproductive health services among adolescents and young adults with intellectual and developmental disabilities," Sponsored by National Institute of Child Health and Human Development (NICHD), Federal, \$2,494,386.00. Opportunity: RFA-HD-23-005. Grant Number: 1R01HD111044-01. (February 1, 2023 - March 31, 2028).
2. Pavilonis, B. (Principal Investigator), McDermott, S. (Co-PI), Maroko, A. (Co-Investigator), Kavouras, I. (Co-Investigator), "Innovative approach to assess the effect of metal mixtures from infant meconium associated with adverse infant outcomes by identifying methylation loci in mothers and infants," Sponsored by EPA, Federal, \$940,515.00. Opportunity: EPA-G2022-STAR-A1. (November 1, 2022 - October 31, 2025).
4. McDermott, S. (Principal Investigator), "The South Carolina Muscular Dystrophy," Sponsored by South Carolina Department of Health and Environmental Control, State. Grant Number: PH-1-266. (September 1, 2020 - August 31, 2025).
5. McDermott, S. (Principal Investigator), Shenouda, J. (Principal Investigator), Pavilonis, B. (Co-Investigator), Padilla, A. (Co-Investigator), "CHERT: A Case-Control Study of the Association of Environmental Pollution with ID and AD in children," Sponsored by NIH/NIEHS- NYU Langone Center, Federal, \$20,000.00. (March 1, 2023 - December 31, 2024).

### **Completed**

6. McDermott, S. (Principal Investigator), Thorpe, L. (Principal Investigator), Hall, J. (Other), Kurth, N. (Other), Lauer, E. (Other), Neighbors, C. J. (Co-Investigator), "Four State Disability and Health Data Analysis Collaborative," Sponsored by Centers for Disease Control and Prevention, Federal, \$349,230.00. Opportunity: RFA-DP-22-003. (September 30, 2022 - September 29, 2024).
7. McDermott, S. (Principal Investigator), Pavilonis, B. (Co-Investigator), Padilla, A. (Co-Investigator), "A Case-Control Study of the Association of Environmental Pollution with Intellectual Disability and Autism in Children," Sponsored by Rutgers, Federal, \$20,000.00. Opportunity: CEHRT Pilot. (March 1, 2023 - February 29, 2024).
8. Pavilonis, B. (Principal Investigator), McDermott, S. (Co-Investigator), Fisher, S. (Principal Investigator), Meyer, J. (Principal Investigator), "OCCUPATIONAL SAFETY AND HEALTH EDUCATION AND RESEARCH CENTERS (T42)," Sponsored by The New York and New Jersey Education and Research Center (ERC), Federal, \$9,000.00. Opportunity: Pilot Projects Research Training Program (PPRTP). (July 1, 2022 - June 30, 2023).
9. Pavilonis, B. (Principal Investigator), McDermott, S. (Co-Investigator), Kavouras, I. (Co-Investigator), Cai, B. (Co-PI), Cai, G. (Co-Investigator), Shin, J. (Co-Investigator), Maroko, A. (Co-Investigator), "Development of Innovative Approaches to Assess the Toxicity of Chemical Mixtures," Sponsored by EPA, Federal, \$589,811.00. (August 1, 2022 - July 31, 2025).

## *School and University Service*

2025 - Present      Center/Institute Faculty Affiliation, ENERGY Center.

**Rachael Piltch-Loeb**

55 W 125th St, New York, NY | rachael.piltch-loeb@sph.cuny.edu

**Education**

- 2019 PhD, Public Health. NYU School of Global Public Health.
- 2015 MSPH, Health Behavior and Society. Johns Hopkins Bloomberg School of Public Health.
- 2012 BA, Healthcare Management and Policy. Georgetown University.

**Academic and Professional Experience**

- 2023 - Present Assistant Professor. CUNY Graduate School of Public Health and Health Policy. Full-time.
- 2019 - Present Project Director. Harvard T.H. Chan School of Public Health, Cambridge, MA Preparedness Fellow (2019-2021). Full-time.
- 2014 - 2023 Associate Research Scientist. New York University, College of Global Public Health, Program on Population Impacts, Recovery, and Resilience, New York, New York. Assistant Research Scientist (2014-2019). Full-time.
- 2014 Practicum Researcher, Columbia University, National Center for Disaster Preparedness, New York, New York.
- 2012-2015 Research Assistant. Georgetown University, Department of Health Systems Administration, Washington, DC. Part-time (2013-2015); Full-time (2012-2013).

**Professional Credentials, Certifications, or Licensing**

N/A

**Professional Development Activities***Honors and Awards*

- 2019 Honorable Mention, NYU University-wide Dissertation Awards
- 2014 Honorable Mention, AcademyHealth, Public Health Systems Interest Group, Student Poster Competition
- 2014 Student Scholarship Winner, AcademyHealth, Public Health Systems Interest Group
- 2014 Student Conference Fund Award Winner, Johns Hopkins Bloomberg School of Public Health

*Memberships in Professional Societies*

- 2022-Present Member, Global Health Security Network
- 2021-Present Founding Member, IRIS Academic Coalition
- 2012-Present Member, American Public Health Association

**Contributions to the Discipline***Select Peer Reviewed Journal Articles*

1. Piltch-Loeb, R., Wyka, K., White, T. M., Gibbs, S. G., Gorman, S., Joshi, A., Kimball, S., Lazarus, J., Lowe, J. J., Rabin, K., Ratzan, S., El-Mohandes, A. (2025). The American Public's Disengagement with Highly Pathogenic Avian Influenza (HPAI): Considerations for Vaccination and Dietary Changes. *American Journal of Public Health*.
2. Parcesepe, A., Nash, D., Shen, J., Kulkarni, S. G., Zimba, R. (Student: Doctoral), You, W., Berry, A., Piltch-Loeb, R., Fleary, S., Stanton, E., Grov, C., Robertson, M. (2024). The impact of COVID-19 vaccination on symptoms of anxiety and depression before and after COVID-19 vaccines were universally available for adults in the United States. *Depression and Anxiety*, 2024. <https://onlinelibrary.wiley.com/doi/pdf/10.1155/2024/9682710>
3. Shen, Y., Penrose, K., Robertson, M., Piltch-Loeb, R., Fleary, S., Kulkarni, S., Teasdale, C., Balasubramanian, S., Yadav, S., Chan BXJ, Sanborn, J., Sahr, J. N., Srivastava, A., Nash, D., Parcesepe, A. (2024). Persistence of anxiety and depression symptoms and their impact on the COVID-19 vaccine uptake. *Epidemiology and psychiatric sciences*, 33, e74.
4. Piltch-Loeb, R., Nuñez Sahr, J., Nelson, L. E., Vlahov, D., Gershon, R. R. (2024). Barriers and Facilitators to Vaccine Equity Amidst the COVID-19 Vaccine Rollout in the United States. *International journal of environmental research and public health*, 21(12).
5. Nuñez Sahr, J., Parcesepe, A. M., You, W., Nash, D., Penrose, K., Wainberg, M. L., Balasubramanian, S., Chan BXJ, Piltch-Loeb, R. (2024). Exploring COVID-19 Vaccine Decision Making: Insights from 'One-Shot Wonders' and 'Booster Enthusiasts'. *International journal of environmental research and public health*, 21(8).
6. Penrose, K., Abraham, A., Robertson, M., Berry, A., Xi Jasmine Chan, B., Shen, Y., Srivastava, A., Balasubramanian, S., Yadav, S., Piltch-Loeb, R., Nash, D., Parcesepe, A. M. (2024). The association between emotional and physical intimate partner violence and COVID-19 vaccine uptake in a community-based U.S. Cohort. *Preventive medicine reports*, 43, 102784.
7. Heneghan, J., John, D. C., Bartsch, S. M., Piltch-Loeb, R., Gilbert, C., Kass, D., Chin, K. L., Dibbs, A., Shah, T. D., O'Shea, K. J., Scannell, S. A., Martinez, M. F., Lee, B. Y. (2024). A Systems Map of the Challenges of Climate Communication. *Journal of health communication*, 1-12.
8. Piltch-Loeb, R., John, J., Zenoff, A., Swan-Potras, L. (2024). Engaging the Next Generation in Communication to Address Information Quality. *Journal of health communication*, 1-3.
9. Piltch-Loeb, R., Silver, D., Kim, Y., Abramson, D. (2024). COVID-19 Vaccine Information Seeking Patterns and Vaccine Hesitancy: A Latent Class Analysis to Inform Practice. *Journal of public health management and practice : JPHMP*, 30(2), 183-194.
10. Silver, D., Kim, Y., Piltch-Loeb, R., Abramson, D. (2024). One year later: What role did trust in public officials and the medical profession play in decisions to get a booster and to overcome vaccine hesitancy? *Preventive medicine reports*, 38, 102626.

#### *Books and Book Chapters*

1. Merdjanoff, A. A., Piltch-Loeb, R. (2021). Hurricanes and Health: Vulnerability in an Age of Climate Change. *Respiratory Medicine* (pp. 339-351). Springer International Publishing. [https://doi.org/10.1007/978-3-030-54746-2\\_15](https://doi.org/10.1007/978-3-030-54746-2_15)

### *Consulting Positions*

1. Government Organization, Consultant, Measurement of Public Health Emergency Response, European Centers for Disease Control and Prevention, Stockholm, Sweden. (2020 – 2023).
2. Private Organization, Consultant, Develop and Train on Risk Communication and COVID-19 for Housing, Shelter, and Property Management Providers, Piltch Associates, New England, USA. (2020 – 2023).
3. International Organization, Consultant, NATO Peace and Security Program, Stockholm, Sweden. (2020 – 2021).
4. National, Consultant, COVID-19 Advisory and Training for for-profit and non-profit entities, National, USA. (2019 – 2023).

### *Select Awarded and Completed Research and Scholarship Grants (Last 5 years)*

#### **Active**

1. Rachael Piltch-Loeb (Co-Investigator), "Brief digital intervention to increase COVID-19 vaccination among individuals with anxiety or depression," Sponsored by NIH NIMH, Federal. (September 1, 2022 – August 31, 2025).
2. Rachael Piltch-Loeb (Researcher), "NYC Transit Workers and COVID-19: Impact of Multilevel Interventions," Sponsored by NIH NINR, Federal. (October 1, 2021 – September 30, 2026).

#### **Completed**

3. Rachael Piltch-Loeb (Co-Investigator), "Emergent Advocacy Coalitions and COVID-19 Vaccine Hesitancy: The influence of beliefs and narratives on individual decision-making," Sponsored by National Science Foundation, Federal. (April 15, 2021 – March 31, 2023).
4. Rachael Piltch-Loeb (Co-Investigator and Project Director), "Building government capability in risk communication," Sponsored by UK Cabinet Office, International. (April 1, 2021 – March 30, 2023).
5. Rachael Piltch-Loeb (Co-Investigator and Project Director), "Intervening in COVID-19 vaccine hesitancy and misinformation," Sponsored by American University, PERIL Center, Private. (September 30, 2020 – December 30, 2021).

### *Media Appearances and Interviews*

Media coverage on COVID-19 in *Real Simple*, *Al Jazeera*, *The Atlantic*, *BBC News*, *The Boston Globe*, *Bloomberg News*, *Elite Daily*, *Fox 5 New York*, *YahooNews*, *Crain's Business*, *NBC Nightly News*, *New York Times*, *Yahoo Finance*, *Gothamist*, *New York Magazine*, *Politico*, *USAToday*, *National Geographic*

### *Professional Service Activities*

|                |                                                                                                                                               |
|----------------|-----------------------------------------------------------------------------------------------------------------------------------------------|
| 2021 - 2022    | Planning Committee, National Academies Building Public Trust in Public Health Emergency Preparedness and Response (PHEPR) Science: A Workshop |
| 2020 - 2021    | Founder, CoronaComments.com                                                                                                                   |
| 2020 - Present | Contributor, DearPandemic                                                                                                                     |



**Mary Schooling**

55 W 125th St, New York, NY | 646.364.9519 | mary.schooling@sph.cuny.edu

**Education**

- 2001      PhD, Epidemiology. University College London.
- 1987      MSc, Statistics. Birkbeck College.
- 1981      MSc, Operational Research. Strathclyde University.
- 1980      MA, Pure Maths and Medieval History. University of St Andrews.

**Academic and Professional Experience**

- 2013 - Present      Professor, CUNY School of Public Health. Full-time.
- 2010 - 2013      Associate Professor, CUNY School of Public Health. Full-time.
- 2008 - 2012      Assistant Professor, The University of Hong Kong, Community Medicine. Full-time.
- 2005 - 2008      Research Assistant Professor, The University of Hong Kong, Community Medicine. Full-time.
- 2004 - 2005      Senior Research Assistant (part-time), The University of Hong Kong, Community Medicine. Full-time.

**Professional Credentials, Certifications, or Licensing**

N/A

**Professional Development Activities***Honors and Awards*

- 12/2020      Research Output Prize 2019-20, The University of Hong Kong, Li Ka Shing Faculty of Medicine.
- 6/2019      Dean's Award for Senior Researcher, 2019, CUNY SPH.
- 12/2017      Fellowship by Distinction, Faculty of Public Health.

*Memberships in Professional Societies*

- 2017 - Present      Faculty of Public Health.

**Contributions to the Discipline***Select Peer Reviewed Journal Articles*

1.      Ng JCM, Schooling, C. M. (2025). Sex-specific Mendelian randomization phenome-wide association study of basal metabolic rate. *Scientific reports*, 15(1), 14368.
2.      Kwok, M. K., Lee, S. Y., Leung, G. M., Schooling, C. M. (2025). Body mass index trajectories and all-cause mortality in older Chinese adults: Hong Kong's Elderly Health Service Cohort. *Journal of epidemiology and community health*.

3. Schooling, M., Yang, G., Soliman, G. A., Leung, G. (2025). Hypothesis That Glucagon-like Peptide-1 Receptor Agonists Exert Immediate and Multifaceted Effects by Activating Adenosine Monophosphate-Activate Protein Kinase (AMPK). *eLife*, 15((2):253.), 253.  
<https://pubmed.ncbi.nlm.nih.gov/40003662/>
4. Schooling, C. M., Yang, G., Soliman, G., Leung, G. M. (2025). A Hypothesis That Glucagon-like Peptide-1 Receptor Agonists Exert Immediate and Multifaceted Effects by Activating Adenosine Monophosphate-Activate Protein Kinase (AMPK). *Life (Basel, Switzerland)*, 15(2).
5. Zhao, J., Burgess, S., Fan, B. H., Schooling, C. M. (2025). L-carnitine and cardiovascular disease: a Mendelian randomisation study (abridged secondary publication). *Hong Kong medical journal* = *Xianggang yi xue za zhi*, 31 Suppl 1(1), 41-44.
6. He, B., Xu, S., Schooling, C. M., Leung, G. M., Ho JWK, Au Yeung, S. L. (2025). Gut microbiome and obesity in late adolescence: A case-control study in "Children of 1997" birth cohort. *Annals of epidemiology*, 101, 58-66.
7. Yang, G., Burgess, S., Schooling, C. M. (2024). Illustrating the structures of bias from immortal time using directed acyclic graphs. *International journal of epidemiology*, 54(1).
8. Chan, Y. H., Zhao, J. V., Schooling, C. M., Yeung, S. A., Wong, Y. K., Au, K. W., Tang, C. S., Cheung CYY, Xu, A., Sham, P. C., Lam, T. H., Lam, K. S., Tse, H. F. (2024). General and sex-specific effects of vitamin D against atrial fibrillation and young-onset ischemic stroke: a Mendelian randomization series. *Journal of clinical biochemistry and nutrition*, 75(3), 228-236.
9. Jiesisibieke, Z. L., Schooling, C. M. (2024). Impact of Alcohol Consumption on Lifespan: a Mendelian randomization study in Europeans. *Scientific reports*, 14(1), 25321.
10. Kwok, M. K., Lee, S. Y., Schooling, C. M. (2024). Identifying potentially depressed older Chinese adults in the community: Hong Kong's Elderly Health Service cohort. *Journal of affective disorders*, 360, 169-175.

#### *Other Published Contributions*

1. Letter: Jiesisibieke, Z. L., Terry, M. B., Schooling, M. (2025). *Has the "obesity paradox" been resolved by semaglutide trials?*.
2. Letter: Schooling, C. M., Yang, G. (2024). *Importance of method assumptions: Response to "Challenges in undertaking nonlinear Mendelian randomization"*..
3. Editorial: Schooling, C. M., Jones, H. E., McDermott, S. (2023). *East Palestine, Ohio, Railroad Derailment-Lessons to Learn, Actions to Take*. (8th ed., vol. 113, pp. 841-843).

#### *Presentations*

1. Soliman, G. A. (Presenter), Schooling, C. M. (Co-Author), APHA conference, "Insulin Receptor Genetic Variants causal association with Type 2 Diabetes Mellitus: A Mendelian Randomization Study," American Public Health Association, Philadelphia, United States. (November 4, 2019).
2. Soliman, G. A. (Speaker), Schooling, M., Nutrition 2019, "Causal Association between mTOR-Dependent eIF-4E mRNA Cap-Dependent Translation and Type 2 Diabetes: A Mendelian

Randomization Study.," American Society for Nutrition, Baltimore Convention Center, Baltimore, MD, United States. (June 11, 2019).

3. Schooling, M., Sembajwe, G., Jones, H. E., International Epidemiology Association (IEA) World Congress of Epidemiology, "Does vitamin A increase androgens? Evidence from NHANES III," Anchorage, AK, United States. (August 17, 2014).

#### *Select Awarded and Completed Research and Scholarship Grants*

##### **Completed**

1. Schooling, M., "Hong Kong's Elderly Health Service cohort—invaluable unique resource for global healthy aging promotion," Research Grant, Sponsored by HMRF. \$641026. (September 1, 2019 - August 31, 2024).
2. Schooling, M., "Maximizing the potential of "Children of 1997" birth cohort in understanding causes of non-communicable diseases," Research Grant, Sponsored by HMRF. \$1282051. (September 1, 2019 - August 31, 2024).
3. Schooling, M. (Principal Investigator), "Breastfeeding and late adolescent lipid sub-fraction: a Hong Kong birth cohort study," Research Grant, Sponsored by HMRF. \$126289. (2020 - 2021).
4. Schooling, M., "Effect of berberine on cardiovascular disease risk factors: a mechanistic randomized controlled trial," Research Grant, Sponsored by HMRF. \$64997. (March 2019 - December 2020).
5. Schooling, M., "Effect of puerarin supplementation on cardiovascular disease risk factors: a randomized double-blind, placebo controlled, 2-way cross-over trial," Research Grant, Sponsored by HMRF. \$141026. (September 2018 - 2020).
7. Soliman, G. (Principal Investigator), Schooling, M. (Co-Investigator), "Causal Associations of nutrient-sensing pathways and type-2 diabetes," Sponsored by PSC-CUNY, CUNY, \$3,496.72. Opportunity: PSC-CUNY. Grant Number: 63154-00 51. (July 1, 2020 - June 30, 2022).

#### *Media Appearances and Interviews*

- |        |                                                                                                                         |
|--------|-------------------------------------------------------------------------------------------------------------------------|
| 3/2019 | "High testosterone levels could be killing men by causing blood clots and heart failure, study claims," The Daily Mail. |
| 3/2019 | "Testosterone linked to higher risk of heart disease, research finds," The Guardian.                                    |
| 5/2016 | "Girls' early puberty and breast development tied to depression."                                                       |

#### *School and University Service*

- |                  |                                                                |
|------------------|----------------------------------------------------------------|
| 1/2021 - Present | Member, SPH Teaching Collaborative Addressing Systemic Racism. |
| 4/2016 - Present | Chair, Departmental APT.                                       |
| 4/2016 - 8/2022  | Chair, EOGHS department                                        |

## APPENDIX C – EQUIPMENT

Please list the major pieces of equipment used by the program in support of instruction.

| Quantity | Instrument                                                        |
|----------|-------------------------------------------------------------------|
| 3        | Extech 480846: 8GHz RF Electromagnetic Field Strength Meter       |
| 3        | Extech 480823: Single Axis EMF/ELF Meter                          |
| 1        | Quest Temp QT32                                                   |
| 3        | ppbRAE 3000                                                       |
| 4        | TSI IAQ-Calc Indoor Air Quality Meter 7545                        |
| 2        | SKC Soap Bubble Flowmeter                                         |
| 6        | 3M NoisePro DLX Noise Dosimeter                                   |
| 4        | 3M SE-402 Sound Level Meter Kit, Type 2, Datalogging              |
| 1        | TSI P-Trak Ultrafine Particle Counter                             |
| 3        | TSI DustTrak 8532                                                 |
| 1        | TSI SidePak Personal Aerosol Monitor                              |
| 1        | TSI AccuBalance Air Capture Hood 8380                             |
| 4        | Extech HT200 Heat Stress WBGT (Wet Bulb Globe Temperature) Meter  |
| 2        | AirChek XR5000 (5-pack Deluxe Sample Pump Kit, High-power Li-Ion) |
| 1        | Microbial Air Sampler, Digital, Aluminum Head, 110–220 VAC        |
| 3        | BIOS DryCal Defender 510                                          |
| 2        | TSI 8038 PortaCount                                               |
| 4        | TSI 9515 Thermal Anemometer                                       |
| 1        | Thermo Scientific Niton XRF Analyzer                              |

## APPENDIX D – INSTITUTIONAL SUMMARY

Programs are requested to provide the following information.

### 1. The Institution

#### *a. Name and address of the institution*

The CUNY Graduate School of Public Health and Health Policy  
55 West 125<sup>th</sup> Street  
New York, New York 10027

#### *b. Name and title of the chief executive officer of the institution*

Dr. Ayman El-Mohandes, Dean

#### *c. Name and title of the person submitting the Self-Study Report.*

Brian Pavilonis, Associate Professor of the Department of Environmental, Occupational, and Geospatial Health Sciences; MS-EOHS Program Director

Robyn Gertner, Executive Director of Academic Strategy and Operations

#### *d. Name the organizations by which the institution is now accredited, and the dates of the initial and most recent accreditation evaluations.*

The CUNY Graduate School of Public Health and Health Policy is regionally accredited by the Middle States Commission on Higher Education as a school that resides within the Graduate School and University Center. Initial accreditation was attained in 1961, with the last reaffirmation in 2021.

### 2. Type of Control

*Description of the type of managerial control of the institution, e.g., private-non-profit, private-other, denominational, state, federal, public-other, etc.*

The CUNY SPH is a public non-profit, state-supported institution.

### 3. Educational Unit

*Describe the educational unit in which the program is located including the administrative chain of responsibility from the individual responsible for the program to the chief executive officer of the institution. Include names and titles. An organization chart may be included.*

The MS-EOHS program is located within the Environmental, Occupational, and Geospatial Health Sciences Department. The Program Director, Dr. Brian Pavilonis, is responsible for the program's day-to-day management; Dr. Pavilonis also serves as Department Chair. All Department Chairs report to the Chief Academic Officer, Senior Associate Dean Terry McGovern, who reports to Dean Ayman El-Mohandes. The Dean of the School reports directly to the Chancellor of the City University of New York. An organizational chart can be found in Figure 8-1.

#### **4. Academic Support Units**

***List the names and titles of the individuals responsible for each of the units that teach courses required by the program being evaluated, e.g., mathematics, physics, etc.***

All required and all elective coursework in the MS-EOHS program is taught by faculty in one of the four departments within the School, led by the following Department Chairs:

- Community Health and Health Policy, Dr. Spring Cooper
- Environmental, Occupational, and Geospatial Health Sciences, Dr. Brian Pavilonis
- Epidemiology and Biostatistics, Dr. Levi Waldron
- Health Policy and Management, Dr. Terry Huang

#### **5. Non-academic Support Units**

***List the names and titles of the individuals responsible for each of the units that provide non-academic support to the program being evaluated, e.g., library, computing facilities, placement, tutoring, etc.***

The staff below are responsible for each listed non-academic unit that provides program support:

- Mohit Arora, Director of Technology, Office of Information Technology
- Lori Bukiewicz, Grants Manager, EOGHS Department
- Kristen Cribbs, Human Research Protection Program Director, Office of Academic Affairs
- Davinder Kaur, Director of Online Learning, Office of Academic Affairs
- Hannah Stuart Lathan, Director of Experiential Learning and Career Services
- Rosemary Farrell, Librarian-Instructor, Library
- Matthew Paczkowski, Associate Director of Academic Affairs (Academic Student Advising and Quantitative/Writing Support)
- Delphine Yaghmaian, Research Program Director, Office of Sponsored Programs and Research

#### **6. Credit Unit**

***It is assumed that one semester or quarter credit normally represents one class hour or three laboratory hours per week. One academic year normally represents at least 28 weeks of classes, exclusive of final examinations. If other standards are used for this program, the differences should be indicated.***

In compliance with the New York State Education Department's regulations, one semester hour per week during a fifteen-week semester (fall and spring) is equivalent to one credit. All required MS-EOHS courses are assigned 3 credits each.

#### **7. Tables**

***Complete the following tables for the program undergoing evaluation.***

Tables D-1 and D-2 can be found below.

| Table D-1: Program Enrollment and Degree Data |               |                   |                 |     |     |     |     |            |                 |
|-----------------------------------------------|---------------|-------------------|-----------------|-----|-----|-----|-----|------------|-----------------|
|                                               | Academic Year | Enrollment Status | Enrollment Year |     |     |     |     | Total Grad | Degrees Awarded |
|                                               |               |                   | 1st             | 2nd | 3rd | 4th | 5th |            | Masters         |
| Current Year                                  | 2024-25       | FT                | 2               | 0   | 0   | 0   | 0   | 2          | 1               |
| Current Year                                  | 2024-25       | PT                | 12              | 10  | 7   | 1   | 0   | 30         | 11              |
| 1                                             | 2023-24       | FT                | 3               | 1   | 0   | 0   | 0   | 4          | 0               |
| 1                                             | 2023-24       | PT                | 8               | 10  | 6   | 1   | 0   | 25         | 7               |
| 2                                             | 2022-23       | FT                | 2               | 1   | 0   | 0   | 0   | 3          | 0               |
| 2                                             | 2022-23       | PT                | 10              | 11  | 6   | 1   | 1   | 29         | 11              |
| 3                                             | 2021-22       | FT                | 5               | 1   | 0   | 0   | 0   | 6          | 1               |
| 3                                             | 2021-22       | PT                | 8               | 13  | 5   | 1   | 1   | 28         | 14              |
| 4                                             | 2020-21       | FT                | 7               | 1   | 1   | 0   | 0   | 9          | 1               |
| 4                                             | 2020-21       | PT                | 8               | 12  | 5   | 0   | 1   | 26         | 12              |

| Table D-2: MS-EOHS Personnel, Fall 2024      |                  |    |                     |
|----------------------------------------------|------------------|----|---------------------|
| Employment Category                          | HEAD COUNT       |    | FTE                 |
|                                              | FT               | PT |                     |
| Administrative                               | 0                | 1  | .26                 |
| Faculty (tenure-track)                       | 10 <sup>17</sup> | 0  | 5.875               |
| Other Faculty (excluding student assistants) | 0                | 5  | 1.875 <sup>18</sup> |
| Student Teaching Assistants <sup>19</sup>    | 0                | 4  | 1.2                 |
| Technicians/Specialists                      | 0                | 0  | 0                   |
| Office/Clerical Employees                    | 1 <sup>20</sup>  | 0  | 1                   |

<sup>17</sup> This figure represents five full-time faculty members who support the MS-EOHS program (named in Criterion 6A) and an additional five full-time faculty who taught required public health core courses with enrolled MS-EOHS students.

<sup>18</sup> This figure represents one part-time faculty who supports the MS-EOHS program (named in Criterion 6A) and is counted as 1 FTE; other part-time faculty FTE is calculated as .25 FTE = 1 course taught.

<sup>19</sup> For student teaching assistants, 1 FTE equals 20 hours per week of work (or service) over a fifteen-week semester.

<sup>20</sup> This figure represents one full-time departmental administrator who supports academic functions of the EOGHS Department.

## **APPENDIX E – SCHOOL CATALOG**





# GRADUATE SCHOOL OF PUBLIC HEALTH & HEALTH POLICY

School of Public Health

2025-2026 Catalog

|                                                                                      |    |
|--------------------------------------------------------------------------------------|----|
| The School                                                                           | 3  |
| Academic Calendar                                                                    | 3  |
| SPRING 2025                                                                          | 4  |
| SUMMER 2025                                                                          | 4  |
| FALL 2025                                                                            | 5  |
| WINTER 2026                                                                          | 6  |
| SPRING 2026                                                                          | 7  |
| Winter 2025                                                                          | 8  |
| Fall 2024                                                                            | 9  |
| SUMMER 2024                                                                          | 10 |
| SPRING 2024                                                                          | 11 |
| WINTER 2024                                                                          | 12 |
| FALL 2023                                                                            | 13 |
| SUMMER 2023                                                                          | 14 |
| SPRING 2023                                                                          | 15 |
| Winter 2023                                                                          | 16 |
| Fall 2022                                                                            | 17 |
| Summer 2022                                                                          | 18 |
| Spring 2022                                                                          | 20 |
| Winter 2022                                                                          | 20 |
| Fall 2021                                                                            | 21 |
| Summer 2021                                                                          | 21 |
| Spring 2021                                                                          | 22 |
| Winter 2021                                                                          | 23 |
| Fall 2020                                                                            | 24 |
| Summer 2020                                                                          | 25 |
| Spring 2020                                                                          | 26 |
| Winter 2020                                                                          | 27 |
| Fall 2019                                                                            | 28 |
| Summer 2019                                                                          | 29 |
| Spring 2019                                                                          | 29 |
| Winter 2019                                                                          | 30 |
| FALL 2018                                                                            | 30 |
| SUMMER 2018                                                                          | 31 |
| SPRING 2018                                                                          | 32 |
| WINTER 2018                                                                          | 33 |
| FALL 2017                                                                            | 34 |
| SUMMER 2017                                                                          | 35 |
| SPRING 2017                                                                          | 36 |
| WINTER 2017                                                                          | 37 |
| FALL 2016                                                                            | 37 |
| Academic Policies                                                                    | 38 |
| Academic Advising                                                                    | 45 |
| Admissions                                                                           | 46 |
| Career Services                                                                      | 46 |
| Office of Accessibility Services                                                     | 46 |
| Financial Aid                                                                        | 46 |
| International Students (Designated School Officials)                                 | 48 |
| Office of the Bursar                                                                 | 48 |
| Office of the Registrar                                                              | 48 |
| Veterans                                                                             | 49 |
| CUNY Policies                                                                        | 49 |
| The City University of New York Policy on Drugs and Alcohol                          | 50 |
| The City University of New York Drug and Alcohol Use Amnesty Policy                  | 50 |
| The City University of New York Policy on Equal Opportunity and Non-Discrimination   | 51 |
| Freedom of Information Law Requests                                                  | 54 |
| The City University of New York Policy on Sexual Misconduct                          | 58 |
| The City University of New York Procedures for Student Grievances of Faculty Conduct | 71 |
| The City University of New York Religious Accommodations Policy                      | 72 |

# The School

---

## Mission and Vision

The School's **mission** is to promote and sustain healthier populations in New York City and around the world through excellence in education, research, and service in public health and by advocating for sound policy and practice to advance social justice and improve health outcomes for all.

The **vision** is to improve health and social justice in New York City and across the globe.

## History

The City University of New York, the largest and most diverse urban public university in the United States, began training public health professionals in 1968 at Hunter College. It was one of the first public institutions without a school of public health to meet the growing demand for professionals who could tackle the complex health problems facing the nation's increasingly diverse cities, and to translate the promise of the health and social reforms of the 1960s into public health practice and policy in urban neighborhoods. By 2006, the City University of New York offered MPH degree programs at three campuses: Hunter, Brooklyn, and Lehman Colleges. In 2007, the CUNY Graduate School, home to the University's thirty-four doctoral programs, introduced a Doctor of Public Health (DPH). Believing that New York City and CUNY would be better served by uniting these public health programs, the University developed a collaborative school of public health in 2008, integrating the resources of the previously independent programs under the leadership of a single Dean.

In 2011, the School received its first full five-year accreditation from CEPH. In 2013, the CUNY Board of Trustees adopted changes to the School's governance plan to better reflect the University-wide nature of the School and position it for continued and expanded collaborations, growth, and success including renaming the school to the CUNY School of Public Health.

In November 2015, the CUNY Board of Trustees approved a resolution directing the Chancellor of the University, James B. Milliken, to develop and implement a plan to transition the existing consortial School to a unified graduate school that would administer all master's and doctoral-level degree programs, continuing as a unit within the CUNY Graduate School and University Center. The name of the School was changed to the CUNY Graduate School of Public Health and Health Policy.

## Accreditation

The CUNY Graduate School of Public Health and Health Policy is regionally accredited by the Middle States Commission on Higher Education through the Graduate School and University Center.

The School is granted professional accreditation by the [Council on Education for Public Health](#) (CEPH).

The MS-EOHS program is granted professional accreditation by the [Accreditation Board for Engineering Technology](#) (ABET).

The Nutrition and Dietetic Internship has been granted accreditation by the [Accreditation Council for Education in Nutrition and Dietetics](#) (ACEND).

## Organization

The Graduate School of Public Health and Health Policy (SPH) is housed administratively within the CUNY Graduate School and University Center. SPH is led by the Dean who reports directly to the CUNY Chancellor.

The Chancellor reports to the CUNY Board of Trustees. The [Board of Trustees](#) is a seventeen member body. The governor of the State of New York appoints ten members, the mayor of the City of New York appoints five members and two members serve in an *ex officio* capacity: the Chairperson of the University Student Senate and Chairperson of the University Faculty Senate.

## Administration and Governance

The **Dean** has primary responsibility for oversight and management of the Graduate School of Public Health and Health Policy. Other major positions within the School include:

The **Dean's Public Health Advisory Council** provides insight and advice to the Dean with respect to the external public health community. It is comprised of experienced public health and other leaders representing government, health care, business, non-profit, legal, community-based, and media sectors and organizations. The Council advises the Dean on research, academic programs, workforce development, training, and development to help ensure that the School meets the needs of the community.

The **Associate and Assistant Deans** are each responsible for leading and coordinating activities in the areas of administration, academic and faculty affairs, research, and student services, respectively. Their activities are coordinated through senior staff meetings with the Dean.

The **Department Chairpersons** are responsible for leading the academic programs and leading faculty within their respective departments: Community Health and Social Sciences; Epidemiology and Biostatistics; Environmental, Occupational, and Geospatial Health Sciences; and Health Policy and Management.

The **Dean's Cabinet** consists of the Dean, the Associate and Assistant Deans, department chairpersons, the chair of the Governance Council and other persons designated by the Dean. The Cabinet meets monthly and advises the Dean with respect to the policies and operations of the School.

The **Graduate Council** serves as the governing body of the Graduate School of Public Health and Health Policy and is comprised of all full-time faculty members, as well as student, staff, and adjunct faculty representatives.

The **CUNY SPH Foundation's** mission is to advance the achievement of CUNY SPH's mission, vision and values as New York City's public school of public health, and is led by a [Board of Directors](#).

## Faculty

A [directory](#) of SPH **Faculty** can be found on the School's website.

## CUNY SPH Campus

CUNY SPH, located at 55 West 125th Street in the Harlem neighborhood of Manhattan, occupies five floors of the building. The campus offers, but is not limited to, a 120-person lecture hall, video production room, student lounge, computer lab, conference rooms, eight classrooms, study lounge, office space, workstations, wellness room, and all gender bathrooms.

# Academic Calendar

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The [CUNY academic calendar](#) provides a unified view of university dates. The academic calendar alters some course meeting dates to account for holidays. As an example, turning a Tuesday into Friday, to make up for classes missed as a result of a Friday holiday. If an unexpected schedule change occurs, or if students cannot attend the rescheduled meeting date due to another holiday conflict, then instructors will make up the lost class time, either through on-line instruction, by rescheduling the class or through alternative instruction and assignments. Faculty are required to document how they make up the time.

Academic Calendar

## SPRING 2025

| Dates                   | Days              | Description                                                                                                                                                                                                                                                                                                                                                            |
|-------------------------|-------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 01/18/2025              | Saturday          | Last day to file ePermit request                                                                                                                                                                                                                                                                                                                                       |
| 01/24/2025              | Friday            | Last day to drop for 100% tuition refund                                                                                                                                                                                                                                                                                                                               |
| 01/25/2025              | Saturday          | <b>Start of Spring Term</b><br>Classes Begin<br><i>*All registration taking place starting this date will incur additional charges/late fees</i>                                                                                                                                                                                                                       |
| 01/29/2025              | Wednesday         | No classes scheduled                                                                                                                                                                                                                                                                                                                                                   |
| 01/31/2025              | Friday            | Last day to add a course<br>Last day to drop for 75% tuition refund<br>Financial Aid Certification Enrollment Status Date.                                                                                                                                                                                                                                             |
| 02/01/2025              | Saturday          | Verification of Enrollment Rosters available to faculty.<br>Grade of WD is assigned to students who officially drop a course.                                                                                                                                                                                                                                          |
| 02/07/2025              | Friday            | Last day to drop for 50% tuition refund                                                                                                                                                                                                                                                                                                                                |
| 02/12/2025              | Wednesday         | College Closed                                                                                                                                                                                                                                                                                                                                                         |
| 02/14/2025              | Friday            | Last day to drop for 25% tuition refund.<br>Last day to drop <u>without</u> a grade of W.<br>All changes that may affect student record/billing must be completed by this date, including changes of level for doctoral students.<br>No petitions for changes will be accepted after this date.<br>Verification of Enrollment Rosters due from faculty.<br>Census date |
| 02/15/2025              | Saturday          | WN Grades Assigned<br>Grade of W is assigned to students who officially withdraw from a course<br>College Closed                                                                                                                                                                                                                                                       |
| 02/17/2025              | Monday            | College Closed                                                                                                                                                                                                                                                                                                                                                         |
| 02/18/2025              | Tuesday           | Classes follow Monday schedule                                                                                                                                                                                                                                                                                                                                         |
| 02/24/2025              | Monday            | WA Grades Assigned – Immunization non-compliance                                                                                                                                                                                                                                                                                                                       |
| 03/06/2025              | Thursday          | Last day to <b>'Apply to Graduate'</b> for Spring 2025<br>Classes follow a Wednesday schedule                                                                                                                                                                                                                                                                          |
| 03/31/2025              | Monday            | R2T4 60% Date for the term<br>No Classes Scheduled                                                                                                                                                                                                                                                                                                                     |
| 04/01/2025              | Tuesday           | Last day to withdraw from course with a grade of W                                                                                                                                                                                                                                                                                                                     |
| 04/12/2025 – 04/20/2025 | Saturday - Sunday | Spring Recess                                                                                                                                                                                                                                                                                                                                                          |
| 05/16/2025 – 05/22/2025 | Friday - Thursday | Final Examinations                                                                                                                                                                                                                                                                                                                                                     |
| 05/22/2025              | Thursday          | <b>End of Spring Term</b><br>Dissertation: Last day to deposit Dissertation and Thesis for Spring 2025                                                                                                                                                                                                                                                                 |
| 05/26/2025              | Monday            | College Closed                                                                                                                                                                                                                                                                                                                                                         |
| 05/28/2025              | Wednesday         | Final Grade Submission Deadline*                                                                                                                                                                                                                                                                                                                                       |
| 06/01/2025              | Sunday            | Spring 2025 – Degree Conferral Date                                                                                                                                                                                                                                                                                                                                    |

Academic Calendar

## SUMMER 2025

*Summer Sessions (5 Weeks; 8 Weeks & 11 Weeks)*

| Dates      | Days      | Description                                                                                                                                                                                                                                       |
|------------|-----------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 05/27/2025 | Tuesday   | Last day to file ePermit request                                                                                                                                                                                                                  |
| 06/01/2025 | Sunday    | Last day to drop for 100% tuition refund.                                                                                                                                                                                                         |
| 06/02/2025 | Monday    | Summer Session begins. <b>Classes begin today for all sessions.</b><br><i>*All registration taking place starting this date will incur additional charges/late fees</i>                                                                           |
| 06/04/2025 | Wednesday | Last day to add a course for all sessions.                                                                                                                                                                                                        |
| 06/05/2025 | Thursday  | Last day to drop <u>without</u> a grade of 'W'<br>All changes that may affect student record/billing must be completed by this date, including changes of level for Doctoral students. No petitions for changes will be accepted after this date. |
| 06/06/2025 | Friday    | Grade of W is assigned to students who officially withdraw from a course.<br><b>No Classes Scheduled</b>                                                                                                                                          |
| 06/16/2025 | Monday    | Last day to withdraw from a course with a grade of W for <b>5 Weeks</b> session course offering.                                                                                                                                                  |
| 06/19/2025 | Thursday  | <b>College Closed</b>                                                                                                                                                                                                                             |
| 06/26/2025 | Thursday  | Last day to 'Apply to Graduate' for Summer 2025                                                                                                                                                                                                   |
| 07/03/2025 | Thursday  | <b>End of Summer Session 5 Weeks</b>                                                                                                                                                                                                              |
| 07/04/2025 | Friday    | <b>College Closed</b>                                                                                                                                                                                                                             |
| 07/07/2025 | Monday    | Last day to withdraw from a course with a grade of W for <b>8 Weeks</b> session course offering                                                                                                                                                   |
| 07/17/2025 | Thursday  | R2T4 60% Date for the Term                                                                                                                                                                                                                        |
| 07/25/2025 | Friday    | <b>End of Summer Session 8 Weeks</b>                                                                                                                                                                                                              |
| 07/28/2025 | Monday    | Last day to withdraw from a course with a grade of W for <b>11 Weeks</b> session course offering                                                                                                                                                  |
| 08/15/2025 | Friday    | <b>End of Summer Session 11 Weeks</b>                                                                                                                                                                                                             |
| 08/19/2025 | Tuesday   | <b>End of Summer Term</b><br>Dissertation: Last day to deposit Dissertation and Thesis for Summer 2025                                                                                                                                            |
| 09/01/2025 | Monday    | Summer 2025 – Degree Conferral Date                                                                                                                                                                                                               |

| Dates                   | Days                 | Description                                                                                                                                                                                                                                                                                                                                                                    |
|-------------------------|----------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 08/18/2025              | Monday               | Last day to file ePermit request                                                                                                                                                                                                                                                                                                                                               |
| 08/25/2025              | Monday               | Last day to drop for 100% tuition refund                                                                                                                                                                                                                                                                                                                                       |
| 08/26/2025              | Tuesday              | Start of Fall Term<br><b>Classes Begin</b><br><i>*All registration taking place starting this date will incur additional charges/late fees</i>                                                                                                                                                                                                                                 |
| 08/30/2025 – 08/31/2025 | Saturday – Sunday    | No Classes Scheduled                                                                                                                                                                                                                                                                                                                                                           |
| 09/01/2025              | Monday               | <b>College Closed</b><br><b>Last day to add a course</b><br>Last day to drop for 75% tuition refund<br>Financial Aid Certification Enrollment Status Date                                                                                                                                                                                                                      |
| 09/02/2025              | Tuesday              | Verification of Enrollment rosters available to faculty<br>Grade of WD is assigned to students who officially drop a course                                                                                                                                                                                                                                                    |
| 09/08/2025              | Monday               | Last day to drop for 50% tuition refund                                                                                                                                                                                                                                                                                                                                        |
| 09/15/2025              | Monday               | Last day to drop for 25% tuition refund.<br>Last day to drop <u>without</u> a grade of W.<br>All changes that may affect student record/billing must be completed by this date, including changes of level for doctoral students.<br>No petitions for changes will be accepted after this date.<br><b>Verification of Enrollment rosters due from faculty.</b><br>Census date. |
| 09/16/2025              | Tuesday              | <b>WN Grades assigned.</b><br>Grade of W is assigned to students who officially withdraw from a course.<br>100% Tuition obligation for course drops.                                                                                                                                                                                                                           |
| 09/22/2025 – 09/24/2025 | Monday - Wednesday   | No Classes Scheduled                                                                                                                                                                                                                                                                                                                                                           |
| 09/24/2025              | Wednesday            | WA Grades Assigned – Immunization non-compliance.                                                                                                                                                                                                                                                                                                                              |
| 10/01/2025 – 10/02/2025 | Wednesday - Thursday | No classes scheduled                                                                                                                                                                                                                                                                                                                                                           |
| 10/13/2025              | Monday               | <b>College Closed</b>                                                                                                                                                                                                                                                                                                                                                          |
| 10/14/2025              | Tuesday              | Classes follow Monday schedule                                                                                                                                                                                                                                                                                                                                                 |
| 10/16/2025              | Thursday             | Last day to 'Apply to Graduate' for Fall 2025                                                                                                                                                                                                                                                                                                                                  |
| 10/20/2025              | Monday               | No Classes Scheduled                                                                                                                                                                                                                                                                                                                                                           |
| 10/24/2025              | Friday               | Classes follow a Monday schedule                                                                                                                                                                                                                                                                                                                                               |
| 11/05/2025              | Wednesday            | R2T4 60% date for the term                                                                                                                                                                                                                                                                                                                                                     |
| 11/06/2025              | Thursday             | Last day to withdraw from course with a grade of W.                                                                                                                                                                                                                                                                                                                            |
| 11/27/2025 – 11/28/2025 | Thursday – Friday    | <b>College Closed</b>                                                                                                                                                                                                                                                                                                                                                          |
| 11/29/2025 – 11/30/2025 | Saturday – Sunday    | No Classes Scheduled                                                                                                                                                                                                                                                                                                                                                           |
| 12/16/2025 – 12/22/2025 | Tuesday - Monday     | Final Examinations                                                                                                                                                                                                                                                                                                                                                             |
| 12/22/2025              | Monday               | <b>End of Fall Term</b><br>Dissertation: Last day to deposit Dissertation and Thesis for Fall 2025                                                                                                                                                                                                                                                                             |
| 12/24/2025 – 12/25/2025 | Wednesday - Thursday | <b>College Closed</b>                                                                                                                                                                                                                                                                                                                                                          |
| 12/26/2025              | Friday               | Final Grade Submission Deadline*                                                                                                                                                                                                                                                                                                                                               |
| 12/31/2025              | Wednesday            | <b>College Closed</b>                                                                                                                                                                                                                                                                                                                                                          |
| 01/01/2026              | Thursday             | <b>College Closed</b><br>Fall 2025 – Degree Conferral Date                                                                                                                                                                                                                                                                                                                     |

| Dates      | Days     | Description                                                                                                                                                                          |
|------------|----------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 12/26/2025 | Friday   | Last day to file ePermit request for Winter session                                                                                                                                  |
| 01/01/2026 | Thursday | Last day to drop for 100% tuition refund<br><b>College Closed</b>                                                                                                                    |
| 01/02/2026 | Friday   | <b>Start of Winter Session</b><br><b>Classes Begin</b><br>Last day to drop for 50% tuition refund<br>Last day to add a course.<br>Financial Aid Certification Enrollment Status Date |
| 01/03/2026 | Saturday | <b>Verification of Enrollment Rosters available to faculty.</b><br>Grade of WD is assigned to students who officially drop a course.                                                 |
| 01/04/2026 | Sunday   | Last day to drop for 25% tuition refund.<br>Last day to drop <u>without</u> a grade of W.<br><b>Verification of Enrollment Rosters due from faculty.</b><br>Census date              |
| 01/05/2026 | Monday   | <b>WN Grades Assigned.</b><br>Grade of W is assigned to students who officially withdraw from a course.                                                                              |
| 01/15/2026 | Thursday | R2T4 60% Date for the session                                                                                                                                                        |
| 01/16/2026 | Friday   | Last day to withdraw from course with a grade of W                                                                                                                                   |
| 01/19/2026 | Monday   | <b>College Closed</b>                                                                                                                                                                |
| 01/23/2026 | Friday   | Final Examinations<br>End of Winter Session                                                                                                                                          |
| 01/26/2026 | Monday   | Final Grade Submission Deadline*                                                                                                                                                     |

Academic Calendar

**SPRING 2026**

| Dates                   | Days                 | Description                                                                                                                                                                                                                                                                                                                                                                   |
|-------------------------|----------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 01/16/2026              | Friday               | Last day to file ePermit request                                                                                                                                                                                                                                                                                                                                              |
| 01/25/2026              | Sunday               | Last day to drop for 100% tuition refund                                                                                                                                                                                                                                                                                                                                      |
| 01/26/2026              | Monday               | <b>Start of Spring Term<br/>Classes Begin</b><br><i>*All registration taking place starting this date will incur additional charges/late fees</i>                                                                                                                                                                                                                             |
| 02/01/2026              | Sunday               | <b>Last day to add a course</b><br>Last day to drop for 75% tuition refund<br>Financial Aid Certification Enrollment Status Date.                                                                                                                                                                                                                                             |
| 02/02/2026              | Monday               | <b>Verification of Enrollment Rosters available to faculty.</b><br>Grade of WD is assigned to students who officially drop a course.                                                                                                                                                                                                                                          |
| 02/08/2026              | Sunday               | Last day to drop for 50% tuition refund                                                                                                                                                                                                                                                                                                                                       |
| 02/12/2026              | Thursday             | <b>College Closed</b>                                                                                                                                                                                                                                                                                                                                                         |
| 02/15/2026              | Sunday               | Last day to drop for 25% tuition refund.<br>Last day to drop <u>without</u> a grade of W.<br>All changes that may affect student record/billing must be completed by this date, including changes of level for doctoral students.<br>No petitions for changes will be accepted after this date.<br><b>Verification of Enrollment Rosters due from faculty.</b><br>Census date |
| 02/16/2025              | Monday               | <b>College Closed</b><br><b>WN Grades Assigned</b><br>Grade of W is assigned to students who officially withdraw from a course                                                                                                                                                                                                                                                |
| 02/17/2026              | Tuesday              | No Classes Scheduled                                                                                                                                                                                                                                                                                                                                                          |
| 02/25/2026              | Wednesday            | WA Grades Assigned – Immunization non-compliance                                                                                                                                                                                                                                                                                                                              |
| 03/05/2026              | Thursday             | Last day to <b>'Apply to Graduate'</b> for Spring 2025                                                                                                                                                                                                                                                                                                                        |
| 03/20/2026              | Friday               | No Classes Scheduled                                                                                                                                                                                                                                                                                                                                                          |
| 04/01/2026 – 04/09/2026 | Wednesday - Thursday | Spring Recess                                                                                                                                                                                                                                                                                                                                                                 |
| 04/12/2026              | Sunday               | R2T4 60% Date for the term                                                                                                                                                                                                                                                                                                                                                    |
| 04/13/2026              | Monday               | Last day to withdraw from course with a grade of W                                                                                                                                                                                                                                                                                                                            |
| 04/21/2026              | Tuesday              | Classes follow a Thursday Schedule                                                                                                                                                                                                                                                                                                                                            |
| 05/16/2026 – 05/18/2026 | Saturday - Monday    | Final Examinations                                                                                                                                                                                                                                                                                                                                                            |
| 05/20/2026 – 05/26/2026 | Wednesday – Tuesday  | Final Examinations                                                                                                                                                                                                                                                                                                                                                            |
| 05/25/2026              | Monday               | <b>College Closed</b>                                                                                                                                                                                                                                                                                                                                                         |
| 05/26/2026              | Tuesday              | <b>End of Spring Term</b><br>Dissertation: Last day to deposit Dissertation and Thesis for Spring 2026                                                                                                                                                                                                                                                                        |
| 05/29/2026              | Friday               | Final Grade Submission Deadline*                                                                                                                                                                                                                                                                                                                                              |
| 06/01/2026              | Monday               | Spring 2026 – Degree Conferral Date                                                                                                                                                                                                                                                                                                                                           |

Academic Calendar

## Winter 2025



| Dates      | Days      | Description                                                                                                                                                                                                                                                               |
|------------|-----------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 12/26/2024 | Thursday  | Last day to file ePermit request for Winter session                                                                                                                                                                                                                       |
| 01/01/2025 | Wednesday | Last day to drop for 100% tuition refund<br>College Closed                                                                                                                                                                                                                |
| 01/02/2025 | Thursday  | Start of Winter Session<br>Classes Begin<br>Last day to add a course<br><i>*All registration taking place starting this date will incur additional charges/late fees</i><br>Last day to drop for 50% tuition refund<br>Financial Aid Certification Enrollment Status Date |
| 01/03/2025 | Friday    | Verification of Enrollment Rosters available to faculty.<br>Grade of WD is assigned to students who officially drop a course.                                                                                                                                             |
| 01/04/2025 | Saturday  | Last day to drop for 25% tuition refund.<br>Last day to drop <u>without</u> a grade of W.<br>Verification of Enrollment Rosters due from faculty.<br>Census date                                                                                                          |
| 01/05/2025 | Sunday    | WN Grades Assigned.<br>Grade of W is assigned to students who officially withdraw from a course.                                                                                                                                                                          |
| 01/15/2025 | Wednesday | R2T4 60% Date for the session                                                                                                                                                                                                                                             |
| 01/16/2025 | Thursday  | Last day to withdraw from course with a grade of W                                                                                                                                                                                                                        |
| 01/20/2025 | Monday    | College Closed                                                                                                                                                                                                                                                            |
| 01/23/2025 | Thursday  | Final Examinations<br>End of Winter Session                                                                                                                                                                                                                               |
| 01/24/2025 | Friday    | Final Grade Submission Deadline*                                                                                                                                                                                                                                          |

## Fall 2024

| Dates                   | Days                | Description                                                                                                                                                                                                                                                                                                                                                     |
|-------------------------|---------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 08/21/2024              | Wednesday           | Last day to file ePermit request                                                                                                                                                                                                                                                                                                                                |
| 08/27/2024              | Tuesday             | Last day to drop for 100% tuition refund                                                                                                                                                                                                                                                                                                                        |
| 08/28/2024              | Wednesday           | Start of Fall Term<br><b>Classes Begin</b><br><i>*All registration taking place starting this date will incur additional charges/late fees</i>                                                                                                                                                                                                                  |
| 09/02/2024              | Monday              | College Closed                                                                                                                                                                                                                                                                                                                                                  |
| 09/03/2024              | Tuesday             | <b>Last day to add a course</b><br>Last day to drop for 75% tuition refund<br>Financial Aid Certification Enrollment Status Date                                                                                                                                                                                                                                |
| 09/04/2024              | Wednesday           | Verification of Enrollment rosters available to faculty<br>Grade of WD assigned to students who officially drop a course                                                                                                                                                                                                                                        |
| 09/10/2024              | Tuesday             | Last day to drop for 50% tuition refund                                                                                                                                                                                                                                                                                                                         |
| 09/17/2024              | Tuesday             | Last day to drop for 25% tuition refund.<br>Last day to drop <u>without</u> a grade of W.<br>All changes that may affect student record/billing must be completed by this date, including changes of level for DPH students. No petitions for changes will be accepted after this date.<br>Verification of Enrollment rosters due from faculty.<br>Census date. |
| 09/18/2024              | Wednesday           | WN Grades assigned.<br>100% Tuition obligation for course drops.<br>Grade of W is assigned to students who officially withdraw from a course.                                                                                                                                                                                                                   |
| 09/27/2024              | Friday              | WA Grades Assigned – Immunization non-compliance.                                                                                                                                                                                                                                                                                                               |
| 10/02/2024 – 10/04/2024 | Wednesday – Friday  | No classes scheduled                                                                                                                                                                                                                                                                                                                                            |
| 10/11/2024 – 10/12/2024 | Friday – Saturday   | No classes scheduled                                                                                                                                                                                                                                                                                                                                            |
| 10/14/2024              | Monday              | College Closed                                                                                                                                                                                                                                                                                                                                                  |
| 10/15/2024              | Tuesday             | Classes follow Monday schedule                                                                                                                                                                                                                                                                                                                                  |
| 10/16/2024              | Wednesday           | Last day to <b>'Apply to Graduate'</b> for Fall 2024                                                                                                                                                                                                                                                                                                            |
| 11/05/2024              | Tuesday             | R2T4 60% date for the term                                                                                                                                                                                                                                                                                                                                      |
| 11/06/2024              | Wednesday           | Last day to withdraw from course with a grade of W.                                                                                                                                                                                                                                                                                                             |
| 11/27/2024              | Wednesday           | Classes follow Friday schedule                                                                                                                                                                                                                                                                                                                                  |
| 11/28/2024 – 11/29/2024 | Thursday – Friday   | College Closed – No classes scheduled                                                                                                                                                                                                                                                                                                                           |
| 11/30/2024 – 12/01/2024 | Saturday – Sunday   | No classes scheduled                                                                                                                                                                                                                                                                                                                                            |
| 12/15/2024 – 12/21/2024 | Sunday – Saturday   | Final Examinations                                                                                                                                                                                                                                                                                                                                              |
| 12/21/2024              | Saturday            | <b>End of Fall Term</b><br>Dissertation: Last day to deposit Dissertation and Thesis for Fall 2024                                                                                                                                                                                                                                                              |
| 12/24/2024 – 12/25/2024 | Tuesday – Wednesday | College Closed                                                                                                                                                                                                                                                                                                                                                  |
| 12/27/2024              | Friday              | Final Grade Submission Deadline*                                                                                                                                                                                                                                                                                                                                |
| 01/01/2025              | Wednesday           | Fall 2024 – Degree Conferral Date                                                                                                                                                                                                                                                                                                                               |

## SUMMER 2024

Summer Sessions (5 Weeks; 8 Weeks & 11 Weeks)

| Dates      | Days      | Description                                                                                                                                                                                                                                                                                               |
|------------|-----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 05/21/2024 | Tuesday   | Last day to file ePermit request                                                                                                                                                                                                                                                                          |
| 05/27/2024 | Monday    | Last day to drop for 100% tuition refund.                                                                                                                                                                                                                                                                 |
| 05/28/2024 | Tuesday   | Summer Session begins. <b>Classes begin today for all sessions.</b><br><i>*All registration taking place starting this date will incur additional charges/late fees</i>                                                                                                                                   |
| 05/31/2024 | Friday    | Last day to add a course for all sessions.                                                                                                                                                                                                                                                                |
| 06/01/2024 | Saturday  | Verification of Enrollment Rosters available to faculty.                                                                                                                                                                                                                                                  |
| 06/04/2024 | Tuesday   | Last day to drop <u>without</u> a grade of 'W'<br>All changes that may affect student record/billing must be completed by this date, including changes of level for Doctoral students. No petitions for changes will be accepted after this date.<br>Verification of Enrollment Rosters due from faculty. |
| 06/05/2024 | Wednesday | WN Grades Assigned<br>Grade of W is assigned to students who officially withdraw from a course.                                                                                                                                                                                                           |
| 06/19/2024 | Wednesday | <b>College Closed</b> (No Classes)                                                                                                                                                                                                                                                                        |
| 06/26/2024 | Wednesday | Last day to withdraw from a course with a grade of W for <b>5 Weeks</b> session course offering.                                                                                                                                                                                                          |
| 06/27/2024 | Thursday  | Last day to ' <b>Apply to Graduate</b> ' for Summer 2024                                                                                                                                                                                                                                                  |
| 06/28/2024 | Friday    | <b>End of Summer Session 5 Weeks</b>                                                                                                                                                                                                                                                                      |
| 07/04/2024 | Thursday  | <b>College Closed</b>                                                                                                                                                                                                                                                                                     |
| 07/17/2024 | Wednesday | Last day to withdraw from a course with a grade of W for <b>8 Weeks</b> session course offering                                                                                                                                                                                                           |
| 07/18/2024 | Thursday  | R2T4 60% Date for the Term                                                                                                                                                                                                                                                                                |
| 07/19/2024 | Friday    | <b>End of Summer Session 8 Weeks</b>                                                                                                                                                                                                                                                                      |
| 08/07/2024 | Wednesday | Last day to withdraw from a course with a grade of W for <b>11 Weeks</b> session course offering                                                                                                                                                                                                          |
| 08/09/2024 | Friday    | <b>End of Summer Session 11 Weeks</b>                                                                                                                                                                                                                                                                     |
| 08/20/2024 | Tuesday   | <b>End of Summer Term</b><br>Dissertation: Last day to deposit Dissertation and Thesis for Summer 2024                                                                                                                                                                                                    |
| 09/01/2024 | Sunday    | Summer 2024 – Degree Conferral Date                                                                                                                                                                                                                                                                       |

## SPRING 2024

| Dates                   | Days                 | Description                                                                                                                                                                                                                                                                                                                                                            |
|-------------------------|----------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 01/18/2024              | Thursday             | Last day to file ePermit request                                                                                                                                                                                                                                                                                                                                       |
| 01/24/2024              | Wednesday            | Last day to drop for 100% tuition refund                                                                                                                                                                                                                                                                                                                               |
| 01/25/2024              | Thursday             | Start of Spring Term<br>Classes Begin<br><i>*All registration taking place starting this date will incur additional charges/late fees</i>                                                                                                                                                                                                                              |
| 01/31/2024              | Wednesday            | Last day to add a course<br>Last day to drop for 75% tuition refund<br>Financial Aid Certification Enrollment Status Date.                                                                                                                                                                                                                                             |
| 02/01/2024              | Thursday             | Verification of Enrollment Rosters available to faculty.<br>Grade of WD is assigned to students who officially drop a course.                                                                                                                                                                                                                                          |
| 02/07/2024              | Wednesday            | Last day to drop for 50% tuition refund                                                                                                                                                                                                                                                                                                                                |
| 02/12/2024              | Monday               | College Closed                                                                                                                                                                                                                                                                                                                                                         |
| 02/14/2024              | Wednesday            | Last day to drop for 25% tuition refund.<br>Last day to drop <u>without</u> a grade of W.<br>All changes that may affect student record/billing must be completed by this date, including changes of level for doctoral students.<br>No petitions for changes will be accepted after this date.<br>Verification of Enrollment Rosters due from faculty.<br>Census date |
| 02/15/2024              | Thursday             | WN Grades Assigned<br>Grade of W is assigned to students who officially withdraw from a course                                                                                                                                                                                                                                                                         |
| 02/19/2024              | Monday               | College Closed                                                                                                                                                                                                                                                                                                                                                         |
| 02/22/2024              | Thursday             | Classes follow Monday schedule                                                                                                                                                                                                                                                                                                                                         |
| 02/24/2024              | Saturday             | WA Grades Assigned – Immunization non-compliance                                                                                                                                                                                                                                                                                                                       |
| 02/28/2024              | Wednesday            | Classes follow Monday schedule                                                                                                                                                                                                                                                                                                                                         |
| 03/07/2024              | Thursday             | Last day to <b>'Apply to Graduate'</b> for Spring 2024                                                                                                                                                                                                                                                                                                                 |
| 03/29/2024 – 03/31/2024 | Friday – Sunday      | No Classes Scheduled                                                                                                                                                                                                                                                                                                                                                   |
| 03/31/2024              | Sunday               | R2T4 60% Date for the Session                                                                                                                                                                                                                                                                                                                                          |
| 04/22/2024 – 04/30/2024 | Monday – Tuesday     | Spring Recess                                                                                                                                                                                                                                                                                                                                                          |
| 05/15/2024              | Wednesday            | Last day to withdraw from course with a grade of W                                                                                                                                                                                                                                                                                                                     |
| 05/16/2024 – 05/22/2024 | Thursday - Wednesday | Final Examinations                                                                                                                                                                                                                                                                                                                                                     |
| 05/22/2024              | Wednesday            | End of Spring Term<br>Dissertation: Last day to deposit Dissertation and Thesis for Spring 2024                                                                                                                                                                                                                                                                        |
| 05/27/2024              | Monday               | College Closed                                                                                                                                                                                                                                                                                                                                                         |
| 05/30/2024              | Thursday             | Final Grade Submission Deadline*                                                                                                                                                                                                                                                                                                                                       |
| 06/01/2024              | Saturday             | Spring 2024 – Degree Conferral Date                                                                                                                                                                                                                                                                                                                                    |

## WINTER 2024

| Dates      | Days      | Description                                                                                                                                                                                                                                                    |
|------------|-----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 12/26/2023 | Tuesday   | Last day to file ePermit request for Winter Session                                                                                                                                                                                                            |
| 01/01/2024 | Monday    | Last day to drop for 100% tuition refund<br>College Closed                                                                                                                                                                                                     |
| 01/02/2024 | Tuesday   | Start of Winter Session<br>Classes Begin<br>Last day to add a course ( <i>registration taking place on this day will incur additional charges/late fees</i> )<br>Last day to drop for 50% tuition refund<br>Financial Aid Certification Enrollment Status Date |
| 01/03/2024 | Wednesday | Verification of Enrollment Rosters available to faculty.<br>Grade of WD is assigned to students who officially drop a course.                                                                                                                                  |
| 01/04/2024 | Thursday  | Last day to drop for 25% tuition refund.<br>Last day to drop <u>without</u> a grade of W.<br>Verification of Enrollment Rosters due from faculty.<br>Census date                                                                                               |
| 01/05/2024 | Friday    | WN Grades Assigned.<br>Grade of W is assigned to students who officially withdraw from a course.                                                                                                                                                               |
| 01/15/2024 | Monday    | College Closed<br>R2T4 60% Date for the session                                                                                                                                                                                                                |
| 01/22/2024 | Monday    | Last day to withdraw from course with a grade of W                                                                                                                                                                                                             |
| 01/23/2024 | Tuesday   | Final Examinations<br>End of Winter Session                                                                                                                                                                                                                    |
| 01/26/2024 | Friday    | Final Grade Submission Deadline*                                                                                                                                                                                                                               |

## FALL 2023

| Dates                   | Days                 | Description                                                                                                                                                                                                                                                                                                                                                        |
|-------------------------|----------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 08/24/2023              | Thursday             | Last day to drop for 100% tuition refund<br>Last day to file ePermit request                                                                                                                                                                                                                                                                                       |
| 08/25/2023              | Friday               | Start of Fall Term<br><b>Classes Begin</b><br><i>*All registration taking place starting this date will incur additional charges/late fees</i>                                                                                                                                                                                                                     |
| 08/31/2023              | Thursday             | Last day to add a course<br>Last day to drop for 75% tuition refund<br>Financial Aid Certification Enrollment Status Date                                                                                                                                                                                                                                          |
| 09/01/2023              | Friday               | Verification of Enrollment rosters available to faculty<br>Grade of WD assigned to students who officially drop a course                                                                                                                                                                                                                                           |
| 09/04/2023              | Monday               | College Closed                                                                                                                                                                                                                                                                                                                                                     |
| 09/07/2023              | Thursday             | Last day to drop for 50% tuition refund                                                                                                                                                                                                                                                                                                                            |
| 09/14/2023              | Thursday             | Last day to drop for 25% tuition refund.<br>Last day to drop <u>without</u> a grade of W.<br>All changes that may affect student record/billing must be completed by this date, including changes of level for DPH students.<br>No petitions for changes will be accepted after this date.<br>Verification of Enrollment rosters due from faculty.<br>Census date. |
| 09/15/2023              | Friday               | 100% Tuition obligation for course drops. WN Grades assigned.<br>Grade of W is assigned to students who officially withdraw from a course.                                                                                                                                                                                                                         |
| 09/15/2023 – 09/17/2023 | Friday – Sunday      | No classes scheduled                                                                                                                                                                                                                                                                                                                                               |
| 09/24/2023 – 09/25/2023 | Sunday – Monday      | No classes scheduled                                                                                                                                                                                                                                                                                                                                               |
| 09/25/2023              | Monday               | WA Grades Assigned – Immunization non-compliance.                                                                                                                                                                                                                                                                                                                  |
| 10/09/2023              | Monday               | College Closed                                                                                                                                                                                                                                                                                                                                                     |
| 10/10/2023              | Tuesday              | Classes follow Monday Schedule                                                                                                                                                                                                                                                                                                                                     |
| 10/12/2023              | Thursday             | Last day to 'Apply to Graduate' for Fall 2023                                                                                                                                                                                                                                                                                                                      |
| 10/31/2023              | Tuesday              | R2T4 60% date for the term                                                                                                                                                                                                                                                                                                                                         |
| 11/22/2023              | Wednesday            | No Classes                                                                                                                                                                                                                                                                                                                                                         |
| 11/23/2023 – 11/26/2023 | Thursday - Sunday    | College Closed                                                                                                                                                                                                                                                                                                                                                     |
| 12/11/2023              | Monday               | Last day to withdraw from course with a grade of W.                                                                                                                                                                                                                                                                                                                |
| 12/12/2023 – 12/13/2023 | Tuesday – Wednesday  | Reading Day                                                                                                                                                                                                                                                                                                                                                        |
| 12/14/2023 – 12/20/2023 | Thursday - Wednesday | Final Examinations                                                                                                                                                                                                                                                                                                                                                 |
| 12/20/2023              | Wednesday            | End of Fall Term<br>Dissertation: Last day to deposit Dissertation and Thesis for Fall 2023                                                                                                                                                                                                                                                                        |
| 12/22/2023              | Friday               | College Closed                                                                                                                                                                                                                                                                                                                                                     |
| 12/24/2023 – 12/25/2023 | Sunday - Monday      | College Closed                                                                                                                                                                                                                                                                                                                                                     |
| 12/28/2023              | Thursday             | Final Grade Submission Deadline*                                                                                                                                                                                                                                                                                                                                   |
| 01/01/2024              | Monday               | Fall 2023 – Degree Conferral Date                                                                                                                                                                                                                                                                                                                                  |

## SUMMER 2023

*Summer Sessions (5 Weeks; 8 Weeks & 11 Weeks)*

| Dates      | Days      | Description                                                                                                                                                                                                                                       |
|------------|-----------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 05/26/2023 | Friday    | Last day to file ePermit request                                                                                                                                                                                                                  |
| 05/29/2023 | Monday    | Last day to drop for 100% tuition refund.                                                                                                                                                                                                         |
| 05/30/2023 | Tuesday   | Summer Session begins. <b>Classes begin today for all sessions.</b><br><i>*All registration taking place starting this date will incur additional charges/late fees</i>                                                                           |
| 06/02/2023 | Friday    | Last day to add a course for all sessions.                                                                                                                                                                                                        |
| 06/06/2023 | Tuesday   | Last day to drop <u>without</u> a grade of 'W'<br>All changes that may affect student record/billing must be completed by this date, including changes of level for Doctoral students. No petitions for changes will be accepted after this date. |
| 06/07/2023 | Wednesday | Grade of W is assigned to students who officially withdraw from a course.                                                                                                                                                                         |
| 06/19/2023 | Monday    | <b>College Closed</b> (No Classes)                                                                                                                                                                                                                |
| 06/28/2023 | Wednesday | Last day to withdraw from a course with a grade of W for <b>5 Weeks</b> session course offering.                                                                                                                                                  |
| 06/29/2023 | Thursday  | Last day to <b>'Apply to Graduate'</b> for Summer 2023                                                                                                                                                                                            |
| 06/30/2023 | Friday    | <b>End of Summer Session 5 Weeks</b>                                                                                                                                                                                                              |
| 07/04/2023 | Tuesday   | <b>College Closed</b>                                                                                                                                                                                                                             |
| 07/17/2023 | Monday    | R2T4 60% Date for the Term                                                                                                                                                                                                                        |
| 07/19/2023 | Wednesday | Last day to withdraw from a course with a grade of W for <b>8 Weeks</b> session course offering                                                                                                                                                   |
| 07/21/2023 | Friday    | <b>End of Summer Session 8 Weeks</b>                                                                                                                                                                                                              |
| 08/09/2023 | Wednesday | Last day to withdraw from a course with a grade of W for <b>11 Weeks</b> session course offering                                                                                                                                                  |
| 08/11/2023 | Friday    | <b>End of Summer Session 11 Weeks</b>                                                                                                                                                                                                             |
| 08/18/2023 | Friday    | <b>End of Summer Term</b><br>Dissertation: Last day to deposit Dissertation and Thesis for Summer 2023                                                                                                                                            |
| 09/01/2023 | Friday    | Summer 2023 – Degree Conferral Date                                                                                                                                                                                                               |

## SPRING 2023

| Dates                   | Days                 | Description                                                                                                                                                                                                                                                                                                                                                            |
|-------------------------|----------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 01/24/2023              | Tuesday              | Last day to drop for 100% tuition refund<br>Last day to file ePermit request                                                                                                                                                                                                                                                                                           |
| 01/25/2023              | Wednesday            | Start of Spring Term<br>Classes Begin<br><i>*All registration taking place starting this date will incur additional charges/late fees</i>                                                                                                                                                                                                                              |
| 01/31/2023              | Tuesday              | Last day to add a course<br>Last day to drop for 75% tuition refund<br>Financial Aid Certification Enrollment Status Date.                                                                                                                                                                                                                                             |
| 02/01/2023              | Wednesday            | Verification of Enrollment Rosters available to faculty.<br>Grade of WD is assigned to students who officially drop a course.                                                                                                                                                                                                                                          |
| 02/07/2023              | Tuesday              | Last day to drop for 50% tuition refund                                                                                                                                                                                                                                                                                                                                |
| 02/12/2023 – 02/13/2023 | Sunday - Monday      | College Closed                                                                                                                                                                                                                                                                                                                                                         |
| 02/14/2023              | Tuesday              | Last day to drop for 25% tuition refund.<br>Last day to drop <u>without</u> a grade of W.<br>All changes that may affect student record/billing must be completed by this date, including changes of level for doctoral students.<br>No petitions for changes will be accepted after this date.<br>Verification of Enrollment Rosters due from faculty.<br>Census date |
| 02/15/2023              | Wednesday            | WN Grades Assigned<br>Grade of W is assigned to students who officially withdraw from a course                                                                                                                                                                                                                                                                         |
| 02/20/2023              | Monday               | College Closed                                                                                                                                                                                                                                                                                                                                                         |
| 02/21/2023              | Tuesday              | Classes follow a Monday schedule                                                                                                                                                                                                                                                                                                                                       |
| 02/24/2023              | Friday               | WA Grades Assigned – Immunization non-compliance                                                                                                                                                                                                                                                                                                                       |
| 03/07/2023              | Tuesday              | Last day to <b>'Apply to Graduate'</b> for Spring 2023                                                                                                                                                                                                                                                                                                                 |
| 04/01/2023              | Saturday             | R2T4 60% Date for the Session                                                                                                                                                                                                                                                                                                                                          |
| 04/05/2023 – 04/13/2023 | Wednesday - Thursday | Spring Recess                                                                                                                                                                                                                                                                                                                                                          |
| 05/12/2023 – 05/13/2023 | Friday - Saturday    | Reading Day                                                                                                                                                                                                                                                                                                                                                            |
| 05/16/2023              | Tuesday              | Last day to withdraw from course with a grade of W                                                                                                                                                                                                                                                                                                                     |
| 05/17/2023 – 05/23/2023 | Wednesday - Tuesday  | Final Examinations                                                                                                                                                                                                                                                                                                                                                     |
| 05/23/2023              | Tuesday              | End of Spring Term<br>Dissertation: Last day to deposit Dissertation and Thesis for Spring 2023                                                                                                                                                                                                                                                                        |
| 05/29/2023              | Monday               | College Closed                                                                                                                                                                                                                                                                                                                                                         |
| 05/31/2023              | Wednesday            | Final Grade Submission Deadline                                                                                                                                                                                                                                                                                                                                        |
| 06/01/2023              | Thursday             | Spring 2023 – Degree Conferral Date                                                                                                                                                                                                                                                                                                                                    |

## Winter 2023



| Dates      | Days      | Description                                                                                                                                                      |
|------------|-----------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 01/02/2023 | Monday    | Last day to drop for 100% tuition refund<br>Last day to file ePermit request for Winter session                                                                  |
| 01/03/2023 | Tuesday   | Start of Winter Session<br>Classes Begin<br>Last day to drop for 50% tuition refund<br>Last day to add a course.                                                 |
| 01/04/2023 | Wednesday | Verification of Enrollment Rosters available to faculty.<br>Grade of WD is assigned to students who officially drop a course.                                    |
| 01/05/2023 | Thursday  | Last day to drop for 25% tuition refund.<br>Last day to drop <u>without</u> a grade of W.<br>Verification of Enrollment Rosters due from faculty.<br>Census date |
| 01/06/2023 | Friday    | WN Grades Assigned.<br>Grade of W is assigned to students who officially withdraw from a course.                                                                 |
| 01/16/2023 | Monday    | College Closed                                                                                                                                                   |
| 01/17/2023 | Tuesday   | R2T4 60% Date for the session                                                                                                                                    |
| 01/23/2023 | Monday    | Last day to withdraw from course with a grade of W                                                                                                               |
| 01/24/2022 | Tuesday   | Final Examinations<br>End of Winter Session                                                                                                                      |
| 01/27/2023 | Friday    | Final Grade Submission Deadline*                                                                                                                                 |

## Fall 2022

| Dates                   | Days                 | Description                                                                                                                                                                                                                                                                                                                                                        |
|-------------------------|----------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 08/24/2022              | Wednesday            | Last day to drop for 100% tuition refund<br>Last day to file ePermit request                                                                                                                                                                                                                                                                                       |
| 08/25/2022              | Thursday             | Start of Fall Term<br><b>Classes Begin</b><br><i>*All registration taking place starting this date will incur additional charges/late fees</i>                                                                                                                                                                                                                     |
| 08/31/2022              | Wednesday            | Last day to add a course<br>Last day to drop for 75% tuition refund<br>Financial Aid Certification Enrollment Status Date                                                                                                                                                                                                                                          |
| 09/01/2022              | Thursday             | Verification of Enrollment rosters available to faculty<br>Grade of WD assigned to students who officially drop a course                                                                                                                                                                                                                                           |
| 09/02/2022 – 09/04/2022 | Friday - Sunday      | No classes scheduled                                                                                                                                                                                                                                                                                                                                               |
| 09/05/2022              | Monday               | College Closed                                                                                                                                                                                                                                                                                                                                                     |
| 09/07/2022              | Wednesday            | Last day to drop for 50% tuition refund                                                                                                                                                                                                                                                                                                                            |
| 09/14/2022              | Wednesday            | Last day to drop for 25% tuition refund.<br>Last day to drop <u>without</u> a grade of W.<br>All changes that may affect student record/billing must be completed by this date, including changes of level for DPH students.<br>No petitions for changes will be accepted after this date.<br>Verification of Enrollment rosters due from faculty.<br>Census date. |
| 09/15/2022              | Thursday             | 100% Tuition obligation for course drops. WN Grades assigned.<br>Grade of W is assigned to students who officially withdraw from a course.                                                                                                                                                                                                                         |
| 09/24/2022              | Saturday             | WA Grades Assigned – Immunization non-compliance.                                                                                                                                                                                                                                                                                                                  |
| 09/26/2022 – 09/27/2022 | Monday - Tuesday     | No classes scheduled                                                                                                                                                                                                                                                                                                                                               |
| 09/29/2022              | Thursday             | Classes follow Monday schedule                                                                                                                                                                                                                                                                                                                                     |
| 10/04/2022 – 10/05/2022 | Tuesday – Wednesday  | No classes scheduled                                                                                                                                                                                                                                                                                                                                               |
| 10/10/2022              | Monday               | College Closed                                                                                                                                                                                                                                                                                                                                                     |
| 10/13/2022              | Thursday             | Last day to 'Apply to Graduate' for Fall 2022                                                                                                                                                                                                                                                                                                                      |
| 11/04/2022              | Friday               | R2T4 60% date for the term                                                                                                                                                                                                                                                                                                                                         |
| 11/24/2022 – 11/27/2022 | Thursday - Sunday    | College Closed                                                                                                                                                                                                                                                                                                                                                     |
| 12/14/2022              | Wednesday            | Last day to withdraw from course with a grade of W.<br>Reading Day.                                                                                                                                                                                                                                                                                                |
| 12/15/2022 – 12/21/2022 | Thursday - Wednesday | Final Examinations                                                                                                                                                                                                                                                                                                                                                 |
| 12/21/2022              | Wednesday            | End of Fall Term<br>Dissertation: Last day to deposit Dissertation and Thesis for Fall 2022                                                                                                                                                                                                                                                                        |
| 12/24/2022 – 12/25/2022 | Saturday - Sunday    | College Closed                                                                                                                                                                                                                                                                                                                                                     |
| 12/27/2022              | Tuesday              | Final Grade Submission Deadline*                                                                                                                                                                                                                                                                                                                                   |
| 01/01/2023              | Sunday               | Fall 2022 – Degree Conferral Date                                                                                                                                                                                                                                                                                                                                  |

## Summer 2022

Summer Sessions (5 Weeks; 8 Weeks & 11 Weeks)

| Dates      | Days      | Description                                                                                                                                                                                                                                                                                                           |
|------------|-----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 05/30/2022 | Monday    | Last day to drop for 100% tuition refund.<br>Last day to file ePermit request                                                                                                                                                                                                                                         |
| 05/31/2022 | Tuesday   | Summer Session begins. <b>Classes begin today for all sessions.</b><br><i>*All registration taking place starting this date will incur additional charges/late fees</i>                                                                                                                                               |
| 06/03/2022 | Friday    | Last day to add a course<br>Last day to drop for 50% tuition refund for <u>5 weeks session</u>                                                                                                                                                                                                                        |
| 06/05/2022 | Sunday    | Last day to drop for 50% tuition refund for <u>8 weeks session</u>                                                                                                                                                                                                                                                    |
| 06/07/2022 | Tuesday   | Last day to drop <u>without</u> a grade of W<br>All changes that may affect student record/billing must be completed by this date, including changes of level for Doctoral students. No petitions for changes will be accepted after this date.<br>Last day to drop for 25% tuition refund for <u>5 weeks session</u> |
| 06/08/2022 | Wednesday | Grade of W is assigned to students who officially withdraw from a course<br>Last day to drop for 50% tuition refund for <u>11 weeks session</u>                                                                                                                                                                       |
| 06/12/2022 | Sunday    | Last day to drop for 25% tuition refund for <u>8 weeks session</u>                                                                                                                                                                                                                                                    |
| 06/17/2022 | Friday    | Last day to drop for 25% tuition refund for <u>11 weeks session</u>                                                                                                                                                                                                                                                   |
| 06/20/2022 | Monday    | <b>College Closed (No Classes)</b>                                                                                                                                                                                                                                                                                    |
| 06/29/2022 | Wednesday | Last day to 'Apply to Graduate' for Summer 2022<br>Last day to withdraw from a course with a grade of W for <b>5 Weeks</b> session course offering                                                                                                                                                                    |
| 07/01/2022 | Friday    | <b>End of Summer Session 5 Weeks</b>                                                                                                                                                                                                                                                                                  |
| 07/04/2022 | Monday    | <b>College Closed</b>                                                                                                                                                                                                                                                                                                 |
| 07/20/2022 | Wednesday | Last day to withdraw from a course with a grade of W for <b>8 Weeks</b> session course offering                                                                                                                                                                                                                       |
| 07/22/2022 | Friday    | <b>End of Summer Session 8 Weeks</b>                                                                                                                                                                                                                                                                                  |
| 08/10/2022 | Wednesday | Last day to withdraw from a course with a grade of W for <b>11 Weeks</b> session course offering                                                                                                                                                                                                                      |
| 08/12/2022 | Friday    | <b>End of Summer Session 11 Weeks</b>                                                                                                                                                                                                                                                                                 |
| 08/22/2022 | Monday    | Dissertation: Last day to deposit Dissertation and Thesis for Summer 2022                                                                                                                                                                                                                                             |
| 09/01/2022 | Thursday  | Summer 2022 – Degree Conferral Date                                                                                                                                                                                                                                                                                   |

## Spring 2022

| Dates                   | Days                | Description                                                                                                                                                                                                                                                                                                  |
|-------------------------|---------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 01/27/2022              | Thursday            | Last day to drop for 100% tuition refund<br>Last day to file ePermit request                                                                                                                                                                                                                                 |
| 01/28/2022              | Friday              | Start of Spring Term<br><b>Classes Begin</b><br><i>*All registration taking place starting this date will incur additional charges/late fees</i>                                                                                                                                                             |
| 02/03/2022              | Thursday            | Last day to add a course<br>Last day to drop for 75% tuition refund                                                                                                                                                                                                                                          |
| 02/08/2022              | Tuesday             | Follows a Friday Class Schedule                                                                                                                                                                                                                                                                              |
| 02/10/2022              | Thursday            | Last day to drop for 50% tuition refund                                                                                                                                                                                                                                                                      |
| 02/11/2022 – 02/13/2022 | Friday - Sunday     | College Closed - No classes scheduled                                                                                                                                                                                                                                                                        |
| 02/17/2022              | Thursday            | Last day to drop for 25% tuition refund<br>Last day to drop <u>without</u> a grade of W<br>All changes that may affect student record/billing must be completed by this date, including changes of level for doctoral students.<br>No petitions for changes will be accepted after this date.<br>Census date |
| 02/18/2022              | Friday              | 100% Tuition obligation for course drops<br>Grade of W is assigned to students who officially withdraw from a course                                                                                                                                                                                         |
| 02/21/2022              | Monday              | College Closed - No classes scheduled                                                                                                                                                                                                                                                                        |
| 03/08/2022              | Tuesday             | Last day to 'Apply to Graduate' for Spring 2022                                                                                                                                                                                                                                                              |
| 04/15/2022 – 04/22/2022 | Friday - Friday     | Spring Recess                                                                                                                                                                                                                                                                                                |
| 05/17/2022              | Tuesday             | Last day to withdraw from course with a grade of W                                                                                                                                                                                                                                                           |
| 05/18/2022 – 05/24/2022 | Wednesday - Tuesday | Final Examinations                                                                                                                                                                                                                                                                                           |
| 05/24/2022              | Tuesday             | End of Spring Term<br>Dissertation: Last day to deposit Dissertation and Thesis for Spring 2022                                                                                                                                                                                                              |
| 05/27/2022              | Friday              | Final Grade Submission Deadline*                                                                                                                                                                                                                                                                             |
| 05/30/2022              | Monday              | College Closed                                                                                                                                                                                                                                                                                               |
| 06/01/2022              | Wednesday           | Spring 2022 – Degree Conferral Date                                                                                                                                                                                                                                                                          |

## Winter 2022

| Dates      | Days      | Description                                                                                                                                                                                                                |
|------------|-----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 01/02/2022 | Sunday    | Last day to drop for 100% tuition refund<br>Last day to file ePermit request for Winter session<br>College Closed                                                                                                          |
| 01/03/2022 | Monday    | Start of Winter Session<br><b>Classes Begin</b><br><i>*All registration taking place starting this date will incur additional charges/late fees</i><br>Last day to drop for 50% tuition refund<br>Last day to add a course |
| 01/05/2022 | Wednesday | Last day to drop for 25% tuition refund<br>Last day to drop <u>without</u> a grade of W<br>Census date                                                                                                                     |
| 01/06/2022 | Thursday  | Grade of W is assigned to students who officially withdraw from a course                                                                                                                                                   |
| 01/17/2022 | Monday    | College Closed                                                                                                                                                                                                             |
| 01/23/2022 | Sunday    | Last day to drop a course with a grade of W                                                                                                                                                                                |
| 01/24/2022 | Monday    | Final Examinations<br>End of Winter Session                                                                                                                                                                                |
| 01/27/2022 | Thursday  | Final Grade Submission Deadline*                                                                                                                                                                                           |

## Fall 2021

| Dates                   | Days                 | Description                                                                                                                                                                                                                                                                                                  |
|-------------------------|----------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 08/24/2021              | Tuesday              | <b>Last day to drop for 100% tuition refund</b><br>Last day to file ePermit request                                                                                                                                                                                                                          |
| 08/25/2021              | Wednesday            | <b>Start of Fall Term</b><br><b>Classes Begin</b><br><i>*All registration taking place starting this date will incur additional charges/late fees</i>                                                                                                                                                        |
| 08/31/2021              | Tuesday              | <b>Last day to add or swap a course</b><br>Last day to drop for 75% tuition refund                                                                                                                                                                                                                           |
| 09/03/2021 – 09/08/2021 | Friday – Wednesday   | No classes scheduled                                                                                                                                                                                                                                                                                         |
| 09/06/2021              | Monday               | College Closed<br>Last day to drop for 50% tuition refund                                                                                                                                                                                                                                                    |
| 09/14/2021              | Tuesday              | Last day to drop for 25% tuition refund<br>Last day to drop <u>without</u> a grade of W<br>All changes that may affect student record/billing must be completed by this date, including changes of level for doctoral students.<br>No petitions for changes will be accepted after this date.<br>Census date |
| 09/15/2021              | Wednesday            | Grade of W is assigned to students who officially withdraw from a course                                                                                                                                                                                                                                     |
| 09/15/2021 – 09/16/2021 | Wednesday - Thursday | No classes scheduled                                                                                                                                                                                                                                                                                         |
| 10/11/2021              | Monday               | College Closed - No Classes Scheduled                                                                                                                                                                                                                                                                        |
| 10/14/2021              | Thursday             | Last day to <b>'Apply to Graduate'</b> for Fall 2021                                                                                                                                                                                                                                                         |
| 11/25/2021 – 11/28/2021 | Thursday – Sunday    | College Closed - No Classes Scheduled                                                                                                                                                                                                                                                                        |
| 12/13/2021              | Monday               | Last day to withdraw from course with a grade of W                                                                                                                                                                                                                                                           |
| 12/14/2021              | Tuesday              | Reading Day/Final Examinations                                                                                                                                                                                                                                                                               |
| 12/15/2021 – 12/21/2021 | Wednesday – Tuesday  | Final Examinations                                                                                                                                                                                                                                                                                           |
| 12/21/2021              | Tuesday              | End of Fall Term<br>Dissertation: Last day to deposit Dissertation and Thesis for Fall 2021                                                                                                                                                                                                                  |
| 12/24/2021 – 12/25/2021 | Friday – Saturday    | College Closed                                                                                                                                                                                                                                                                                               |
| 12/30/2021              | Thursday             | Final Grade Submission Deadline*                                                                                                                                                                                                                                                                             |
| 01/01/2022              | Saturday             | Fall 2021 – Degree Conferral Date                                                                                                                                                                                                                                                                            |

## Summer 2021

| DATES          | DAYS      | DESCRIPTION                                                                                                                                                                                                                                     |
|----------------|-----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 05/31/<br>2021 | Monday    | Last day to drop for 100% tuition refund.<br>Last day to file ePermit request                                                                                                                                                                   |
| 06/01/<br>2021 | Tuesday   | Summer Session begins. <b>Classes begin today for all sessions.</b>                                                                                                                                                                             |
| 06/04/<br>2021 | Friday    | Last day to add a course                                                                                                                                                                                                                        |
| 06/08/<br>2021 | Tuesday   | Last day to drop <u>without</u> a grade of W<br>All changes that may affect student record/billing must be completed by this date, including changes of level for Doctoral students. No petitions for changes will be accepted after this date. |
| 06/09/<br>2021 | Wednesday | Grade of W is assigned to students who officially withdraw from a course                                                                                                                                                                        |
| 06/18/<br>2021 | Friday    | <b>College Closed</b>                                                                                                                                                                                                                           |
| 06/29/<br>2021 | Tuesday   | Last day to 'Apply to Graduate' for Summer 2021                                                                                                                                                                                                 |
| 06/30/<br>2021 | Wednesday | Last day to withdraw from a course with a grade of W for <b>5 Weeks</b> session course offering                                                                                                                                                 |
| 07/02/<br>2021 | Friday    | <b>End of Summer Session 5 Weeks</b>                                                                                                                                                                                                            |
| 07/05/<br>2021 | Monday    | <b>College Closed</b>                                                                                                                                                                                                                           |
| 07/21/<br>2021 | Wednesday | Last day to withdraw from a course with a grade of W for <b>8 Weeks</b> session course offering                                                                                                                                                 |
| 07/23/<br>2021 | Friday    | <b>End of Summer Session 8 Weeks</b>                                                                                                                                                                                                            |
| 08/11/<br>2021 | Tuesday   | Last day to withdraw from a course with a grade of W for <b>11 Weeks</b> session course offering                                                                                                                                                |
| 08/13/<br>2021 | Thursday  | <b>End of Summer Session 11 Weeks</b>                                                                                                                                                                                                           |
| 08/24/<br>2021 | Monday    | Dissertation: Last day to deposit Dissertation and Thesis for Summer 2021                                                                                                                                                                       |
| 09/01/<br>2021 | Tuesday   | Summer 2021 – Degree Conferral Date                                                                                                                                                                                                             |

## Spring 2021

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| DATES                   | DAYS                 | DESCRIPTION                                                                                                                                                                                                                                                                                 |
|-------------------------|----------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 01/28/2021              | Thursday             | Last day to drop for 100% tuition refund<br>Last day to file ePermit request                                                                                                                                                                                                                |
| 01/29/2021              | Friday               | Start of Spring Term<br>Classes Begin                                                                                                                                                                                                                                                       |
| 02/04/2021              | Thursday             | Last day to add a course<br>Last day to drop for 75% tuition refund                                                                                                                                                                                                                         |
| 02/11/2021              | Thursday             | Last day to drop for 50% tuition refund                                                                                                                                                                                                                                                     |
| 02/12/2021              | Friday               | College Closed                                                                                                                                                                                                                                                                              |
| 02/15/2021              | Monday               | College Closed                                                                                                                                                                                                                                                                              |
| 02/18/2021              | Thursday             | Last day to drop for 25% tuition refund<br>Last day to drop <u>without</u> a grade of W<br>All changes that may affect student record/billing must be completed by this date, including changes of level for doctoral students. No changes will be accepted after this date.<br>Census date |
| 02/19/2021              | Friday               | Grade of W is assigned to students who officially withdraw from a course                                                                                                                                                                                                                    |
| 03/04/2021              | Thursday             | Last day to 'Apply to Graduate' for Spring 2021                                                                                                                                                                                                                                             |
| 03/27/2021 – 03/31/2021 | Saturday - Wednesday | Spring Recess                                                                                                                                                                                                                                                                               |
| 04/01/2021 – 04/04/2021 | Thursday - Sunday    | Spring Recess                                                                                                                                                                                                                                                                               |
| 05/17/2021              | Monday               | Last day to withdraw from a course with a grade of W                                                                                                                                                                                                                                        |
| 05/18/2021              | Tuesday              | Reading Day                                                                                                                                                                                                                                                                                 |
| 05/19/2021 05/25/2021   | Wednesday - Tuesday  | Final Examinations                                                                                                                                                                                                                                                                          |
| 05/25/2021              | Tuesday              | End of Spring Term<br>Dissertation: Last day to deposit Dissertation and Thesis for Spring 2021                                                                                                                                                                                             |
| 05/28/2021              | Friday               | Final Grade Submission Deadline*                                                                                                                                                                                                                                                            |
| 05/31/2021              | Monday               | College Closed                                                                                                                                                                                                                                                                              |
| 06/01/2021              | Tuesday              | Spring 2021 – Degree Conferral Date                                                                                                                                                                                                                                                         |

## Winter 2021

| Dates      | Days      | Description                                                                                                     |
|------------|-----------|-----------------------------------------------------------------------------------------------------------------|
| 01/01/2021 | Friday    | Last day to file ePermit request for Winter session<br>College Closed                                           |
| 01/03/2021 | Sunday    | Last day to drop for 100% tuition refund                                                                        |
| 01/04/2021 | Monday    | Start of Winter Session<br>Classes Begin<br>Last day to drop for 50% tuition refund<br>Last day to add a course |
| 01/06/2021 | Wednesday | Last day to drop for 25% tuition refund<br>Last day to drop <u>without</u> a grade of W<br>Census date          |
| 01/07/2021 | Thursday  | Grade of W is assigned to students who officially withdraw from a course                                        |
| 01/24/2021 | Sunday    | Last day to withdraw from course with a grade of W<br>College Closed                                            |
| 01/25/2021 | Monday    | Final Examinations<br>End of Winter Session                                                                     |
| 01/28/2021 | Thursday  | Final Grade Submission Deadline*                                                                                |

## Fall 2020

| Dates                   | Days              | Description                                                                                                                                                                                                                                                                                                  |
|-------------------------|-------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 08/25/2020              | Tuesday           | Last day to drop for 100% tuition refund<br>Last day to file ePermit request                                                                                                                                                                                                                                 |
| 08/26/2020              | Wednesday         | Start of Fall Term<br>Classes Begin                                                                                                                                                                                                                                                                          |
| 09/01/2020              | Tuesday           | Last day to add a course<br>Last day to drop for 75% tuition refund                                                                                                                                                                                                                                          |
| 09/07/2020              | Monday            | College Closed                                                                                                                                                                                                                                                                                               |
| 09/08/2020              | Tuesday           | Last day to drop for 50% tuition refund                                                                                                                                                                                                                                                                      |
| 09/15/2020              | Tuesday           | Last day to drop for 25% tuition refund<br>Last day to drop <u>without</u> a grade of W<br>All changes that may affect student record/billing must be completed by this date, including changes of level for doctoral students.<br>No petitions for changes will be accepted after this date.<br>Census date |
| 09/16/2020              | Wednesday         | Grade of W is assigned to students who officially withdraw from a course                                                                                                                                                                                                                                     |
| 09/18/2020 – 09/20/2020 | Friday - Sunday   | No classes scheduled                                                                                                                                                                                                                                                                                         |
| 09/28/2020              | Monday            | No classes scheduled                                                                                                                                                                                                                                                                                         |
| 09/29/2020              | Tuesday           | Classes follow Monday schedule                                                                                                                                                                                                                                                                               |
| 10/08/2020              | Thursday          | Last day to 'Apply to Graduate' for Fall 2020                                                                                                                                                                                                                                                                |
| 10/12/2020              | Monday            | College closed                                                                                                                                                                                                                                                                                               |
| 10/14/2020              | Wednesday         | Classes follow Monday schedule                                                                                                                                                                                                                                                                               |
| 11/25/2020              | Wednesday         | Classes follow Friday schedule                                                                                                                                                                                                                                                                               |
| 11/26/2020 – 11/29/2020 | Thursday - Sunday | College Closed                                                                                                                                                                                                                                                                                               |
| 12/10/2020 – 12/11/2020 | Thursday - Friday | Reading Days                                                                                                                                                                                                                                                                                                 |
| 12/13/2020              | Sunday            | Last day to withdraw from course with a grade of W                                                                                                                                                                                                                                                           |
| 12/14/2020 – 12/20/2020 | Monday - Sunday   | Final Examinations                                                                                                                                                                                                                                                                                           |
| 12/20/2020              | Sunday            | End of Fall Term<br>Dissertation: Last day to deposit Dissertation and Thesis for Fall 2020                                                                                                                                                                                                                  |
| 12/24/2020 – 12/25/2020 | Thursday - Friday | College Closed                                                                                                                                                                                                                                                                                               |
| 12/30/2020              | Wednesday         | Final Grade Submission Deadline*                                                                                                                                                                                                                                                                             |
| 01/01/2021              | Friday            | Fall 2020 – Degree Conferral Date                                                                                                                                                                                                                                                                            |



## Summer 2020

| Dates          | Days     | Description                                                                                                                                                                                                                                     |
|----------------|----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 05/31/<br>2020 | Sunday   | Last day to drop for 100% tuition refund<br>Last day to file ePermit request                                                                                                                                                                    |
| 06/01/<br>2020 | Monday   | Start of Summer Session<br>(5 weeks & 8 Weeks)<br>Classes Begin                                                                                                                                                                                 |
| 06/04/<br>2020 | Thursday | Last day to add a course                                                                                                                                                                                                                        |
| 06/08/<br>2020 | Monday   | Last day to drop <u>without</u> a grade of W<br>All changes that may affect student record/billing must be completed by this date, including changes of level for Doctoral students. No petitions for changes will be accepted after this date. |
| 06/09/<br>2020 | Tuesday  | Grade of W is assigned to students who officially withdraw from a course                                                                                                                                                                        |
| 06/23/<br>2020 | Tuesday  | Last day to withdraw from a course with a grade of W                                                                                                                                                                                            |
| 06/29/<br>2020 | Monday   | Last day to <b>'Apply to Graduate'</b> for Summer 2020                                                                                                                                                                                          |
| 07/03/<br>2020 | Friday   | End of Summer Session 5 Weeks                                                                                                                                                                                                                   |
| 07/24/<br>2020 | Friday   | End of Summer Session 8 Weeks                                                                                                                                                                                                                   |
| 08/24/<br>2020 | Monday   | Dissertation: Last day to deposit Dissertation and Thesis for Summer 2020                                                                                                                                                                       |
| 09/01/<br>2020 | Tuesday  | Summer 2020 – Degree Conferral Date                                                                                                                                                                                                             |

## Spring 2020

| Dates                   | Days                 | Description                                                                                                                                                                                                         |
|-------------------------|----------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 01/26/2020              | Sunday               | Last day to drop for 100% tuition refund<br>Last day to file ePermit request                                                                                                                                        |
| 01/27/2020              | Monday               | Start of Spring Term<br>Classes Begin                                                                                                                                                                               |
| 02/02/2020              | Sunday               | Last day to add a course<br>Last day to drop for 75% tuition refund                                                                                                                                                 |
| 02/09/2020              | Sunday               | Last day to drop for 50% tuition refund                                                                                                                                                                             |
| 02/12/2020              | Wednesday            | College Closed                                                                                                                                                                                                      |
| 02/16/2020              | Sunday               | All changes that may affect student record/billing must be completed by this date, including changes of level for doctoral students. No changes will be accepted after this date.<br>Census date                    |
| 02/17/2020              | Monday               | College Closed                                                                                                                                                                                                      |
| 02/19/2020              | Wednesday            | Last day to drop for 25% tuition refund<br>Last day to drop <u>without</u> a grade of W                                                                                                                             |
| 02/20/2020              | Thursday             | Grade of W is assigned to students who officially withdraw from a course                                                                                                                                            |
| 03/05/2020              | Thursday             | Last day to 'Apply to Graduate' for Spring 2020                                                                                                                                                                     |
| 03/12/2020 – 03/18/2020 | Thursday – Wednesday | Instructional recess. For more information visit <a href="https://www.cuny.edu/coronavirus">https://www.cuny.edu/coronavirus</a><br>Or<br><a href="https://sph.cuny.edu/covid19/">https://sph.cuny.edu/covid19/</a> |
| 04/07/2020              | Tuesday              | Classes follow Wednesday schedule                                                                                                                                                                                   |
| 04/08/2020 – 04/16/2020 | Wednesday - Thursday | Spring Recess                                                                                                                                                                                                       |
| 05/14/2020              | Thursday             | Last day to withdraw from a course with a grade of W                                                                                                                                                                |
| 05/15/2020              | Friday               | Reading Day/Final Examinations                                                                                                                                                                                      |
| 05/16/2020 – 05/22/2020 | Saturday - Friday    | Final Examinations                                                                                                                                                                                                  |
| 05/16/2020 - 06/25/2020 | Saturday - Thursday  | File for University Credit/No Credit Policy Option                                                                                                                                                                  |
| 05/22/2020              | Friday               | End of Spring Term<br>Dissertation: Last day to deposit Dissertation and Thesis for Spring 2020                                                                                                                     |
| 05/25/2020              | Monday               | College Closed                                                                                                                                                                                                      |
| 05/28/2020              | Thursday             | Final Grade Submission Deadline*                                                                                                                                                                                    |
| 06/01/2020              | Monday               | Spring 2020 – Degree Conferral Date                                                                                                                                                                                 |
| 06/25/2020              | Thursday             | Last Day to File for University Credit/No Credit Policy Option                                                                                                                                                      |

## Winter 2020

| Dates      | Days      | Description                                                                                                       |
|------------|-----------|-------------------------------------------------------------------------------------------------------------------|
| 01/01/2020 | Wednesday | Last day to drop for 100% tuition refund<br>Last day to file ePermit request for Winter session<br>College Closed |
| 01/02/2020 | Thursday  | Start of Winter Session<br>Classes Begin<br>Last day to drop for 50% tuition refund<br>Last day to add a course   |
| 01/04/2020 | Saturday  | Last day to drop for 25% tuition refund<br>Last day to drop <u>without</u> a grade of W<br>Census date            |
| 01/05/2020 | Sunday    | Grade of W is assigned to students who officially withdraw from a course                                          |
| 01/16/2020 | Thursday  | Last day to withdraw from course with a grade of W                                                                |
| 01/20/2020 | Monday    | College Closed                                                                                                    |
| 01/23/2020 | Thursday  | Final Examinations<br>End of Winter Session                                                                       |
| 01/28/2020 | Tuesday   | Final Grade Submission Deadline*                                                                                  |

## Fall 2019

| Dates                          | Days                   | Description                                                                                                                                                                                                                                                                                                                   |
|--------------------------------|------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 08/26/2019                     | Monday                 | <b>Last day to drop for 100% tuition refund</b><br>Last day to file ePermit request                                                                                                                                                                                                                                           |
| 08/27/2019                     | Tuesday                | <b>Start of Fall Term – First “Official” Day of Classes</b><br><b>PLEASE NOTE:</b> If you register on or after August 27, 2019, you will be charged a \$25 Late Registration Fee. If you make an adjustment to an already existing enrollment on or after August 27, 2019 you will be assessed an \$18 Change of Program Fee. |
| 09/02/2019                     | Monday                 | <b>Labor Day - College Closed</b><br>Last day to register, add or swap a class<br><b>Last day to drop for 75% tuition refund</b>                                                                                                                                                                                              |
| 09/05/2019                     | Thursday               | Classes follow Monday schedule                                                                                                                                                                                                                                                                                                |
| 09/09/2019                     | Monday                 | <b>Last day to drop for 50% tuition refund</b>                                                                                                                                                                                                                                                                                |
| 09/16/2019                     | Monday                 | <b>Last day to drop for 25% tuition refund</b><br>Last day to drop <b>without</b> a grade of W<br>All changes that may affect student record/billing must be completed by this date, including changes of level for DPH students. No petitions for changes will be accepted after this date.<br>Census date.                  |
| 09/17/2019                     | Tuesday                | <b>100% Liability of Tuition &amp; Fees if Classes Withdrawn on or after this date</b><br>Grade of “W” is assigned to students who officially withdraw from a course                                                                                                                                                          |
| 09/30/2019<br>– 10/01/<br>2019 | Monday –<br>Tuesday    | No classes scheduled                                                                                                                                                                                                                                                                                                          |
| 10/3/2019                      | Thursday               | Last day to ‘Apply to Graduate’ for Fall 2019                                                                                                                                                                                                                                                                                 |
| 10/08/2019<br>– 10/09/<br>2019 | Tuesday -<br>Wednesday | No classes scheduled                                                                                                                                                                                                                                                                                                          |
| 10/14/2019                     | Monday                 | <b>Columbus Day - College closed</b>                                                                                                                                                                                                                                                                                          |
| 10/16/2019                     | Wednesday              | Classes follow Monday schedule                                                                                                                                                                                                                                                                                                |
| 11/05/2019                     | Tuesday                | Last day to withdraw from course with a grade of W                                                                                                                                                                                                                                                                            |
| 11/28/2019<br>– 12/01/<br>2019 | Thursday –<br>Sunday   | <b>Thanksgiving Holiday - College Closed</b>                                                                                                                                                                                                                                                                                  |
| 12/13/2019                     | Friday                 | Reading Day/Final Examinations                                                                                                                                                                                                                                                                                                |
| 12/14/2019<br>– 12/20/<br>2019 | Saturday -<br>Friday   | Final Examinations                                                                                                                                                                                                                                                                                                            |
| 12/20/2019                     | Friday                 | <b>End of Fall Term</b><br>Dissertation: Last day to deposit Dissertation and Thesis for Fall 2019                                                                                                                                                                                                                            |
| 12/24/2019<br>– 12/25/<br>2019 | Tuesday –<br>Wednesday | <b>Christmas Holiday - College Closed</b>                                                                                                                                                                                                                                                                                     |
| 12/27/2019                     | Friday                 | Final Grade Submission Deadline*                                                                                                                                                                                                                                                                                              |
| 01/01/2020                     | Wednesday              | Fall 2019 – Degree Conferral Date                                                                                                                                                                                                                                                                                             |

## Summer 2019

| Dates      | Days      | Description                                                                                                                                                                                                                                |
|------------|-----------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 05/30/2019 | Thursday  | Last day to drop for 100% tuition refund<br>Last day to file ePermit request                                                                                                                                                               |
| 05/31/2019 | Friday    | Start of Summer Session (5 weeks & 8 Weeks)<br>Classes Begin                                                                                                                                                                               |
| 06/03/2019 | Monday    | Last day to add a course                                                                                                                                                                                                                   |
| 06/05/2019 | Wednesday | Last day to drop <u>without</u> a grade of W<br>All changes that may affect student record/billing must be completed by this date, including changes of level for DPH students. No petitions for changes will be accepted after this date. |
| 06/06/2019 | Thursday  | Grade of W is assigned to students who officially withdraw from a course                                                                                                                                                                   |
| 06/22/2019 | Saturday  | Last day to withdraw from a course with a grade of W                                                                                                                                                                                       |
| 06/27/2019 | Thursday  | Last day to 'Apply to Graduate' for Summer 2019                                                                                                                                                                                            |
| 07/04/2019 | Thursday  | College Closed – Independence Day                                                                                                                                                                                                          |
| 07/05/2019 | Friday    | End of Summer Session 5 Weeks                                                                                                                                                                                                              |
| 07/26/2019 | Friday    | End of Summer Session 8 Weeks                                                                                                                                                                                                              |
| 08/23/2019 | Friday    | Dissertation: Last day to deposit Dissertation and Thesis for Summer 2019                                                                                                                                                                  |
| 09/01/2019 | Sunday    | Summer 2019 – Degree Conferral Date                                                                                                                                                                                                        |

## Spring 2019

| Dates                   | Days                | Description                                                                                                                                                                                                                                                                                          |
|-------------------------|---------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 01/24/2019              | Thursday            | Last day to drop for 100% tuition refund<br>Last day to file ePermit request                                                                                                                                                                                                                         |
| 01/25/2019              | Friday              | Start of Spring Term<br>Classes Begin                                                                                                                                                                                                                                                                |
| 01/31/2019              | Thursday            | Last day to add a course<br>Last day to drop for 75% tuition refund                                                                                                                                                                                                                                  |
| 02/07/2019              | Thursday            | Last day to drop for 50% tuition refund                                                                                                                                                                                                                                                              |
| 02/12/2019              | Tuesday             | College Closed                                                                                                                                                                                                                                                                                       |
| 02/14/2019              | Thursday            | Last day to drop for 25% tuition refund<br>Last day to drop <u>without</u> a grade of W<br>All changes that may affect student record/billing must be completed by this date, including changes of level for DPH students. No petitions for changes will be accepted after this date.<br>Census date |
| 02/15/2019              | Friday              | Grade of W is assigned to students who officially withdraw from a course                                                                                                                                                                                                                             |
| 02/18/2019              | Monday              | College Closed                                                                                                                                                                                                                                                                                       |
| 03/05/2019              | Tuesday             | Last day to 'Apply to Graduate' for Spring 2019                                                                                                                                                                                                                                                      |
| 04/01/2019              | Monday              | Last day to withdraw from course with a grade of W                                                                                                                                                                                                                                                   |
| 04/19/2019 – 04/28/2019 | Friday-Sunday       | Spring Recess                                                                                                                                                                                                                                                                                        |
| 05/15/2019              | Wednesday           | Classes follow Monday schedule                                                                                                                                                                                                                                                                       |
| 05/16/2019 – 05/22/2019 | Thursday -Wednesday | Final Examinations                                                                                                                                                                                                                                                                                   |
| 05/22/2019              | Wednesday           | End of Spring Term                                                                                                                                                                                                                                                                                   |
| 05/24/2019              | Friday              | Dissertation: Last day to deposit Dissertation and Thesis for Spring 2019                                                                                                                                                                                                                            |
| 05/27/2019              | Monday              | College Closed                                                                                                                                                                                                                                                                                       |
| 05/31/2019              | Friday              | Final Grade Submission Deadline*                                                                                                                                                                                                                                                                     |
| 06/01/2019              | Saturday            | Spring 2019 – Degree Conferral Date                                                                                                                                                                                                                                                                  |

## Winter 2019

### JANUARY 1 (TUES)

Last day to drop for 100% tuition refund.

Last day to file ePermit request for Winter Session.

College Closed.

### JANUARY 2 (WED)

Start of Winter Session – Classes Begin.

Last day to drop for 50% tuition refund.

Last day to add a course.

Financial Aid Certification Enrollment Status Date.

### JANUARY 3 (THURS)

Grade of WD is assigned to students who officially drop a course.

Verification of Enrollment Rosters Available to Faculty.

### JANUARY 4 (FRI)

Last day to drop for 25% tuition refund.

Verification of Enrollment Rosters due from Faculty.

### JANUARY 5 (SAT)

WN Grades Assigned.

Grade of W is assigned to students who officially withdraw from a course.

### JANUARY 15 (TUES)

60% Date for the Session.

### JANUARY 16 (WED)

Last day to withdraw from course with a grade of W.

### JANUARY 21 (MON)

College Closed.

### JANUARY 23 (WED)

Final Examinations.

End of Winter Session.

### JANUARY 28 (MON)

Final Grade Submission Deadline\*.

## FALL 2018

### APRIL 17 (TUES)

Registration begins for **continuing** MPH, MS and DPH students.

### APRIL 24 (TUES)

Registration begins for **continuing** Advance Certificate students.

### MAY 29 (TUES)

Registration begins for **new** MPH, MS and Advance Certificate students.

### JUNE 12 (TUES)

Registration begins for Non Degree students.

### JULY 30 (MON)

Payment due: for all registration made through July 9th.

[Payment Options](#)

### AUGUST 13 (MON)

Payment due: for all registration made through July 30th.

[Payment Options](#)

### AUGUST 20 (MON)

Payment due: for all registration made through August 20th.

[Payment Options](#)

### AUGUST 21 (TUES)

Payment of registration due immediately.

[Payment Options](#)

### AUGUST 26 (SUN)

Last day to file ePermit request.

### AUGUST 27 (MON)

Last day to drop for 100% tuition refund.

First day of classes - Start of Fall Term.

Late registration fee will be applied to all registration on or after this date.

Change of Program fee will be applied for schedule changes done per day.

SEPTEMBER 2 (SUN)

Last day to add a course.

Last day to drop for 75% tuition refund.

SEPTEMBER 3 (MON)

Grade of WD is assigned to students who officially drop a course.

**Verification of Enrollment Rosters available to Faculty.**

College Closed.

SEPTEMBER 5 (WED)

Classes follow Monday schedule.

SEPTEMBER 9 (SUN)

Last day to drop for 50% tuition refund.

SEPTEMBER 10 – 11 (MON – TUES)

No classes scheduled.

SEPTEMBER 16 (SUN)

Last day to drop for 25% tuition refund.

**Verification of Enrollment Rosters due from faculty.**

Last day to drop without a grade of W; Course Withdrawal Drop period ends.

All changes that may affect student record/billing must be completed by this date, including changes of level for DPH students. No petitions for changes will be accepted after this date.

SEPTEMBER 17 (MON)

Grade of W is assigned to students who officially withdraw from a course.

WN Grades assigned.

SEPTEMBER 18 - 19 (TUES - WED)

No classes scheduled.

OCTOBER 3 (WED)

Last day to **'Apply to Graduate'** for Fall 2018.

OCTOBER 8 (MON)

College Closed.

NOVEMBER 5 (MON)

60% Date of the term.

NOVEMBER 6 (TUES)

Last day to withdraw from a course with a grade of W.

NOVEMBER 22 – 25 (THURS – SUN)

College is closed.

DECEMBER 13 (THURS)

Reading Day.

DECEMBER 14 (FRI)

Reading Day/Final Examination.

DECEMBER 15 – 21 (SAT – FRI)

Final Examinations.

DECEMBER 21 (FRI)

End of Fall Term

Dissertation: Last day to deposit Dissertation and Thesis for Fall 2018.

DECEMBER 24 – 25 (MON – TUES)

College Closed.

JANUARY 1 (TUES)

Final Grade Submission Deadline\*.

JANUARY 1 (TUES)

Fall 2018 Degree Conferral Date.

## SUMMER 2018

MARCH 20 (TUES)

Registration begins for Degree students.

MARCH 27 (TUES)

Registration begins for Non-Degree students.

MAY 7 (MON)

Payment due: for all registration made through April 22.

[Payment Options](#)

MAY 18 (FRI)

Payment due: for all registration made through May 11.

[Payment Options](#)

MAY 31 (THURS)

Last day to drop for 100% tuition refund.

Payment of registration due immediately.

[Payment Options](#)

JUNE 1 (FRI)

*First day of classes for summer session.*

Late registration fee will be applied to all registrations on or after this date.

Change of program fee will be applied for schedule changes done per day.

JUNE 4 (MON)

Last day to add a course.

Last day to drop for 50% Tuition Refund.

JUNE 6 (WED)

Last day to drop without a grade of W.

JUNE 7 (THURS)

Course withdrawal period begins; A grade of W is assigned to students who officially withdraw from a course.

Last day to drop for 25% Tuition Refund.

JUNE 23 (SAT)

Last day to drop with a grade of W.

JUNE 28 (THURS)

Last day to 'Apply to Graduate' for Summer 2018.

JULY 4 (WED)

College Closed – Independence Day observed.

JULY 6 (FRI)

Last day of classes for 5 weeks.

JULY 27 (FRI)

Last day of classes for 8 weeks.

AUGUST 24 (FRI)

Dissertation: Last day to deposit Dissertation and Thesis for Summer 2018 Graduation.

SEPTEMBER 1 (SAT)

Summer 2018: Degree Conferral Date.

## SPRING 2018

NOVEMBER 2 (THURS)

Registration begins for **continuing** MPH, MS and DPH students.

NOVEMBER 9 (THURS)

Registration begins for **continuing** Advance Certificate students.

NOVEMBER 16 (THURS)

Registration begins for **new** MPH, MS, and Advance Certificate students.

NOVEMBER 30 (THURS)

Registration starts for Non Degree students.

JANUARY 4 (THURS)

Payment due: for all registration made through December 18.

[Payment Options](#)

JANUARY 20 (SAT)

Payment due: for all registration made through January 20.

[Payment Options](#)

JANUARY 20 - 26 (SAT - FRI)

Payment of registration due immediately

[Payment Options](#)

JANUARY 26 (FRI)

Last day for 100% tuition refund.

Last day to file ePermit request.

JANUARY 27 (SAT)

First day of classes.

FEBRUARY 2 (FRI)

**Last day to add a course** for Spring 2018.

Last day for 75% tuition refund.

Last day to drop without the grade of WD.

Financial Aid Certification Enrollment Status Date.

FEBRUARY 3 (SAT)

Course Withdrawal Drop period begins; A grade of WD is assigned to students who officially drop a course.



**FEBRUARY 9 (FRI)**

Last day for 50% tuition refund.

**FEBRUARY 12 (MON)**

Lincoln's Birthday – College is closed.

**FEBRUARY 16 (FRI)**

Last day for 25% tuition refund.

Last day to drop without a grade of W; Course Withdrawal Drop period ends.

All changes that may affect student record/billing must be completed by this date, including changes of level for DPH students. No petitions for changes will be accepted after this date.

**FEBRUARY 17 (SAT)**

Course withdrawal period begins; A grade of 'W' is assigned to students who officially withdraw from a course.

**FEBRUARY 19 (MON)**

President's Day – College is closed.

**FEBRUARY 20 (TUES)**

Classes follow Monday schedule.

Verification of Enrollment Available to Faculty.

**FEBRUARY 26 (MON)**

WA Grades assigned - Immunization non-compliance.

**MARCH 1 (THURS)**

Last day to '[Apply to Graduate](#)' for Spring 2018.

**MARCH 2 (FRI)**

Verification of Enrollment Due from Faculty.

**MARCH 3 (SAT)**

WN Grades assigned.

**MARCH 30 – APRIL 8 (FRI – SUN)**

Spring Recess.

**APRIL 11 (WED)**

Classes follow Friday schedule.

60% Date for the term.

**APRIL 18 (WED)**

Last day to withdraw from a course with a grade of 'W'. Course withdrawal period ends.

**MAY 17 (THURS)**

Reading Day/Final Examinations.

**MAY 17 – 24 (THURS – THURS)**

Final Examinations.

**MAY 24 (THURS)**

End of Spring Term.

**MAY 25 (FRI)**

Dissertation: Last day to deposit Dissertation and Thesis for Spring 2018 Graduation.

**MAY 28 (MON)**

Memorial Day – College is closed.

**MAY 30 (WED)**

Final Grade Submission Deadline\*

**JUNE 1 (FRI)**

Spring 2018: Degree Conferral Date.

## **WINTER 2018**

**DECEMBER 6 (WED)**

Payment due: for all registration made through November 22.

[Payment Options](#)

**DECEMBER 26 (TUES)**

Payment due: for all registration made through December 26.

[Payment Options](#)

**DECEMBER 26 - JANUARY 2 (TUES - TUES)**

Payment of registration due immediately

[Payment Options](#)

**JANUARY 1 (MON)**

Last day to drop for 100% tuition refund.

**JANUARY 2 (TUES)**

First day of classes; Last day to add a course; last day for 50% tuition refund.

Last day to drop without a grade of WD.

JANUARY 3 (WED)

Course Withdrawal Drop period begins; A grade of WD is assigned to students who officially drop a course. COA Rosters Available to faculty.

JANUARY 4 (THURS)

Last day to drop a course without a grade of W; Course Withdrawal Drop period ends.

COA Rosters Due from faculty.

JANUARY 5 (FRI)

Course withdrawal period begins. A grade of "W" is assigned to students who officially withdraw from a course; WN Grades Assigned.

JANUARY 6 (SAT)

Last day for 25% tuition refund.

JANUARY 15 (MON)

College is closed – no classes.

60% Date for the Session.

JANUARY 16 (TUES)

Last day to withdraw from a class with a grade of "W". Course withdrawal period ends.

JANUARY 23 (TUES)

Final Examinations. End of Winter Session.

## FALL 2017

APRIL 18 (TUES)

Registration begins for **continuing** students (MPH, MS, DPH and Advance Certificate).

MAY 30 (TUES)

Registration begins for **new** students (MPH, MS, DPH and Advance Certificate).

JUNE 13 (TUES)

Registration starts for Non Degree students.

JULY 27 (THURS)

Payment due: for all registration made through July 7.

[Payment Options](#)

AUGUST 10 (THURS)

Payment due: for all registration made through July 31.

[Payment Options](#)

AUGUST 17 (THURS)

Payment due: for all registration made through August 17.

[Payment Options](#)

AUGUST 18 - 24 (FRI - THURS)

Payment of registration due immediately

[Payment Options](#)

AUGUST 24 (THURS)

Last day to drop for 100% tuition refund.

Last day to file ePermit request.

AUGUST 25 (FRI)

First day of classes.

AUGUST 31 (THURS)

Last day to drop for 75% tuition refund.

Last day to add a class.

Last day to drop without a grade of WD.

Financial Aid Certification Enrollment Status Date.

SEPTEMBER 1 (FRI)

Course Withdrawal Drop period begins; A grade of WD is assigned to student who officially drop a course. COA rosters available to faculty.

SEPTEMBER 3 (SUN)

No classes scheduled.

SEPTEMBER 4 (MON)

Labor Day – College is closed.

SEPTEMBER 7 (THURS)

Last day to drop for 50% tuition refund.

SEPTEMBER 14 (THURS)

Last day to drop for 25% tuition refund; Course Withdrawal Drop period ends.

Last day to drop without a grade of W.

All changes that may affect student record/ billing must be completed by this date, including changes of level for DPH students. No petitions for changes will be accepted after this date.

COA Rosters Due from faculty.

SEPTEMBER 15 (FRI)

Course withdrawal period begins; A grade of W is assigned to students who officially withdrew from a course; WN grades assigned.

SEPTEMBER 19 (TUES)

Classes follow Thursday schedule.

SEPTEMBER 20 – 22 (WED – FRI)

No classes scheduled.

SEPTEMBER 29 – 30 (FRI – SAT)

No classes scheduled.

OCTOBER 5 (THURS)

Last day to ['Apply to graduate'](#) for Fall 2017.

OCTOBER 9 (MON)

College is closed. No classes scheduled.

NOVEMBER 3 (FRI)

60% Date for the term.

NOVEMBER 10 (FRI)

Last day to withdraw from a course with a grade of W. Course withdrawal period ends.

NOVEMBER 21 (TUES)

Classes follow Friday Schedule.

NOVEMBER 23 – 26 (THURS – SUN)

College Closed – no classes.

DECEMBER 13 (WED)

Reading Day/Final Examination.

DECEMBER 14 – 20 (THURS – WED)

Final Examinations.

DECEMBER 20 (WED)

End of Term – Last day of the semester.

DECEMBER 21 (THURS)

Dissertation: Last day to deposit Dissertation and Thesis for Fall 2017 Graduation.

DECEMBER 24 – 25 (SUN – MON)

College is closed.

DECEMBER 31 (SUN)

College is closed.

JANUARY 1, 2018 (MON)

College is closed.

Fall 2017: Degree Conferral Date.

## SUMMER 2017

MARCH 14 (TUES)

Summer 2017 Registration begins for MPH, MS, DPH and Advance Certificate students.

MARCH 21 (TUES)

Summer 2017 Registration begins for Non-Degree students.

MAY 5 (FRI)

Payment due for registration through April 20.

[Payment Options](#)

MAY 16 (TUES)

Payment due for registration through May 9.

[Payment Options](#)

MAY 29 (MON)

Payment due for registration through May 29.

[Payment Options](#)

MAY 30 - JUNE 1 (TUES - THURS)

Payment of registration due immediately.

[Payment Options](#)

*FIRST SESSION - 5 WEEK - MAY 30 (TUES)*

First day of classes for summer term.

JUNE 1 (THURS)

Last day to add a course.

JUNE 22 (WED)

Last day to drop without a grade of W.

JUNE 23 (THURS)

Course withdrawal period begins; A grade of W is assigned to students who officially withdraw from a course.

JUNE 29 (THURS)

Last day to '[Apply to Graduate](#)' for Summer 2017.

JULY 3 (MON)

Last day of classes for 5-week first session.

JULY 4 (TUES)

Independence day observed. The School is closed.

SECOND SESSION - 5 WEEK - JULY 17 (MON)

First day of classes for second 5-week session.

AUGUST 18 (FRI)

End of summer term.

AUGUST 28 (MON)

Dissertation: Last day to deposit Dissertation and Thesis for Summer 2017 Graduation.

SEPTEMBER 1 (FRI)

Summer 2017: Degree Conferral Date.

## SPRING 2017

NOVEMBER 7 (MON)

Spring 2017 Registration begins for MPH, MS and DPH students

NOVEMBER 21 (MON)

Spring 2017 Registration begins for Advance Certificate students

DECEMBER 5 (MON)

Spring 2017 Registration begins for Non-Degree students

DECEMBER 16 (FRI)

Payment due for registration through December 11. [Payment Options](#)

JANUARY 17 (TUES)

Payment due for registration through January 9. [Payment Options](#)

JANUARY 23 (MON)

Payment due for registration through January 23. [Payment Options](#)

JANUARY 24 - 29 (TUES-SUN)

Payment of registration due immediately. [Payment Options](#)

JANUARY 29 (SUN)

Last day for 100% tuition refund

JANUARY 29 (SUN)

Late registration fee will be applied to all registrations on or after this date.

JANUARY 30 (MON)

First day of classes.

FEBRUARY 5 (SUN)

Last day for 75% tuition refund. Last day to add a course.

FEBRUARY 12 (SUN)

Last day for 50% tuition refund

FEBRUARY 13 (MON)

Lincoln's Birthday observed. The School is closed.

FEBRUARY 15 (WED)

Classes follow Monday schedule.

FEBRUARY 19 (SUN)

Last day for 25% refund. All changes that may affect student billing must be completed by this date, [including changes of level for DPH students](#). No petitions for changes will be accepted after this date.

Last day to drop without a grade of W.

FEBRUARY 20 (MON)

Course withdrawal period begins; A grade of W is assigned to students who officially withdraw from a course.

FEBRUARY 20 (MON)

Presidents Day observed. The School is closed.

MARCH 2 (THURS)

Last day to '[Apply to Graduate](#)' for Spring 2017

APRIL 10 -18 (MON-TUES)

Spring recess.

APRIL 19 (WED)

Course withdrawal period ends. Last day to withdraw from a course with a grade of W.

APRIL 20 (THURS)

Classes follow Monday schedule.

MAY 19 (FRI)

Reading day.

MAY 20-26 (SAT-FRI)

Final examinations.

MAY 26 (FRI)

Last day of the semester.

MAY 29 (MON)

Memorial Day observed. The School is closed.

JUNE 1 (THURS)

Spring Commencement Ceremony.

JUNE 12 (MON)

Dissertation: Last day to deposit Dissertation and Thesis for Spring 2017 Graduation.

JUNE 15 (THURS)

Spring 2017: Degree Conferral Date.

## WINTER 2017

JANUARY 3 (MON)

First Day of Classes

JANUARY 4 (TUES)

End of Drop/Add Period

JANUARY 5 (WED)

Course withdrawal period begins; A grade of W is assigned to students who officially withdraw from a course.

JANUARY 17 (TUES)

Course withdrawal period ends. Last day to withdraw from a course with a grade of W.

JANUARY 24 (TUES)

End of Term - Last day of Classes for the session

## FALL 2016

JUNE 1 (WED)

Fall 2016 registration begins for continuing students.

JUNE 16 (THURS)

New Student Orientation and Advising.

JULY 13 (WED)

Fall 2016 registration begins for new students (MPH, MS and Advance Certificate Students)

JULY 13 (WED)

Payment due for registration through July 1.

JULY 20 (WED)

Fall 2016 registration begins for current Non-Degree students

AUGUST 3 (WED)

Fall 2016 registration begins for new Non-Degree students

AUGUST 3 (WED)

Payment due for registration through July 26.

[Payment Options](#)

AUGUST 18 (THURS)

Payment due for registration through August 18.

[Payment Options](#)

AUGUST 19 (FRI)

Late registration fee will be applied to all registrations on or after this date.

AUGUST 19 - 24 (FRI-WED)

Payment of registration due immediately.

[Payment Options](#)

AUGUST 24 (WED)

Last day to drop courses for 100% tuition refund.

AUGUST 25 (THURS)

First day of classes.

AUGUST 31 (WED)

Last day to drop for 75% tuition refund. Last day to add a class.

SEPTEMBER 3 (SAT)

No classes scheduled.

**SEPTEMBER 5 (MON)**

Labor Day observed. The School is closed.

**SEPTEMBER 7 (WED)**

Last day to drop for 50% tuition refund.

**SEPTEMBER 14 (WED)**

Last day to drop for 25% tuition refund. All changes that may affect student billing must be completed by this date, including changes of level. No petitions for changes will be accepted after this date. Last day to deposit a dissertation for a September 30, 2016 degree.

**SEPTEMBER 15 (THURS)**

Course withdrawal period begins; A grade of W is assigned to students who officially withdraw from a course.

**OCTOBER 2-4 (SUN-TUES)**

No classes scheduled.

**OCTOBER 6 (THURS)**

Classes follow a Monday schedule.

**OCTOBER 10 (MON)**

School is closed. No classes scheduled.

**OCTOBER 11-12 (TUES-WED)**

No classes scheduled.

**OCTOBER 14 (FRI)**

Classes to follow a Tuesday schedule.

Last day to '[Apply to Graduate](#)' for Fall 2016

**NOVEMBER 10 (THURS)**

Last day to withdraw from a course with a grade of W.

**NOVEMBER 24-27 (THURS-SUN)**

School is closed. No classes scheduled.

**DECEMBER 13 (TUES)**

Reading day.

**DECEMBER 14 - 21 (WED-WED)**

Final examinations.

**DECEMBER 21 (WED)**

Last day of the semester.

**DECEMBER 24 - 25 (SAT-SUN)**

School is closed.

**DECEMBER 31 - JANUARY 1 (SAT-SUN)**

School is closed.

**JANUARY 9 (MON)**

Dissertation: Last day to deposit Dissertation for Fall 2016 Graduation

**JANUARY 13 (FRI)**

[Fall 2016 Date of Graduation/Conferral Date.](#)

## Academic Policies

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### Registration

Registration instructions are e-mailed to students accepted into or continuing in the graduate programs at CUNY SPH. All registration is subject to space availability. For courses that require permission, students must obtain approval prior to registration. Questions regarding course requirements and pre- or co-requisites should be directed to the academic advisor.

### Maximum Enrollment

The maximum enrollment during the Fall and Spring semesters is 16 credits each, 4 credits during the Winter term, and 10 credits during the Summer term. Exceptions to the maximum term enrollment must be approved by the School. (See [Credit Overload Request](#).)

### Limit on Non Degree Student Credits

Non-Degree students may complete a maximum of 12 credits at the Master's level only. Admission is not guaranteed and registration approval is based on space availability. Those interested in taking more than 12 credits must apply for matriculation. Non-degree students are responsible for informing their academic advisor that they wish to re-register for any subsequent semester.

### Auditing Courses

Courses may be audited with instructor's permission and based on availability. Students must formally register to audit courses in the same manner as for any other course after receiving permission. The grade notation 'AUD,' which carries no earned credit, cannot be changed to any other credit-bearing grade. Audited courses will be included in the calculation of total credits to determine full- or part-time status. Audited courses cannot be used towards financial aid eligibility and therefore will not count toward financial aid load. The costs associated with auditing a course are equivalent to the cost that a matriculated student would be charged.

## Withdrawal from Courses

If for any reason a student can no longer attend the course, the student must officially withdraw from the course online before the term deadline date recorded in the Academic Calendar. After the program adjustment period, a grade of W is posted to the academic record for withdrawn courses. There is no refund of tuition. W grades are not calculated in a student's GPA; however, W grades may adversely influence a student's ability to receive financial aid or impede progress toward degree completion. All official withdrawals after the official withdrawal period (3rd – 10th week of classes) must have the approval of the School. Documentation supporting the reason for withdrawing after the official withdrawal date must be provided. Consult with an academic advisor about the necessary documentation.

## Maintaining Matriculation

A matriculated graduate student who is not registered for any courses but is completing other degree requirements for graduation must be registered to maintain matriculation. The fee cannot be waived or refunded. Maintenance of matriculation is not proof of attendance. (See [Maintenance of Matriculation Request](#).)

## Definition of a Credit Hour

In compliance with policy set by the [New York State Education Department](#), one semester hour per week during a 15-week semester (fall and spring) is equivalent to one credit. At least 15 hours of instruction (50 minutes = 1 hour) and at least 30 hours of supplementary assignments are required for each credit earned. The semester hour may include traditional in-person contact time, as well as laboratory sessions, tutorials, supervised fieldwork, individual meetings, electronic communication and field trips. The 15 hours of instruction time can be replaced through other activities equivalent in length that meet the learning outcomes, such as is the case in hybrid and online courses. These activities often include reviewing instructional materials, completing worksheets, discussions and group work (with instructor feedback and participation). Summer and winter courses are subject to the same requirements as those offered during the fall and spring semesters, with respect to the total number of classroom hours and expected learning outcomes.

## Definition of Full Time and Part Time Students

Masters level students are defined as full time if they are enrolled in 12 credits during a regular semester. Doctoral students are defined as full time if they are enrolled in 7 credits during a regular semester. All students are defined as part time if they are registered for 6 credits during a regular semester.

## Levels for Doctoral Students

### PhD Levels

Please note that the term "doctoral level" is interchangeable with the term "professional level." PhD students begin the program as Level I. Students will advance to Level II once they have successfully completed 15 credits of their degree. Students will advance to Level III once they have successfully completed all coursework and exams except PUBH 900: Dissertation Supervision.

### DPH Levels

Please note that the term "doctoral level" is interchangeable with the term "professional level." DPH students begin the program as Level I. Students will advance to Level II once they have successfully defended their second exam. They will remain in Level II generally for one semester, during which they will register for PUBH 816 Advanced Research Seminar II (3 credits). Students that need to maintain full time (7 credit) status for financial aid, student visa, or fellowship reasons are advised to register for a four credit independent study with their dissertation chair. Upon successful completion of Research Seminar II, students will be advanced to Level III.

## Student Leave of Absence

A matriculated graduate student is eligible to apply for a leave of absence (LOA). (See [Leave of Absence Request](#).)

Specific procedures and forms to follow for Leaves of Absence include:

1. LOA may be approved for a maximum of 4 semesters (2 academic years).
2. Student must have completed (or complete before commencing the leave) at least one semester in the CUNY SPH and must complete the semester immediately before requesting such leave.
3. If the student wishes to begin the leave during the course of the semester, the student must drop all classes, in accordance with the Registrar's schedule.
4. Any changes to the length of the LOA should be submitted for review and approval.

The academic LOA is intended to accommodate students' plans and needs to ensure easy return to school. Students are guaranteed a place in their current program, without reapplication, provided all deadlines and rules are observed.

If a student plans to take a course while on academic leave at an institution outside the CUNY system, the course must be evaluated for transferability prior to taking the leave.

Any international student with F-1 (student) or J-1 (exchange visitor) status should consult the Office of Student Services before applying for a leave. Any student subject to induction or recall into military service should consult the veteran's certifying officer before applying for an official leave.

## Unapproved Leaves

Students failing to register for a regular semester will be dropped automatically from the active student file. If they wish to return, they must apply for readmission. In all cases of nonattendance, students must still observe the time limitations for degree completion. (See [Re-Admission Request](#).)

## Transfer of Credit and Course Residency

Transfer credits taken prior to admission to the CUNY graduate public health program may be applied toward the degree, provided the courses were completed with a grade of B or higher within five years preceding the time of application and are equivalent to comparable courses at the CUNY SPH. Students are required to take at least 70% of all credits required for the degree in residence at CUNY SPH, unless otherwise stipulated through an articulation agreement. Graduate courses completed as part of one graduate degree may not be used for credit toward another graduate degree. (See [Transfer Credit Request](#) and [Course Waiver or Substitution Request](#).)

## Students Matriculated at CUNY SPH Taking Courses at Other Institutions

CUNY SPH matriculated students in good standing (GPA 3.0) have the option of taking courses at other CUNY colleges on a 'ePermit' basis and receiving credit and the grade earned toward their CUNY SPH degree. (See [ePermit Request](#).) Students who would like to enroll in courses at a non-CUNY college should inquire with their academic advisor. The student registers at a non-CUNY college as a nonmatriculated student and at the end of the semester requests that a transcript be sent to the School Registrar.

## Students Matriculated Outside CUNY SPH Wanting to Register for CUNY SPH Courses

Students matriculated in a graduate program at any other CUNY branch who want to register for a course at CUNY SPH are required to use the ePermit system. Students must complete the ePermit process for approval in CUNYfirst. Information regarding their ePermit request will be e-mailed to their official university e-mail address. Tuition payment for courses is made at the student's home school. (See [ePermit Request](#).)

## Awarding of Degrees

Degrees are awarded three times per academic year to candidates that are in good academic standing and that have satisfied all academic degree requirements. Students must maintain active status for the semester in which a student will apply to graduate. Students can do this by taking a course at CUNY SPH (or another CUNY college through e-permit) or paying the maintenance of matriculation fee. The academic transcript is permanent upon graduation.

## Courses Considered for GPA at the Time of Graduation

GPA requirements for advanced certificate completion will be calculated only by required coursework. Additional courses taken outside the curriculum will not be included in GPA calculation.

## Time Limits for Degree Completion

Master's Degree: All requirements for the degree must be completed within 5 matriculated years.

Doctoral Degree: All requirements for the degree must be completed within 8 matriculated years.

(See [Time Extension Request](#).)

## Grading System

| Grade | Quality Points | Explanation                                                                                                                                                                                                                                                              |
|-------|----------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| A+    | 4              | 97.5% - 100%                                                                                                                                                                                                                                                             |
| A     | 4              | 92.5% - 97.4%                                                                                                                                                                                                                                                            |
| A-    | 3.7            | 90.0% - 92.4%                                                                                                                                                                                                                                                            |
| B+    | 3.3            | 87.5% - 89.9%                                                                                                                                                                                                                                                            |
| B     | 3              | 82.5% - 87.4%                                                                                                                                                                                                                                                            |
| B-    | 2.7            | 80.0% - 82.4%                                                                                                                                                                                                                                                            |
| C+    | 2.3            | 77.5% - 79.9%                                                                                                                                                                                                                                                            |
| C     | 2              | 70.0% - 77.4%                                                                                                                                                                                                                                                            |
| F     | 0              | <70%                                                                                                                                                                                                                                                                     |
| P     | -              | Pass                                                                                                                                                                                                                                                                     |
| S     | -              | Satisfactory                                                                                                                                                                                                                                                             |
| U     | 0              | Unsatisfactory                                                                                                                                                                                                                                                           |
| CR    | -              | Credit Earned                                                                                                                                                                                                                                                            |
| W     | -              | Withdrew (student attended at least one class session)                                                                                                                                                                                                                   |
| WA    | -              | Administrative Withdrawal non-punitive grade assigned to students who had registered for classes at the beginning of the term but did not provide proof of immunization by compliance date (student attended at least one class session)                                 |
| WD    | -              | Withdrew Drop (dropped after FA cert date during the program adjustment period. Student attended at least one class session)                                                                                                                                             |
| WF    | 0              | Withdrew Failing (student attended at least one class session)                                                                                                                                                                                                           |
| WN    | -              | Never Attended                                                                                                                                                                                                                                                           |
| WU    | -              | Withdrew Unofficially (student attended at least one class session)                                                                                                                                                                                                      |
| NC    | -              | No Credit Granted (restricted to regular and compensatory courses. This grade can also be used by colleges for other administrative actions such as disciplinary dismissals.)                                                                                            |
| INC   | -              | Incomplete                                                                                                                                                                                                                                                               |
| FIN   | 0              | F from Incomplete (to be used when the INC grade lapses to an F grade)                                                                                                                                                                                                   |
| Y     | -              | An intermediate grade assigned after the first of a multi-semester course to signify work in progress. The "Y" grade is not included in calculating the grade point average. Each "Y" grade is replaced by the earned letter grade when the sequence has been completed. |
| PEN   | -              | Grade Pending                                                                                                                                                                                                                                                            |
| NRP   | -              | No Record of Progress (exclusive to Dissertation Supervision)                                                                                                                                                                                                            |
| SP    | -              | Satisfactory Progress – restricted to thesis and research courses requiring more than one semester for completion.                                                                                                                                                       |
| AUD   | -              | Auditor                                                                                                                                                                                                                                                                  |

*All Spring 2020 grades were earned during a major disruption to instruction as a result of the COVID-19 pandemic.*

## Incomplete Grades

Instructors may assign the grade INC, meaning that course work (examinations, assignments, classwork, lab work) was not completed. For an INC grade to be changed to a letter grade, all required coursework must be completed no later than one calendar year after the INC grade has been assigned. If not changed to a letter grade, the INC grade will automatically become permanent (FIN) and be treated the same as an 'F' for GPA calculation. Penalties for late submission of coursework that were previously established for the course will remain in effect. Instructors must submit an Incomplete Agreement Proposal for students receiving this grade.



## Repeat Courses

Graduate and doctoral students shall not be permitted to repeat courses in which they have previously received a grade of B or better. Courses in which a grade of B- or lower is earned may be repeated only with permission by the Registrar. The maximum number of courses that can be repeated is two. Credit will be granted once, but both course grades will be included in the GPA calculation.

## Special COVID-19 Flexible Grading Policy for the Spring 2020 Semester

As part of The City University of New York's response to the COVID-19 pandemic, during the Spring 2020 semester, all students shall have the option to convert any or all of the (A-F) letter grades they earn in their classes, to Credit/No Credit (CR/NC) grading.

## Academic Standing

Students must remain in good academic standing to continue in the program. Graduate students must maintain a minimum cumulative GPA of 3.0 to remain in good academic standing.

## Academic Probation and Dismissal

Students not in good academic standing will be placed on academic probation for at least one semester. Students are placed on probation at the end of each fall and spring semester. The student will be dismissed from further study and the program upon two consecutive matriculated academic (fall and spring) semesters on academic probation. Non-degree students whose cumulative GPA falls below 3.0 will not be approved for further study.

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## Academic Integrity

Academic dishonesty is prohibited. The [CUNY Policy on Academic Integrity](#) defines academic dishonesty to include cheating, plagiarism, obtaining unfair advantage, and falsifying records and documents. Penalties for academic dishonesty include academic sanctions, such as failing or otherwise reduced grades, and/or disciplinary sanctions, including suspension or expulsion. The [CUNY Policy on Academic Integrity](#) requires that all faculty members report incidents of academic dishonesty. The school follows the procedures outlined in the [CUNY Academic Integrity Policy](#). The Academic Integrity Officer for the school shall be defined as the Chief Academic Officer (CAO). See the Office of Academic Affairs for more information.

## Academic Appeals

Academic appeals of course grades, academic probation, and program dismissal, shall be reviewed by the Academic Appeals Committee/Academic Integrity Subcommittee. This committee is composed of five faculty members: one faculty member from each department and one faculty member elected by the Governance Council. Some cases, such as those related to academic integrity, may be referred to the Faculty-Student Disciplinary Committee.

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Students should contact [academicaffairs@sph.cuny.edu](mailto:academicaffairs@sph.cuny.edu) with any questions about the process, or to file a formal written appeal.

## Email Communication

Students should note that the School sends official email only to students' official university email addresses.

## Registration and Enrollment

### Registration

Registration instructions are e-mailed to students accepted into or continuing in the graduate programs at CUNY SPH. All registration is subject to space availability. For courses that require permission, students must obtain approval prior to registration. Questions regarding course requirements and pre- or co-requisites should be directed to the academic advisor.

### Maximum Enrollment

The maximum enrollment during the Fall and Spring semesters is 16 credits each, 4 credits during the Winter term, and 10 credits during the Summer term. Exceptions to the maximum term enrollment must be approved by the School. (See [Credit Overload Request](#).)

### Limit on Non Degree Student Credits

Non-Degree students may complete a maximum of 12 credits at the Master's level only. Admission is not guaranteed and registration approval is based on space availability. Those interested in taking more than 12 credits must apply for matriculation. Non-degree students are responsible for informing their academic advisor that they wish to re-register for any subsequent semester.

### Auditing Courses

Courses may be audited with instructor's permission and based on availability. Students must formally register to audit courses in the same manner as for any other course after receiving permission. The grade notation 'AUD,' which carries no earned credit, cannot be changed to any other credit-bearing grade. Audited courses will be included in the calculation of total credits to determine full- or part-time status. Audited courses cannot be used towards financial aid eligibility and therefore will not count toward financial aid load. The costs associated with auditing a course are equivalent to the cost that a matriculated student would be charged.

### Withdrawal from Courses

If for any reason a student can no longer attend the course, the student must officially withdraw from the course online before the term deadline date recorded in the Academic Calendar. After the program adjustment period, a grade of W is posted to the academic record for withdrawn courses. There is no refund of tuition. W grades are not calculated in a student's GPA; however, W grades may adversely influence a student's ability to receive financial aid or impede progress toward degree completion. All official withdrawals after the official withdrawal period (3rd – 10th week of classes) must have the approval of the School. Documentation supporting the reason for withdrawing after the official withdrawal date must be provided. Consult with an academic advisor about the necessary documentation.

### Maintaining Matriculation

A matriculated graduate student who is not registered for any courses but is completing other degree requirements for graduation must be registered to maintain matriculation. The fee cannot be waived or refunded. Maintenance of matriculation is not proof of attendance. (See [Maintenance of Matriculation Request](#).)

[Academic Policies](#)

## Definition of a Credit Hour

### Definition of a Credit Hour

In compliance with policy set by the [New York State Education Department](#), one semester hour per week during a 15-week semester (fall and spring) is equivalent to one credit. At least 15 hours of instruction (50 minutes = 1 hour) and at least 30 hours of supplementary assignments are required for each credit earned. The semester hour may include traditional in-person contact time, as well as laboratory sessions, tutorials, supervised fieldwork, individual meetings, electronic communication and field trips. The 15 hours of instruction time can be replaced through other activities equivalent in length that meet the learning outcomes, such as is the case in hybrid and online courses. These activities often include reviewing instructional materials, completing worksheets, discussions and group work (with instructor feedback and participation). Summer and winter courses are subject to the same requirements as those offered during the fall and spring semesters, with respect to the total number of classroom hours and expected learning outcomes.

[Academic Policies](#)

## Definition of Full Time and Part Time Students

### Definition of Full Time and Part Time Students

Masters level students are defined as full time if they are enrolled in 12 credits during a regular semester. Doctoral students are defined as full time if they are enrolled in 7 credits during a regular semester. All students are defined as part time if they are registered for 6 credits during a regular semester.

[Academic Policies](#)

## Levels for Doctoral Students

### Levels for Doctoral Students

#### PhD Levels

Please note that the term "doctoral level" is interchangeable with the term "professional level." PhD students begin the program as Level I. Students will advance to Level II once they have successfully completed 15 credits of their degree. Students will advance to Level III once they have successfully completed all coursework and exams except PUBH 900: Dissertation Supervision.

#### DPH Levels

Please note that the term "doctoral level" is interchangeable with the term "professional level." DPH students begin the program as Level I. Students will advance to Level II once they have successfully defended their second exam. They will remain in Level II generally for one semester, during which they will register for PUBH 816 Advanced Research Seminar II (3 credits). Students that need to maintain full time (7 credit) status for financial aid, student visa, or fellowship reasons are advised to register for a four credit independent study with their dissertation chair. Upon successful completion of Research Seminar II, students will be advanced to Level III.

[Academic Policies](#)

## Leaves of Absence

### Student Leave of Absence

A matriculated graduate student is eligible to apply for a leave of absence (LOA). (See [Leave of Absence Request](#).)

Specific procedures and forms to follow for Leaves of Absence include:

1. LOA may be approved for a maximum of 4 semesters (2 academic years).
2. Student must have completed (or complete before commencing the leave) at least one semester in the CUNY SPH and must complete the semester immediately before requesting such leave.
3. If the student wishes to begin the leave during the course of the semester, the student must drop all classes, in accordance with the Registrar's schedule.
4. Any changes to the length of the LOA should be submitted for review and approval.

The academic LOA is intended to accommodate students' plans and needs to ensure easy return to school. Students are guaranteed a place in their current program, without reapplication, provided all deadlines and rules are observed.

If a student plans to take a course while on academic leave at an institution outside the CUNY system, the course must be evaluated for transferability prior to taking the leave.

Any international student with F-1 (student) or J-1 (exchange visitor) status should consult the Office of Student Services before applying for a leave. Any student subject to induction or recall into military service should consult the veteran's certifying officer before applying for an official leave.

### Unapproved Leaves

Students failing to register for a regular semester will be dropped automatically from the active student file. If they wish to return, they must apply for readmission. In all cases of nonattendance, students must still observe the time limitations for degree completion. (See [Re-Admission Request](#).)

[Academic Policies](#)

## Transfer of Credit

### Transfer of Credit and Course Residency

Transfer credits taken prior to admission to the CUNY graduate public health program may be applied toward the degree, provided the courses were completed with a grade of B or higher within five years preceding the time of application and are equivalent to comparable courses at the CUNY SPH. Students are required to take at least 70% of all credits required for the degree in residence at CUNY SPH, unless otherwise stipulated through an articulation agreement. Graduate courses completed as part of one graduate degree may not be used for credit toward another graduate degree. (See [Transfer Credit Request](#) and [Course Waiver or Substitution Request](#).)

### Students Matriculated at CUNY SPH Taking Courses at Other Institutions

CUNY SPH matriculated students in good standing (GPA 3.0) have the option of taking courses at other CUNY colleges on a 'ePermit' basis and receiving credit and the grade earned toward their CUNY SPH degree. (See [ePermit Request](#).) Students who would like to enroll in courses at a non-CUNY college should inquire with their academic advisor. The student registers at a non-CUNY college as a nonmatriculated student and at the end of the semester requests that a transcript be sent to the School Registrar.

### Students Matriculated Outside CUNY SPH Wanting to Register for CUNY SPH Courses

Students matriculated in a graduate program at any other CUNY branch who want to register for a course at CUNY SPH are required to use the ePermit system. Students must complete the ePermit process for approval in CUNYfirst. Information regarding their ePermit request will be e-mailed to their official university e-mail address. Tuition payment for courses is made at the student's home school. (See [ePermit Request](#).)

[Academic Policies](#)

## Awarding of Degrees

### Awarding of Degrees

Degrees are awarded three times per academic year to candidates that are in good academic standing and that have satisfied all academic degree requirements. Students must maintain active status for the semester in which a student will apply to graduate. Students can do this by taking a course at CUNY SPH (or another CUNY college through e-permit) or paying the maintenance of matriculation fee. The academic transcript is permanent upon graduation.

### Courses Considered for GPA at the Time of Graduation

GPA requirements for advanced certificate completion will be calculated only by required coursework. Additional courses taken outside the curriculum will not be included in GPA calculation.

[Academic Policies](#)

## Time Limits for Degree Completion

### Time Limits for Degree Completion

Master's Degree: All requirements for the degree must be completed within 5 matriculated years.

Doctoral Degree: All requirements for the degree must be completed within 8 matriculated years.

(See [Time Extension Request](#).)

[Academic Policies](#)

## Grading Policies

### Grading System

| Grade | Quality Points | Explanation                                                                                                                                                                                                                                                              |
|-------|----------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| A+    | 4              | 97.5% - 100%                                                                                                                                                                                                                                                             |
| A     | 4              | 92.5% - 97.4%                                                                                                                                                                                                                                                            |
| A-    | 3.7            | 90.0% - 92.4%                                                                                                                                                                                                                                                            |
| B+    | 3.3            | 87.5% - 89.9%                                                                                                                                                                                                                                                            |
| B     | 3              | 82.5% - 87.4%                                                                                                                                                                                                                                                            |
| B-    | 2.7            | 80.0% - 82.4%                                                                                                                                                                                                                                                            |
| C+    | 2.3            | 77.5% - 79.9%                                                                                                                                                                                                                                                            |
| C     | 2              | 70.0% - 77.4%                                                                                                                                                                                                                                                            |
| F     | 0              | <70%                                                                                                                                                                                                                                                                     |
| P     | -              | Pass                                                                                                                                                                                                                                                                     |
| S     | -              | Satisfactory                                                                                                                                                                                                                                                             |
| U     | 0              | Unsatisfactory                                                                                                                                                                                                                                                           |
| CR    | -              | Credit Earned                                                                                                                                                                                                                                                            |
| W     | -              | Withdrew (student attended at least one class session)                                                                                                                                                                                                                   |
| WA    | -              | Administrative Withdrawal non-punitive grade assigned to students who had registered for classes at the beginning of the term but did not provide proof of immunization by compliance date (student attended at least one class session)                                 |
| WD    | -              | Withdrew Drop (dropped after FA cert date during the program adjustment period. Student attended at least one class session)                                                                                                                                             |
| WF    | 0              | Withdrew Failing (student attended at least one class session)                                                                                                                                                                                                           |
| WN    | -              | Never Attended                                                                                                                                                                                                                                                           |
| WU    | -              | Withdrew Unofficially (student attended at least one class session)                                                                                                                                                                                                      |
| NC    | -              | No Credit Granted (restricted to regular and compensatory courses. This grade can also be used by colleges for other administrative actions such as disciplinary dismissals.)                                                                                            |
| INC   | -              | Incomplete                                                                                                                                                                                                                                                               |
| FIN   | 0              | F from Incomplete (to be used when the INC grade lapses to an F grade)                                                                                                                                                                                                   |
| Y     | -              | An intermediate grade assigned after the first of a multi-semester course to signify work in progress. The "Y" grade is not included in calculating the grade point average. Each "Y" grade is replaced by the earned letter grade when the sequence has been completed. |
| PEN   | -              | Grade Pending                                                                                                                                                                                                                                                            |
| NRP   | -              | No Record of Progress (exclusive to Dissertation Supervision)                                                                                                                                                                                                            |
| SP    | -              | Satisfactory Progress – restricted to thesis and research courses requiring more than one semester for completion.                                                                                                                                                       |
| AUD   | -              | Auditor                                                                                                                                                                                                                                                                  |

*All Spring 2020 grades were earned during a major disruption to instruction as a result of the COVID-19 pandemic.*

### Incomplete Grades

Instructors may assign the grade INC, meaning that course work (examinations, assignments, classwork, lab work) was not completed. For an INC grade to be changed to a letter grade, all required coursework must be completed no later than one calendar year after the INC grade has been assigned. If not changed to a letter grade, the INC grade will automatically become permanent (FIN) and be treated the same as an 'F' for GPA calculation. Penalties for late submission of coursework that were previously established for the course will remain in effect. Instructors must submit an Incomplete Agreement Proposal for students receiving this grade.

### Repeat Courses

Graduate and doctoral students shall not be permitted to repeat courses in which they have previously received a grade of B or better. Courses in which a grade of B- or lower is earned may be repeated only with permission by the Registrar. The maximum number of courses that can be repeated is two. Credit will be granted once, but both course grades will be included in the GPA calculation.

### Special COVID-19 Flexible Grading Policy for the Spring 2020 Semester

As part of The City University of New York's response to the COVID-19 pandemic, during the Spring 2020 semester, all students shall have the option to convert any or all of the (A-F) letter grades they earn in their classes, to Credit/No Credit (CR/NC) grading.

Academic Policies

## Academic Standing

### Academic Standing

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[Academic Policies](#)

## Email Communication

### Email Communication

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## Academic Advising

Students have access to [academic advising](#) through staff and their assigned faculty advisor. New students will be assigned their faculty advisor during the first two weeks of their first semester. Staff advisors assist students with degree requirements, registration, forms, policies, and procedures. Faculty members from the student's department offer professional guidance, assistance with selecting electives, as well as fieldwork and capstone preparation.

## Admissions

The Office of Admissions helps prospective students as they navigate the CUNY SPH application and admissions processes. Admissions staff can be contacted at: [admissions@sph.cuny.edu](mailto:admissions@sph.cuny.edu).

The admissions policies of the CUNY SPH are based on the CUNY mission of access and excellence. The School seeks students that reflect the diversity of New York City and can meet the needs of the local, national, and international public health workforce. All prospective students are encouraged to attend an information session or book an appointment with an admissions counselor. Appointments can be in person, Skype, email, phone call.

For specific admission requirements, please see the [CUNY SPH website](#).

## Career Services

Students seeking assistance in job searches, resume and cover letter writing, professional networking, and interview preparation can [schedule an appointment with a career services specialist](#). More information about career services can be found on the [CUNY SPH website](#).

## Office of Accessibility Services

Support services and accommodations are available to provide students with disabilities greater accessibility to the academic environment. For more information (with confidentiality) contact [the disability coordinator](#). More information about student accessibility services can be found on the [CUNY SPH website](#).

## Financial Aid

The goal for The Office of Financial Aid at CUNY SPH is to provide students with the financial resources and information they need to successfully complete their study. Students receiving Financial Aid will be able to view all of their information in their CUNYfirst account. CUNYfirst announcements are sent via @SPH email addresses. The Financial Aid office can be contacted at: [FinancialAid@sph.cuny.edu](mailto:FinancialAid@sph.cuny.edu).

### Student Eligibility

To be eligible for federal and state aid, a student must be a United States citizen or an eligible non-citizen who is making satisfactory academic progress toward a degree. Students who have defaulted on a loan or owe a repayment of a federal grant at any post-secondary school must make satisfactory repayment arrangements with that institution before they will be eligible to receive Financial Aid.

### Application Procedure

The best way to apply for financial aid is by completing the application online. FAFSA on the Web is available at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). When the FAFSA is processed, CUNY will receive an electronic record of the student's application information. The student may be required to provide additional documentation to the Office of Financial Aid to verify the application information or to clarify any discrepancies in the application. For more details on the application process, visit the [CUNY SPH website](#).

### Student Loans

Graduate and professional degree students may be eligible to receive Federal Direct loans. Federal Direct Loan program allows students to borrow funds from the federal government to help cover the cost of attendance. Like all other loans, these loans must be repaid with interest. For more details about student loans, visit the [CUNY SPH website](#). Students can view loan information online by visiting [www.nslds.ed.gov](http://www.nslds.ed.gov) and [www.studentloans.gov](http://www.studentloans.gov).

### Satisfactory Academic Progress (SAP)

Satisfactory Academic Progress (SAP) is a standard used to measure a student's successful completion of coursework toward a degree. CUNY Graduate School of Public Health and Policy is required via Financial Aid federal regulation to establish a satisfactory academic progress policy to determine whether an eligible student is making SAP in his or her educational program. Students who are found to be in violation of the parameters set forth by the SAP policy are ineligible to receive most forms of federal financial aid.

All students (whether aid recipients or not) will be measured against the Title IV Satisfactory Academic Progress (SAP) standards at the end of each academic year (spring semester), in order to determine eligibility for the upcoming year.

Those who fail to meet the academic standards will have their federal aid automatically suspended until they meet the minimum standards that are listed below.

**NOTE: Private scholarships, tuition waivers, and departmental scholarships are not subject to SAP standards. Merit scholarships have their own set of academic standards.**

### Federal Satisfactory Academic Progress Standard

Your total academic record will be measured against each of the three progress components at the end of every spring term to determine whether or not you meet the standard of progress. All courses that appear on your permanent academic record count towards the pace of progression and maximum time-frame requirement even if you received no federal financial aid for those courses.

**A) Minimum GPA:** Students who fail to earn the minimum requirements will be considered as not making satisfactory academic progress and all financial assistance will be terminated or suspended until the student regains minimum satisfactory academic progress standards.

You must successfully meet the minimum cumulative GPA as shown below:

Minimum Cumulative GPA

|         |     |
|---------|-----|
| Masters | 3.0 |
| DPH     | 3.0 |
| PHD     | 3.0 |

**B) Maximum Time-Frame:** All students are expected to complete their respective educational programs within a specified timeframe. Once this timeframe has elapsed, students are no longer eligible to receive most forms of financial aid.

Master's Degree: All requirements for the degree must be completed within 5 matriculated years

DPH Degree: All requirements for the degree must be completed within 8 matriculated years

PHD Degree: All requirements for the degree must be completed within 7 matriculated years

**C) Pace of Progression** – Student must meet pace and progress toward graduation by successfully completing 2/3 of the cumulative units attempted.

Pace = Cumulative number of hours (credit hours) that you have successfully completed

Cumulative number of hours (credit hours) that you have attempted

This means that courses the student drops after the drop/add period has ended will be considered as attempted credit hours. For all students, attempted hours is defined as all courses in which they are enrolled after the drop/add period has ended for the term and for which academic credit will be earned. This means that courses from which students withdraw after the drop/add period has ended will be considered attempted hours. All attempted hours will be counted regardless of whether financial aid was received.

Credit-hours that are transferred into SPH and successfully articulated towards the completion of their degree will be counted as both earned and attempted hours for the purpose of this standard. Courses that are listed as Incomplete (I) or Withdrawal (W) will be counted as attempted but not earned. Repeated courses will always be treated as attempted hours.

#### Academic Programs, Total Credits Required to Graduate

|                                                    |    |
|----------------------------------------------------|----|
| MS in Environmental & Occupational Health Sciences | 39 |
| MS in Population Health Informatics                | 39 |
| MS in Health Communication for Social Change       | 36 |
| MS in Global & Migrant Health Policy               | 33 |
| MPH in Community Health                            | 42 |
| MPH in Environmental & Occupational Health Science | 42 |
| MPH in Epidemiology and Biostatistics              | 42 |
| MPH in Health Policy & Management                  | 42 |
| MPH in Public Health Nutrition                     | 42 |
| PhD in Community Health and Health Policy          | 42 |
| PhD in Environmental and Planetary Health Sciences | 42 |
| PhD in Epidemiology                                | 42 |
| DPH in Community, Society, and Health              | 48 |
| DPH in Environmental and Occupational Health       | 48 |
| DPH in Epidemiology                                | 48 |
| DPH in Health Policy and Management                | 48 |

## Readmitted Students

Upon readmission after any period of non-enrollment, your satisfactory progress standing remains as it was at the end of your last semester of attendance. If you were making satisfactory academic progress in your last semester of attendance, your eligibility to receive federal financial aid will not be affected when you return. If you return after an academic probation or dismissal, your financial aid will be in suspended status and you will have to file an appeal to have your eligibility for federal aid restored. Any action you took during your period of absence that would have brought you back into compliance with the progress standard (such as successfully completing transferable courses at another institution) is factored into the evaluation.

## Frequency of SAP Evaluation

SPH will evaluate SAP on an annual basis following the completion of the spring semester. In general, students who are in violation of the parameters set forth by the SAP policy upon an evaluation are not eligible to receive most forms of financial aid during subsequent payment periods. Students who are deemed ineligible upon an evaluation are designated with a status of "Not Meet" and are notified immediately by email upon the status being assigned.

## Delay of Disbursements Due to Satisfactory Academic Progress

Financial aid may not be disbursed to a student's account until SAP has been evaluated. The Financial Aid Office cannot complete the SAP evaluation until prior semester grades have been officially posted by the Office of the Registrar. An otherwise eligible student may experience a delayed financial aid disbursement if grades are not made official before the beginning of the subsequent semester.

## Notification of Satisfactory Academic Progress Status

Students who have met Satisfactory Academic Progress requirements will not receive a SAP communication. The Financial Aid Office will notify any student who does not meet SAP requirements via email at the SPH student's email address. Students who are notified that they are SAP ineligible for financial aid should consult their academic advisers and the financial aid office.

**There are no Financial Aid SAP Warning Periods for graduate/professional students who are evaluated annually.**

## SAP Appeal

If you have been placed on financial aid suspension, you may appeal to the Committee on Academic Standing to be allowed to receive federal student aid for future semesters.



Your appeal must be based on excusable circumstances resulting from events in your life such as personal illness or injury, illness or death of a family member, loss of employment, or changes in your academic program. Your appeal must include an explanation of how these circumstances caused you to fail to make satisfactory progress and what changes have you made that would allow you to meet the appropriate progress standard in a future evaluation.

If your appeal is denied, the SAP Appeal Committee may permit you to re-submit the appeal with additional documentation. You may continue to submit appeals each time you are found not to be making satisfactory progress, but approval of your appeal is at the discretion of the SAP Appeal Committee.

## International Students (Designated School Officials)

The Designated School Official provides advice and assistance to students from outside the United States, particularly with regard to immigration issues relating to F - 1 Student Status and J - 1 Exchange Visitor Student category. For more information regarding International Students at CUNY SPH, contact [ISO@sph.cuny.edu](mailto:ISO@sph.cuny.edu).

## Office of the Bursar

The Bursar's Office mission is to provide professional, courteous, timely, and accurate services to students and the CUNY SPH community while adhering to all policies, procedures, and regulatory requirements set forth by CUNY, NY State, and the Federal Government. The Office's core responsibilities include collecting and processing tuition and fee payments, maintaining student financial records, managing student refunds, overseeing student payment plans, and implementing collection. The Bursar's Office can be contacted at: [bursar@sph.cuny.edu](mailto:bursar@sph.cuny.edu). Please note that inquiries must be sent from official @SPH email addresses to ensure security verification.

### Tuition and Fees

All tuition and fees are determined by the CUNY Board of Trustees and are subject to change without notice. In the event of an increase in the tuition and fee prices, payments already made will be treated as partial payments. Notification will be given to students concerning the amount owed and the deadline date to pay.

Tuition is charged based upon the following criteria:

- Residency Status: NY State Resident or Non-NY State Resident
- Student Status: Doctoral or Graduate Student
- Degree Status: Degree Student (Matriculated) or Non-Degree Student (Non-Matriculated)
- Full-Time or Part-Time Status: some groups pay per credit; please review the table of charges
- Number of Credits: as applicable (some students pay flat rates; please review the table of charges)
- Doctoral Level: each level I, II, and III pay different rates

Mandatory Term Fees are charged based upon the following criteria:

- Full-Time/Part-Time Status
- Student Status (Doctoral or Graduate Student)
- Semester

If a student is enrolled full-time and drops to part-time status on or after the first official day of classes, the full-time fee rate is charged. Mandatory fees are non-refundable except for students who drop all their classes prior to the first official day of classes.

The School also charges general fees for services or special documents. These fees include application fees, re-admission fees, transcript fees, etc. For a complete listing of all tuition rates and fees, please see the [Tuition and Fees page](#) on the CUNY SPH website.

### Commitment Deposit

New students are required to pay a commitment deposit. The deposit will be applied to tuition charges for the applicable term.

### Payment and Refunds

Payment due dates can be found on the [CUNY SPH Academic Calendar](#). Information about payment options can be found on the [CUNY SPH website](#). If a student has registered for courses and chooses not to attend, they must drop classes prior to the first official day of the semester (this may not be the first day that their class meets) to avoid tuition and fee charges. Any student that does not officially drop their classes prior to the start of the term will be charged tuition and fees based upon the University's academic calendar and policy.

Students can be issued refunds for a number of reasons including dropped classes, fee changes and excess financial aid. For more details about the [refund policy](#) and other payment issues, see the [CUNY SPH website](#).

Administrative appeals for charges should be sent to the School's [Student Life representative](#).

## Office of the Registrar

The Office of the Registrar is responsible for and provides the following essential services:

- Registration and Administrative Advising
- Academic Records and Transcripts
- FERPA Compliance
- Change of Name/Address
- Posting of Grades and Awarding Degrees/Diplomas

The Registrar's Office can be contacted at: [Registrar@sph.cuny.edu](mailto:Registrar@sph.cuny.edu).

Students should enroll in classes in CUNYfirst after receiving orientation and advisement. Consult the [CUNYfirst training website](#) to learn how to enroll using CUNYfirst. Students are not permitted to register before their assigned date and time. After enrolling in courses, view class schedule to verify that the enrollment is correct.



## Academic Records and Transcripts

Academic enrollment records are maintained by the Office of the Registrar. Students can review their records at any time by logging into CUNYfirst. For help with technical issues with using CUNYfirst, visit the [training website](#).

To request an official transcript visit [CUNY/Parchment website](#).

Students who have financial holds on their record are not permitted to complete registration.

The academic transcript is permanent upon graduation.

## FERPA Compliance

The Family Educational Rights and Privacy Act (FERPA) 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. It is also known as the Buckley Amendment.

CUNY SPH is in full compliance with FERPA and the implementation of its regulations. More information can be found under [University Policies](#).

Per FERPA regulations, CUNY SPH does not release student information (name, attendance dates, address, telephone, e-mail address, fields of study, and degrees received), except to those documenting a legitimate interest. By filing a request with the Office of the Registrar, a student may ask that such information not be released without the individual student's written consent. (See [Directory Information Non-Disclosure Form and FERPA Consent to Release Educational Records Form](#).)

## Change of Name, Address, or ID

[A request to change your name, address, or ID](#) on file with the School can be submitted to the Registrar's Office.

## Degree Audit - Apply to Graduate

Students should refer to the catalog for specific Degree or Certificate Requirements, and consult with their Academic Advisor if additional information is required. Filing procedures are as follows:

- Obtain the applicable Program of Study Worksheet from the links below and in consultation with an Academic Advisor print and fill out the form.
- Students must submit this form by the set deadline to the Office of the Registrar in order for a student to 'officially apply to graduate.'

### Applications for Graduation

Exact dates for degree/certificate awards may be found in the [Academic Calendar](#) for the appropriate Academic Year. If a filing date falls on a weekend, applications and forms are due the following business day without penalty.

Graduation applications will be processed and audited after the filing date. Students will be contacted via email to their institutional email account if there are any problems. Letters verifying the degree/certificate award can be picked up after the conferral date. Instructions for diploma pick up will be emailed to students. Note that a diploma will not be released to anyone with outstanding financial obligations to the institution.

Only one commencement ceremony is held each year in June. All students who have applied for or earned a degree or certificate for that academic year will receive commencement information via email.

## Veterans

The CUNY Office of Veterans Affairs is dedicated to fostering a sense of community and to developing a channel of communication among veteran and reservist students, and with faculty, staff, and administration. The City University of New York welcomes and supports veterans and reservists on its campuses and recognizes the contribution that they make as citizens and students. CUNY is proud of the level of diversity and academic excellence that veterans and reservists bring to our campuses.

Service members wishing to enroll through the Department of Defense Voluntary Education Program must consult their Educational Services Officers (ESO) or counselor within their military service prior to enrolling. More information can be found at [this link](#).

[CUNY/Veterans](#) is a virtual one-stop source of information regarding services for veterans, reservists and their dependents and survivors. It is a guide to educational benefits, entitlements, counseling and advocacy resources, which will assist veterans in pursuing their academic and civilian careers. [Download CUNY's comprehensive brochure for veterans](#). For more information regarding Veterans services at CUNY SPH, contact [Lea.Dias@sph.cuny.edu](mailto:Lea.Dias@sph.cuny.edu).

In accordance with Title 38 US Code 3679 subsection (e), the following additional provisions have been adopted for any students using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill® (Ch. 33) or Vocational Rehabilitation and Employment (Ch. 31) benefits, while payment to the institution is pending from the VA. This school will not:

- Prevent nor delay the student's enrollment;
- Assess a late penalty fee to the student;
- Require the student to secure alternative or additional funding;
- Deny the student access to any resources available to other students who have satisfied their tuition and fee bills to the institution, including but not limited to access to classes, libraries, or other institutional facilities.

However, to qualify for this provision, such students may be required to:

- Produce the Certificate of Eligibility by the first day of class;
- Provide written request to be certified;
- Provide additional information needed to properly certify the enrollment as described in other institutional policies.

## CUNY Policies

All general CUNY policies apply to the CUNY Graduate School of Public Health and Health Policy.

- [The City University of New York Policy on Drugs and Alcohol](#)
- [The City University of New York Drug and Alcohol Use Amnesty Policy](#)
- [The City University of New York Policy on Equal Opportunity and Non-Discrimination](#)
- [The City University of New York Policy on Freedom of Information Law Requests](#)

- [The City University of New York Policy on Sexual Misconduct](#)
- [The City University of New York Procedures for Student Grievances of Faculty Conduct](#)
- [The City University of New York Religious Accommodations Policy](#)

All of these policies and many more are available on the [University website](#).

## The City University of New York Policy on Drugs and Alcohol

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The City University of New York ("CUNY") is an institution committed to promoting the physical, intellectual, and social development of all individuals. As such, CUNY seeks to prevent the abuse of drugs and alcohol, which can adversely impact performance and threaten the health and safety of students, employees, their families, and the general public. CUNY complies with all federal, state, and local laws concerning the unlawful possession, use, and distribution of drugs and alcohol.

Federal law requires that CUNY adopt and implement a program to prevent the use of illicit drugs and abuse of alcohol by students and employees. As part of its program, CUNY has adopted this policy, which sets forth (1) the standards of conduct that students and employees are expected to follow; (2) CUNY sanctions for the violation of this policy; and (3) responsibilities of the CUNY colleges/units in enforcing this policy. CUNY's policy also (1) sets forth the procedures for disseminating the policy, as well as information about the health risks of illegal drug and alcohol use, criminal sanctions for such use, and available counseling, treatment, or rehabilitation programs, to students and employees; and (2) requires each college to conduct a biennial review of drug and alcohol use and prevention on its campus.

This policy applies to all CUNY students, employees and visitors when they are on CUNY property, including CUNY residence halls, as well as when they are engaged in any CUNY-sponsored activities off campus.

### CUNY Standards of Conduct

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

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

### CUNY Sanctions

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

#### Students

Students are expected to comply with the CUNY and college policies with respect to drugs and alcohol. Any student found in violation may be subject to disciplinary action under Article 15 of the Bylaws of the Board of Trustees, which may result in sanctions up to and including expulsion from the University.

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

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

In accordance with the Federal Educational Rights and Privacy Act ("FERPA"), CUNY may also choose - when appropriate - to contact parents or legal guardians of students who have violated the CUNY policy on drugs and alcohol.

#### Employees

Any employee found to have violated this CUNY policy may be subject to disciplinary action, in accordance with the procedures set forth in applicable CUNY policies, rules, regulations, and collective bargaining agreements. Sanctions may include a reprimand, suspension without pay, or termination of employment. In lieu of formal disciplinary action, CUNY may, in appropriate cases, seek to resolve the matter through an agreement pursuant to which the employee must successfully participate in a drug or alcohol treatment program.

### Responsibilities of Colleges/Units

Each college or unit of the University should make its best efforts to educate employees and students about this policy and the risks associated with the unlawful possession, use, or distribution of illegal drugs and alcohol. The President of each college or unit may choose to ban alcohol at on-campus functions or at any particular function. This policy, together with information about the health risks of illegal drug and alcohol use, criminal sanctions for such use, and counseling, treatment, or rehabilitation programs available to employees or students, must be distributed annually to all employees and students. The Chief Student Affairs Officer shall be responsible for the distribution of this material to students, and the Director of Human Resources shall be responsible for the distribution of the material to employees.

The Vice President for Administration, or person performing the equivalent function at each college or unit of CUNY, shall be responsible for conducting a biennial review to determine the effectiveness of CUNY's drug and alcohol program at its college or unit, and to ensure that sanctions for drug and alcohol violations are consistently enforced. Upon completion, the biennial review must be sent to the University's Executive Vice Chancellor and Chief Operating Officer. This biennial review must include the number of drug and alcohol-related violations and fatalities that occur on the college's campus or as part of the college's activities, as well as the number and type of sanctions imposed as a result of drug and alcohol-related violations and fatalities that occur at the college as part of its activities.

*Adopted by CUNY Board of Trustees: June 22, 2009 and amended on May 2, 2011. (Bot May 2, 2011, Calendar Item#5A).*

## The City University of New York Drug and Alcohol Use Amnesty Policy

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The City University of New York's ("CUNY's") Drug/Alcohol Use Amnesty Policy has two principal purposes. First, it is intended to encourage students to seek medical assistance related to drug and/or alcohol use without fear of being disciplined for such use. Because the use of drugs or alcohol may be life-threatening, CUNY wishes to reduce barriers to seeking and receiving medical help in those situations. Second, CUNY wishes to encourage students under the influence of drugs and/or alcohol who may be the victims of, witnesses to, or otherwise become aware of violence (including but not limited to domestic violence, dating violence, stalking, or sexual assault) or sexual harassment or gender-based harassment to report that violence or harassment. Toward that end, CUNY's Policy is that students who seek medical assistance either for themselves or others and/or are reporting violence or harassment will not be subject to discipline under the circumstances described below.

I. Students who in good faith call for medical assistance for themselves or others and/or who receive medical assistance as a result of a call will not be disciplined for the consumption of alcohol (either if underage or if consumed in a CUNY-owned or operated residence hall or facility where alcohol consumption is prohibited) or drugs as long as there are no other violations that ordinarily would subject the student to disciplinary action. Similarly, students who may be the victims of, witnesses to, or otherwise become aware of violence or sexual harassment or gender-based harassment and who report such violence or harassment will not be disciplined for the consumption of alcohol or drugs in the absence of other violations that ordinarily would subject the student to disciplinary action. Other violations that would invoke discipline include but are not limited to (i) unlawful distribution of alcohol or drugs; (ii) sexual misconduct, as defined in CUNY's Policy on Sexual Misconduct; (iii) causing or threatening physical harm; (iv) causing damage to property; (v) hazing.

II. The students involved will be encouraged to complete alcohol and/or drug education activities, assessment, and/or treatment, to be determined by the individual campuses or units of CUNY with which the students are affiliated. If repeated incidents of alcohol or drug use are involved, there may be issues of medical concern, which may result in parental notification, medical withdrawal, and/or other non-disciplinary responses.

III. CUNY's Policy is intended both to implement Article 129-B of the Education Law (which mandates drug and alcohol amnesty for reporters of violence) and to complement New York State's Good Samaritan Law, which is designed to encourage individuals to call 911 in the event of an alcohol or drug-related emergency. Generally, the Good Samaritan Law protects persons who witness or suffer from a medical emergency involving drugs or alcohol from being arrested or prosecuted for drug or underage alcohol possession after they call 911. It does not protect against arrest or prosecution for other offenses, such as the sale of drugs.

*Approved by the Board of Trustees on 6/30/2014, Cal. No. 7D and effective date of 7/1/2014 as 'Medical Amnesty-Good Samaritan Policy'. Amended and changed to 'Drug and Alcohol Use Amnesty Policy' on 10/1/2015, Cal. No. 6D.*

## The City University of New York Policy on Equal Opportunity and Non-Discrimination

### I. Policy on Equal Opportunity and Non-Discrimination

The City University of New York ("University" or "CUNY"), located in a historically diverse municipality, is committed to a policy of equal employment and equal access in its educational programs and activities. Diversity, inclusion, and an environment free from discrimination are central to the mission of the University.

It is the policy of the University—applicable to all colleges and units—to recruit, employ, retain, promote, and provide benefits to employees (including paid and unpaid interns) and to admit and provide services for students without regard to race, color, creed, national origin, ethnicity, ancestry, religion, age, sex (including pregnancy, childbirth and related conditions), sexual orientation, gender, gender identity, marital status, partnership status, disability, genetic information, alienage, citizenship, military or veteran status, status as a victim of domestic violence/stalking/sex offenses, unemployment status, or any other legally prohibited basis in accordance with federal, state and city laws.<sup>1</sup>

It is also the University's policy to provide reasonable accommodations when appropriate to individuals with disabilities, individuals observing religious practices, employees who have pregnancy or childbirth-related medical conditions, or employees who are victims of domestic violence/stalking/sex offenses. This Policy also prohibits retaliation for reporting or opposing discrimination, or cooperating with an investigation of a discrimination complaint.

#### Prohibited Conduct Defined

**Discrimination** is treating an individual differently or less favorably because of his or her protected characteristics—such as race, color, religion, sex, gender, national origin, or any of the other bases prohibited by this Policy.

**Harassment** is a form of discrimination that consists of unwelcome conduct based on a protected characteristic that has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile or abusive work or academic environment. Such conduct can be spoken, written, visual, and/or physical. This policy covers prohibited harassment based on all protected characteristics other than sex. Sex-based harassment and sexual violence are covered by CUNY's Policy on Sexual Misconduct.

*1 As a public university system, CUNY adheres to federal, state and city laws and regulations regarding nondiscrimination and affirmative action. Should any federal, state or city law or regulation be adopted that prohibits discrimination based on grounds or characteristics not included in this Policy, discrimination on those additional bases will also be prohibited by this Policy.*

**Retaliation** is adverse treatment of an individual because he or she made a discrimination complaint, opposed discrimination, or cooperated with an investigation of a discrimination complaint.

### II. Discrimination and Retaliation Complaints

The City University of New York is committed to addressing discrimination and retaliation complaints promptly, consistently and fairly. There shall be a Chief Diversity Officer at every college or unit of the University, who shall be responsible for, among other things, addressing discrimination and retaliation complaints under this Policy. There shall be procedures for making and investigating such complaints, which shall be applicable at each unit of the University.

### III. Academic Freedom

This policy shall not be interpreted so as to constitute interference with academic freedom.

## IV. Responsibility for Compliance

The President of each college of the University, the CUNY Executive Vice Chancellor and Chief Operating Officer, and the Deans of the Law School, Graduate School of Journalism, School of Public Health and School of Professional Studies and Macaulay Honors College, have ultimate responsibility for overseeing compliance with these policies at their respective units of the University. In addition, each vice president, dean, director, or other person with managerial responsibility, including department chairpersons and executive officers, must promptly consult with the Chief Diversity Officer at his or her college or unit if he or she becomes aware of conduct or allegations of conduct that may violate this policy. All members of the University community are required to cooperate in any investigation of a discrimination or retaliation complaint.

*Part of Policies and Procedures adopted and approved effective November 27, 2012, Cal.No.4; and revised policy amended and adopted December 1, 2014, Cal. No. C., with effective date of January 1, 2015; Cal. Item C.*

## Complaint Procedures Under The City University of New York's Policy on Equal Opportunity and Nondiscrimination

### 1. Reporting Discrimination and/or Retaliation

The University is committed to addressing discrimination and/or retaliation complaints promptly, consistently and fairly.

Members of the University community, as well as visitors, may promptly report any allegations of discrimination or retaliation to the individuals set forth below:

- A. Applicants, employees, visitors and students with discrimination complaints should raise their concerns with the Chief Diversity Officer at their location.
- B. Applicants, employees, visitors and students with complaints of sexual harassment or sexual violence, including sexual assault, stalking, domestic and intimate violence, should follow the process outlined in CUNY's Policy on Sexual Misconduct.
- C. There are separate procedures under which applicants, employees, visitors and students may request and seek review of a decision concerning reasonable accommodations for a disability, which are set forth in CUNY's [Procedures on Reasonable Accommodation](#).

### 2. Preliminary Review of Employee, Student, or Visitor Concerns

Individuals who believe they have experienced discrimination and/or retaliation should promptly contact the Chief Diversity Officer at their location to discuss their concerns, with or without filing a complaint. Following the discussion, the Chief Diversity Officer will inform the complainant of the options available. These include seeking informal resolution of the issues the complainant has encountered or the college conducting a full investigation. Based on the facts of the complaint, the Chief Diversity Officer may also advise the complainant that his or her situation is more suitable for resolution by another entity within the University.

*1 These Procedures govern any complaint of discrimination and/or retaliation, except complaints of sexual harassment and sexual violence, which are covered by CUNY's Sexual Misconduct Policy. These procedures are applicable to all of the units and colleges of the University. The Hunter College Campus Schools may make modifications to these procedures, subject to approval by the University, as appropriate to address the special needs of their elementary and high school students.*

*These Procedures are intended to provide guidance for implementing the University Policy on Equal Opportunity and Non-Discrimination. These Procedures do not create any rights or privileges on the part of any others.*

*The University reserves the right to alter, change, add to, or delete any of these procedures at any time without notice.*

### 3. Filing a Complaint

Following the discussion with the Chief Diversity Officer, individuals who wish to pursue a complaint of discrimination and/or retaliation should be provided with a copy of the University's complaint form. Complaints should be made in writing whenever possible, including in cases where the complainant is seeking an informal resolution.

### 4. Informal Resolution

Individuals who believe they have been discriminated or retaliated against may choose to resolve their complaints informally. Informal resolution is a process whereby parties can participate in a search for fair and workable solutions. The parties may agree upon a variety of resolutions, including but not limited to modification of work assignment, training for a department, or an apology. The Chief Diversity Officer will determine if informal resolution is appropriate in light of the nature of the complaint. Informal resolution requires the consent of both the complainant and the respondent and suspends the complaint process for up to thirty (30) calendar days, which can be extended upon consent of both parties, at the discretion of the Chief Diversity Officer.

Resolutions should be agreed upon, signed by, and provided to both parties. Once both parties reach an informal agreement, it is final. Because informal resolution is voluntary, sanctions may be imposed against the parties only for a breach of the executed voluntary agreement.

The Chief Diversity Officer or either party may at any time, prior to the expiration of thirty (30) calendar days, declare that attempts at informal resolution have failed. Upon such notice, the Chief Diversity Officer may commence a full investigation.

If no informal resolution of a complaint is reached, the complainant may request that the Chief Diversity Officer conduct a full investigation of the complaint.

### 5. Investigation

A full investigation of a complaint may commence when it is warranted after a review of the complaint, or after informal resolution has failed.

It is recommended that the intake and investigation include the following, to the extent feasible:

- a. Interviewing the complainant. In addition to obtaining information from the complainant (including the names of any possible witnesses), the complainant should be informed that an investigation is being commenced, that interviews of the respondent and possibly other people will be conducted, and that the President<sup>2</sup> will determine what action, if any, to take after the investigation is completed.
- b. Interviewing the respondent. In addition to obtaining information from the respondent (including the names of any possible witnesses), the respondent should be informed that a complaint of discrimination has been received and should be provided with a written summary of the complaint unless circumstances warrant otherwise. Additionally, the respondent should be informed that an investigation has begun, which may include interviews with third parties, and that the President will determine what action, if any, to take after the investigation is completed. A respondent employee who is covered by a collective bargaining agreement may consult with, and have, a union representative present during the interview.

The respondent must be informed that retaliation against any person who files a complaint of discrimination, participates in an investigation, or opposes a discriminatory employment or educational practice or policy is prohibited under this policy and federal, state, and city laws. The respondent should be informed that if retaliatory behavior is engaged in by either the respondent or anyone acting on his/her behalf, the respondent may be subject to disciplinary charges, which, if sustained, may result in penalties up to and including termination of employment, or permanent dismissal from the University if the respondent is a student.

c. Reviewing other evidence. The Chief Diversity Officer should determine if, in addition to the complainant, the respondent, and those persons named by them, there are others who may have relevant information regarding the events in question, and speak with them. The Chief Diversity Officer should also review documentary evidence that may be relevant to the complaint.

## 6. Withdrawing a Complaint

A complaint of discrimination may be withdrawn at any time during the informal resolution or investigation process. Only the complainant may withdraw a complaint. Requests for withdrawals must be submitted in writing to the Chief Diversity Officer. The University reserves the right to continue with an investigation if it is warranted. In a case where the University decides to continue with an investigation, it will inform the complainant.

In either event, the respondent must be notified in writing that the complainant has withdrawn the complaint and whether University officials have determined that continuation of the investigation is warranted for corrective purposes.

*2 References to the President in these Procedures refer to the Executive Vice Chancellor and Chief Operating Officer and the Deans of the Law School, Graduate School of Journalism, CUNY School of Public Health, School of Professional Studies and Macaulay Honors College, wherever those units are involved, rather than a college.*

## 7. Timeframe

While some complaints may require extensive investigation, whenever possible, the investigation of a complaint should be completed within sixty (60) calendar days of the receipt of the complaint.

## 8. Action Following Investigation of a Complaint

a. Promptly following the completion of the investigation, the Chief Diversity Officer will report his or her findings to the President. In the event that the respondent or complainant is a student, the Chief Diversity Officer will also report his or her findings to the Chief Student Affairs Officer.

b. Following such report, the President will review the complaint investigation report and, when warranted by the facts, authorize such action as he or she deems necessary to properly correct the effects of or to prevent further harm to an affected party or others similarly situated. This can include commencing action to discipline the respondent under applicable University Bylaws or collective bargaining agreements.

c. The complainant and the respondent should be apprised in writing of the outcome and action, if any, taken as a result of the complaint.

d. The President will sign a form that will go into each investigation file, stating what, if any, action will be taken pursuant to the investigation.

e. If the President is the respondent, the Vice Chancellor of Human Resources Management will appoint an investigator who will report his/her findings to the Chancellor. The Chancellor will determine what action will be taken. The Chancellor's decision will be final.

## 9. Immediate Preventive Action

The President may take whatever action is appropriate to protect the college community in accordance with applicable Bylaws and collective bargaining agreements.

## 10. False and Malicious Accusations

Members of the University community who make false and malicious complaints of discrimination, as opposed to complaints which, even if erroneous, are made in good faith, will be subject to disciplinary action.

## 11. Anonymous Complaints

All complaints will be taken seriously, including anonymous complaints. In the event that a complaint is anonymous, the complaint should be investigated as thoroughly as possible under the circumstances.

## 12. Responsibilities

### a. Responsibilities of the President:

- Appoint a Chief Diversity Officer responsible for addressing complaints under this Policy
- Ensure that the Chief Diversity Officer is fully trained and equipped to carry out his/her responsibilities.
- Ensure that managers receive training on the Policy.
- Annually disseminate the Policy and these Procedures to the entire college community and include the names, titles and contact information of all appropriate resources at the college. Such information should be widely disseminated, including placement on the college website.

### b. Responsibilities of Managers:

Managers must take steps to create a workplace free of discrimination, harassment and retaliation, and must take each and every complaint seriously. Managers must promptly consult with the Chief Diversity Officer if they become aware of conduct that may violate the Policy.

For purposes of this policy, managers are employees who either (a) have the authority to make tangible employment decisions with regard to other employees, including the authority to hire, fire, promote, compensate or assign significantly different responsibilities; or (b) have the authority to make recommendations on tangible employment decisions that are given particular weight. Managers include vice presidents, deans, directors, or other persons with managerial responsibility, including, for purposes of this policy, department chairpersons and executive officers.

### c. Responsibilities of the University Community-at-Large:

- Members of the University community who become aware of allegations of discrimination or retaliation should encourage the aggrieved individual to report the alleged behavior.
- All employees and students are required to cooperate in any investigation.

## **Some Relevant Laws Concerning Non-discrimination and Equal Opportunity**

*Section 1324b of the Immigration and Nationality Act* prohibits employers from intentional employment discrimination based upon citizenship or immigration status, national origin, and unfair documentary practices or “document abuse” relating to the employment eligibility verification or Form I-9 process. Document abuse prohibited by the statute includes improperly requesting that an employee produce more documents than required by the I-9 form, or a particular document, such as a “green card”, to establish the employee’s identity and employment authorization; improperly rejecting documents that reasonably appear to be genuine during the I-9 process; and improperly treating groups of applicants differently when completing the I-9 form.

*Executive Order 11246*, as amended, prohibits discrimination in employment by all institutions with federal contracts and requires affirmative action to ensure equal employment opportunities.

*Title VII of the Civil Rights Act of 1964*, as amended, prohibits discrimination in employment (including hiring, upgrading, salaries, fringe benefits, training, and other terms, conditions, and privileges of employment) on the basis of race, color, religion, national origin, or sex.

*Title VI of the Civil Rights Act of 1964* prohibits discrimination or the denial of benefits because of race, color, or national origin in any program or activity receiving federal financial assistance.

*Equal Pay Act of 1963*, as amended, requires that men and women performing substantially equal jobs in the same workplace receive equal pay.

*Title IX of the Education Amendments of 1972* prohibits discrimination or the denial of benefits based on sex in any educational program or activity receiving federal financial assistance.

*Age Discrimination in Employment Act*, as amended, prohibits discrimination against individuals who are age 40 or older.

*Section 504 of the Rehabilitation Act of 1973* defines and forbids acts of discrimination against qualified individuals with disabilities in employment and in the operation of programs and activities receiving federal financial assistance.

*Section 503 of the Rehabilitation Act of 1973* requires federal contractors and subcontractors to take affirmative action to employ and advance in employment qualified individuals with disabilities.

*Vietnam Era Veterans’ Readjustment Act of 1974*, as amended, requires government contractors and subcontractors to take affirmative action to employ and advance in employment disabled and other protected veterans. *Uniformed Services Employment and Reemployment Rights Act of 1994*, as amended, prohibits employment discrimination based on military status and requires reemployment following military service in some circumstances.

*Americans with Disabilities Act of 1990*, as amended, prohibits discrimination on the basis of disability.

*Genetic Information Nondiscrimination Act of 2008* prohibits employment discrimination based on genetic information.

*New York City Human Rights Law* prohibits discrimination based on age (18 and older), race, creed, color, national origin, gender (including gender identity and expression), disability, marital status, partnership status, sexual orientation, alienage or citizenship status, arrest or conviction record, unemployment status, or status of an individual as a victim of domestic violence, sex offenses or stalking.

*New York City Workplace Religious Freedom Act* requires an employer to make accommodation for an employee’s religious needs.

*New York State Education Law Section 224-a* requires institutions of higher education to make accommodations for students who are unable to attend classes or take examinations due to their religious beliefs.

*New York State Human Rights Law* prohibits discrimination based on race, creed, color, national origin, sexual orientation, military status, sex, age (18 and older), marital status, domestic violence victim status, disability, predisposing genetic characteristics or prior arrest or conviction record.

*New York City Pregnant Workers Fairness Act* provides that employers provide pregnant employees with reasonable accommodations for the employee’s pregnancy, childbirth, or a medical condition related to pregnancy or childbirth.

## **Freedom of Information Law Requests**

The City University of New York is committed to transparency and public access to information, including agency reports. The public’s right to many government records is enshrined in the state’s Freedom of Information Law. Further details of the Freedom of Information Law are available at the New York State [Committee on Open Government website](#).

For records maintained at the various CUNY colleges, please direct requests to:

### **Senior College**

#### **Baruch College**

**Olga Dais, Esq.**

Records Access Officer

Legal Coordinator

Office of Legal Counsel and Labor Designee

[olga.dais@baruch.cuny.edu](mailto:olga.dais@baruch.cuny.edu)

One Bernard Baruch Way,

Box 5-205

New York, NY 10010-5585

#### **Brooklyn College**

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2900 Bedford Avenue  
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Brooklyn, NY 11210

## The City College of New York

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## College of Staten Island

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Staten Island, NY 10314

## Hunter College

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## John Jay College of Criminal Justice

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524 West 59th Street, Rm 622T

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Bronx, NY 10468

## Medgar Evers College

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## Queens College

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## York College

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## COMMUNITY COLLEGES

### Borough of Manhattan Community College

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### Bronx Community College

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Bronx, New York 10453

### Stella and Charles Guttman Community College

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### Hostos Community College

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### Kingsborough Community College

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Brooklyn, NY 11235

### LaGuardia Community College

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## Queensborough Community College

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Bayside, New York 11364

## GRADUATE, HONORS AND PROFESSIONAL SCHOOLS

### CUNY Graduate Center

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365 Fifth Avenue

New York, NY 10016-4309

### CUNY Graduate School of Public Health and Health Policy

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55 West 125th St., Room 527

New York, NY 10027

### Craig Newmark Graduate School of Journalism At CUNY

**Amy Dunkin**

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New York, NY 10018

### CUNY School of Law

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2 Court Square

Long Island City, NY 11101

### CUNY School of Professional Studies

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New York, NY 10001

### Macaulay Honors College

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Director of Institutional Effectiveness

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35 West 67th Street

New York, NY 10023

### Other Record Requests

For records maintained at University Central Office and CUCF, please direct requests to:

### University Central Office

Records Access Officer

205 East 42nd Street

New York, NY 10017

[CUNY.RecordsOfficer@cuny.edu](mailto:CUNY.RecordsOfficer@cuny.edu)

# The City University of New York Policy on Sexual Misconduct

## I. Policy Statement

Every member of The City University of New York ("CUNY") community, including students, employees and visitors, deserves the opportunity to live, learn and work free from Sexual Misconduct (sexual harassment, gender-based harassment and sexual violence). Accordingly, CUNY is committed to:

1. Defining conduct that constitutes prohibited Sexual Misconduct;
2. Providing clear guidelines for students, employees and visitors on how to report incidents of Sexual Misconduct and a commitment that any complaints will be handled respectfully;
3. Promptly responding to and investigating allegations of Sexual Misconduct, pursuing disciplinary action when appropriate, referring the incident to local law enforcement when appropriate, and taking action to investigate and address any allegations of retaliation;
4. Providing ongoing assistance and support to students and employees who make allegations of Sexual Misconduct;
5. Providing awareness and prevention information on Sexual Misconduct, including widely disseminating this policy, as well as a "students' bill of rights" and implementing training and educational programs on Sexual Misconduct to college constituencies; and
6. Gathering and analyzing information and data that will be reviewed in order to improve safety, reporting, responsiveness and the resolution of incidents.

This is the sole policy at CUNY addressing Sexual Misconduct and is applicable at all college and units at the University. It will be interpreted in accordance with the principles of academic freedom adopted by CUNY's Board of Trustees.

The CUNY community should also be aware of the following CUNY policies:

- [The CUNY Policy on Equal Opportunity and Nondiscrimination](#) prohibits discrimination on the basis of numerous protected characteristics in accordance with federal, state and local law. That policy addresses sex discrimination other than Sexual Misconduct covered by this policy.
- [The CUNY Campus and Workplace Violence Prevention Policy](#) addresses workplace violence.
- [The CUNY Domestic Violence and the Workplace Policy](#) addresses domestic violence in or affecting employees in the workplace.
- [The CUNY Procedures for Implementing Reasonable Accommodations and Academic Adjustments](#) addresses the procedures CUNY will follow when there is a request for a reasonable accommodation and or academic adjustment.

In addition, campus crime statistics, including statistics relating to sexual violence, which CUNY is required to report under the Jeanne Clery Act, are available from the Office of Public Safety at each college and/or on its Public Safety website.

## II. Scope of This Policy

This policy governs the conduct of (i) all the members of CUNY's community, including employees and students, and (ii) non-members of CUNY's community who interact with members of the CUNY community (hereinafter "visitors"). Visitors are both protected by and subject to this policy. A non-member may make a complaint of or report a violation of this policy committed by a member of CUNY's community. A non-member may also be subject to restrictions for failing to comply with this policy. This policy applies to conduct that occurs on and off CUNY property.

## III. Definitions

**a. Affirmative Consent** is a knowing, voluntary and mutual decision among all participants to engage in sexual activity. Consent can be given by words or actions, as long as those words or actions create clear permission regarding willingness to engage in the sexual activity. Silence or lack of resistance, in and of itself, does not demonstrate consent. The definition of consent does not vary based upon a participant's sex, sexual orientation, gender identity or gender expression.

Consent to any sexual act or prior consensual sexual activity between or with any party does not necessarily constitute consent to any other sexual act.

In order to give consent, one must be of legal age (17 years or older).

Consent is required regardless of whether the person initiating the act is under the influence of drugs and/or alcohol.

Consent cannot be given when a person is incapacitated, which occurs when an individual lacks the ability to knowingly choose to participate in sexual activity. Incapacitation may be caused by lack of consciousness or being asleep, being involuntarily restrained, or if the individual otherwise cannot consent. Depending on the degree of intoxication, someone who is under the influence of alcohol, drugs, or other intoxicants may be incapacitated and therefore unable to consent.

Consent cannot be given when it is the result of any coercion, intimidation, force, or threat of harm.

Consent may be initially given but withdrawn at any time. When consent is withdrawn or no longer can be given, sexual activity must stop.

**b. Complainant** refers to the individual who alleges that she/he has been the subject of Sexual Misconduct, and can be a CUNY student, employee (including all full-time and part-time faculty and staff), or visitor. Under this policy, the alleged incident(s) may have been brought to the college's attention by someone other than the complainant.

**c. Complaint** is an allegation of Sexual Misconduct made under this policy.

**d. Confidentiality** is the commitment not to share any identifying information with others, except as required by law in emergency circumstances (such as risk of death or serious bodily harm). Confidentiality may only be offered by individuals who are not legally required to report known incidents of Sexual Misconduct to college officials. Licensed mental health counselors, medical providers & pastoral counselors may offer confidentiality.

**e. Dating Violence** is violence or sexual assault committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship is determined based on the reporting party's statement and with consideration of the length of the relationship and the frequency of the interaction between the persons involved in the relationship. Dating violence can be a single act or a pattern of behavior, based on the frequency, nature, and severity of the conduct. A relationship may be romantic or intimate regardless of whether the relationship was sexual in nature. Dating violence includes the threat of sexual or physical abuse.

**f. Domestic Violence** is any violence or sexual assault committed by (i) a current or former spouse or intimate partner of the victim; (ii) a person with whom the victim shares a child; (iii) a person who cohabits or cohabited with the victim as a spouse or intimate partner; or (iv) anyone else covered by applicable domestic violence laws. Domestic violence can be a single act or a pattern of behavior, based on the frequency, nature, and severity of the conduct.

**g. Forcible Touching/Fondling** is intentionally touching the sexual or other intimate parts of another person without the latter's consent for the purpose of degrading or abusing such person, or for the purpose of gratifying the actor's sexual desire.

**h. Gender-Based Harassment** is unwelcome conduct of a nonsexual nature based on an individual's actual or perceived sex, including conduct based on gender identity, gender expression, and nonconformity with gender stereotypes that is sufficiently serious to adversely affect an individual's participation in employment, education or other CUNY activities. The effect will be evaluated based on the perspective of a reasonable person in the position of the complainant. An example of gender-based harassment would be persistent mocking or disparagement of a person based on a perceived lack of stereotypical masculinity or femininity.

**i. Intimate Partner Violence ("IPV")** includes both Domestic Violence and Dating Violence.

**j. Managers** are employees who have authority to make tangible employment decisions with regard to other employees, including the authority to hire, fire, promote, compensate or assign significantly different responsibilities.

**k. Pastoral counselor.** A person who is associated with a religious order or denomination, recognized by that order or denomination as someone who provides confidential counseling, and functioning within the scope of that recognition.

**l. Privacy** is the assurance that the college will only reveal information about a report of Sexual Misconduct to those who need to know the information in order to carry out their duties or responsibilities or as otherwise required by law. Individuals who are unable to offer the higher standard of confidentiality under law, but who are still committed to not disclose information more than necessary, may offer privacy.

**m. Rape and Attempted Rape** is the penetration or attempted penetration, no matter how slight, of any body part by a sex organ of another person, without the consent of that person.

**n. Respondent** refers to the individual who is alleged to have committed Sexual Misconduct against a CUNY student, employee, or visitor.

**o. Retaliation** is adverse treatment of an individual as a result of that individual's reporting Sexual Misconduct, assisting someone with a report of Sexual Misconduct, opposing in a reasonable manner an act or policy believed to constitute Sexual Misconduct, or participating in any manner in an investigation or resolution of a Sexual Misconduct report. Adverse treatment includes threats, intimidation and reprisals by either a complainant or respondent or by others such as friends or relatives of either a complainant or respondent.

**p. Sexual Activity** is:

- contact between the penis and the vulva or the penis and the anus;
- contact between the mouth and the penis, the mouth and the vulva, or the mouth and the anus;
- penetration, however slight, of the anal or genital opening of another by a hand or finger or by any object, with an intent to abuse, humiliate, harass, degrade, or arouse or gratify the sexual desire of any person; or intentional touching, either directly or through the clothing, of the genitalia, anus, groin, breast, inner thigh, or buttocks of any person with an intent to abuse, humiliate, harass, degrade, or arouse or gratify the sexual desire of any person.

**q. Sexual Assault** is any form of sexual activity that occurs without consent.

**r. Sex Discrimination** is treating an individual differently or less favorably because of sex, including sexual orientation, gender or gender identity (including transgender status), as well as pregnancy, childbirth and related medical conditions. Examples of sex discrimination include giving a student a lower grade, or failing to hire or promote an employee, based on their sex.

**s. Sexual Harassment** is unwelcome conduct of a sexual nature, including but not limited to unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, graphic and electronic communications or physical conduct of a sexual nature when:

submission to or rejection of such conduct is made either explicitly or implicitly a condition of an individual's employment or academic standing or is used as the basis for employment decisions or for academic evaluation, grades, or advancement (quid pro quo); or

i. submission to or rejection of such conduct is made either explicitly or implicitly a condition of an individual's employment or academic standing or is used as the basis for employment decisions or for academic evaluation, grades, or advancement (quid pro quo); or

ii. such conduct is sufficiently serious that it alters the conditions of, or has the effect of substantially interfering with, an individual's educational or work experience by creating an intimidating, hostile, or offensive environment (hostile environment). The effect will be evaluated based on the perspective of a reasonable person in the position of a complainant.

Conduct is considered "unwelcome" if the individual did not request or invite it and considered the conduct to be undesirable or offensive.

While it is not possible to list all circumstances that might constitute sexual harassment, the following are some examples of conduct that might constitute sexual harassment depending on the totality of the circumstances:

i. Inappropriate or unwelcome physical contact or suggestive body language, such as touching, groping, patting, pinching, hugging, kissing, or brushing against an individual's body;

ii. Verbal abuse or offensive comments of a sexual nature, including sexual slurs, persistent or pervasive sexually explicit statements, questions, jokes or anecdotes, degrading words regarding sexuality or gender, suggestive or obscene letters, notes, or invitations;

iii. Visual displays or distribution of sexually explicit drawings, pictures, or written materials; or

iv. Undue and unwanted attention, such as repeated inappropriate flirting, staring, or making sexually suggestive gestures.

**t. Sexual Misconduct** is sexual harassment, gender-based harassment or sexual violence, as defined in this policy.

**u. Sexual Violence** includes: (1) sexual activity without affirmative consent, such as sexual assault rape/attempted rape, and forcible touching/fondling; (2) dating, domestic and intimate partner violence; (3) stalking as defined below; and (4) voyeurism, as defined below.

**v. Stalking** is intentionally engaging in a course of conduct directed at a specific person that:

1. is likely to cause reasonable fear of material harm to the physical health, safety or property of such person, a member of such person's immediate family or a third party with whom such person is acquainted; or causes material harm to the mental or emotional health of such person, where such conduct consists of following, telephoning or initiating communication or contact with such person, a member of such person's immediate family or a third party with whom such person is acquainted; or
2. is likely to cause such person to reasonably fear that her/his employment, business or career is threatened, where such conduct consists of appearing, telephoning or initiating communication or contact at such person's place of employment or business, and the actor was previously clearly informed to cease that conduct.

Where stalking is directed at an individual with whom the perpetrator has, had, or sought some form of sexual or romantic relationship, it will be addressed under this Policy. Stalking that lacks a sexual or gender-based nexus may be addressed under the Code of Conduct.

w. **Supervisors** are employees who are not managers, but have a sufficient degree of control over the working conditions of one or more employees, which might include evaluating their performance and making recommendations for changes in employment status that are given particular weight.

x. **Visitor** is an individual who is present at a CUNY campus or unit but is not a student or an employee.

y. **Voyeurism** is unlawful surveillance and includes acts that violate an individual's right to privacy in connection with her/his body and/or sexual activity such as:

i. Viewing another person's sexual activity, intimate body parts, or nakedness in a place where that person would have a reasonable expectation of privacy, without that person's consent.

ii. Recording images (e.g. video, photograph) or audio of another person's sexual activity, intimate body parts, or nakedness without that person's consent;

iii. Disseminating images (e.g. video, photograph) or audio of another person's sexual activity, intimate body parts, or nakedness, if the individual distributing the images or audio knows or should have known that the person depicted in the images or audio did not consent to such disclosure;

iv. Using or installing, or permitting the use or installation of a device for the purpose of recording another person's sexual activity, intimate body parts or nakedness in a place where the person would have a reasonable expectation of privacy without that person's consent.

z. **Writing**. Whenever this policy requires in "writing," electronic mail satisfies the writing requirement.

## **IV. Prohibited Conduct**

### **A. Sexual Harassment, Gender-Based Harassment and Sexual Violence**

This policy prohibits sexual harassment, gender-based harassment and sexual violence (together "Sexual Misconduct") against any CUNY student, employee or visitor.

Sexual harassment includes unwelcome conduct of a sexual nature, such as unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, graphic and electronic communications or physical conduct that is sufficiently serious to adversely affect an individual's participation in employment, education or other CUNY activities.

Sexual harassment is considered a form of employee misconduct and an employee who engages in such conduct, or, managerial and supervisory personnel who knowingly allow such behavior to continue, shall be subject to discipline in accordance with applicable rules, policies and collective bargaining agreements.

Gender-based harassment is unwelcome conduct of a nonsexual nature based on an individual's actual or perceived sex, including conduct based on gender identity, gender expression, and nonconformity with gender stereotypes that is sufficiently serious to adversely affect an individual's participation in employment, education or other CUNY activities.

Sexual violence is an umbrella term that includes: (1) sexual activity without affirmative consent, sexual assault, rape/attempted rape, and forcible touching/fondling; (2) dating, domestic and intimate partner violence; (3) stalking/cyberstalking ("stalking"), and (4) voyeurism.

The complete definitions of these terms, as well as other key terms used in this policy, are in Section III above.

### **B. Retaliation**

This policy prohibits retaliation against any person who reports Sexual Misconduct, assists someone making such a report, participates in any manner in an investigation or resolution of a Sexual Misconduct complaint, including testifying or assisting in a legal proceeding, or opposes in a reasonable manner an act or policy believed to constitute Sexual Misconduct. Federal, state, and local laws also prohibit retaliation.

### **C. Certain Intimate Relationships**

This policy also prohibits certain intimate relationships when they occur between a faculty member or employee and any student for whom he or she has a professional responsibility as set forth in Section XIII below.

## **V. Title IX Coordinator**

Each college or unit of CUNY has an employee who has been designated as the Title IX Coordinator. This employee is responsible for compliance with Title IX of the Education Amendments of 1972, which prohibits sex discrimination, including Sexual Misconduct, in education programs, and with New York State Law Article 129B, commonly referred to as Enough is Enough, Combating Sexual Assault and Domestic Violence on College Campuses (hereafter "Enough is Enough"). The Title IX Coordinator has overall responsibility for implementing this policy, including overseeing the investigation of complaints at her/his college or unit and carrying out the other functions of that position set forth in this policy. All Title IX Coordinators shall receive annual training on Sexual Misconduct as required by Title IX, the Clery Act, Enough is Enough, and other civil rights law. The name and contact information for all Title IX Coordinators at CUNY can be found on the university's dedicated [Title IX website](#).

## **VI. Assistance in Cases of Sexual Violence**

### **A. Reporting to Law Enforcement**

Students, employees and other community members who experience any form of sexual violence on or off-campus (including CUNY-sponsored trips and events) and visitors who experience sexual violence on a CUNY campus may, but are not required to, report to local law enforcement, and/or state police. CUNY does not require a complainant to report sexual misconduct to law enforcement; however, if a student, employee, or other community member does wish to report to law enforcement, CUNY will provide assistance. Each college public safety office shall have an appropriately trained employee available at all times to provide the complainant with information regarding options to proceed, including information regarding the criminal justice process and the preservation of evidence. Campus public safety officers can also assist the complainant with filing a complaint both on and off-campus, and in obtaining immediate medical attention and other services.

Additional information is available on the university's [Title IX website](#).

### **B. Relationship of CUNY's Investigation to the Action of Outside Law Enforcement**

In cases where the complainant files a complaint with outside law enforcement authorities as well as with the college, the college shall determine what actions to take based on its own investigation. The college may coordinate with outside law enforcement authorities in order to avoid interfering with their activities and, where possible, to obtain information regarding their investigation. Neither a law enforcement determination whether to prosecute a respondent, nor the outcome of any criminal prosecution, is dispositive of whether the respondent has committed a violation of this policy.

Students, employees and other community members should be aware that CUNY procedures and standards differ from those of criminal procedures. When CUNY investigates allegations of sexual misconduct or brings disciplinary proceedings for violations of this policy, the issue is whether the respondent violated CUNY policy. The standard applied in making this determination is whether the preponderance of the evidence substantiates the complaint, or, stated another way, whether it is more likely than not that the alleged conduct occurred. An individual found to have violated this policy may be sanctioned by the college and CUNY. In the criminal justice system, on

the other hand, the issue is whether the accused violated state criminal law. The standard applied is proof beyond a reasonable doubt and an individual found guilty of a crime is subject to criminal penalties, such as incarceration, probation and fines. More information about relevant criminal laws is available in '[A Plain Language Explanation of Distinction Between the New York Penal Law and the College Disciplinary Processes](#)'.

#### C. Obtaining Immediate Medical Attention and Emotional Support

CUNY encourages anyone who has experienced sexual assault or domestic, dating or intimate partner violence to seek medical attention as soon as possible. Medical resources can provide treatment for injuries, preventative treatment for sexually transmitted diseases, emergency contraception, and other health services. They can also assist in preserving evidence or documenting any injuries. Taking these steps promptly after an incident can be very helpful if an individual later decides to seek criminal proceedings or a protective order.

Individuals who have experienced or witnessed sexual violence are also encouraged to seek emotional support, either on or off-campus.

#### D. On-Campus Resources

On campus resources include nurses and/or nurse practitioners at campus health offices and counselors at campus counseling centers. Counselors are trained to provide crisis intervention and provide referrals for longer-term care as necessary.

CUNY also maintains a [list of off-campus emergency contacts and resources](#), including rape crisis centers, available throughout New York City on its dedicated web page. This includes a list of local hospitals designated as SAFE (Sexual Assault Forensic Examiner) hospitals, which are specially equipped to handle sexual assaults and trained to gather evidence from such assaults.

### VII. Important Information About Confidentiality, Privacy and Required Referrals

CUNY values the privacy of its students, employees, and visitors. They should be able to seek the assistance they need without fear that the information they provide will be shared more broadly. Some individuals who serve as resources on campus are **confidential** resources and will not share any identifying information with others, except as required by law in emergency circumstances. Other individuals are not permitted to maintain confidentiality but will protect **privacy** to the greatest extent possible and share information with other staff only on a need-to-know basis.

**Confidential resources.** Individuals considered confidential resources include counselors and health care providers at the college counseling centers and health offices, pastoral counselors, and designated staff members at women's or men's centers, if they exist on campus. *Students may use these resources even if they decide not to make a report or participate in University disciplinary proceedings or the criminal justice process.*

**Private but non-confidential resources.** Many college employees are required by federal and state law to provide information about possible sexual misconduct to the Title IX Coordinator. Individuals designated as non-confidential but private resources will protect **privacy** to the greatest extent possible, but must share relevant information about sexual misconduct with the Title IX Coordinator.

More information about confidential and private but non-confidential resources is provided in Section IX, below.

Under the Clery Act, the College is required to maintain records, advise the government about reports of certain crimes, and issue timely warnings when there is a serious, continuing threat to the community. Such reports and warnings do not disclose the names of reporting individuals.

### VIII. Reporting Sexual Misconduct to the College

In order for the University to address allegations of sexual misconduct, it has to learn about them. Accordingly, CUNY strongly encourages individuals who have experienced sexual misconduct to file a complaint with a designated campus official, as outlined below. The designated officials are trained to accept complaints, to ensure they are investigated in accordance with this policy, and to help complainants get necessary assistance.

Students, faculty, staff and visitors are encouraged to report incidents of sexual misconduct to campus officials, even if they have reported the incident to outside law enforcement authorities, and regardless of whether the incident took place on or off-campus (including "study abroad" programs). Such reporting will enable complainants to get the support they need and provide the college with the information it needs to take appropriate action.

#### A. Complainant's Rights

Individuals who have experienced sexual misconduct have the right to file a complaint with the college or to decide not to do so. (The decision on whether to bring disciplinary charges, however, rests with the campus.) Students who report sexual misconduct have all of the rights contained in the Students Bill of Rights (copy attached).

Complainants also have these rights:

- To notify campus public safety, local law enforcement, and/or the state police; or to choose not to report.
- To have emergency access to a college official trained to interview victims of sexual assault and able to provide certain information, including reporting options and information about confidentiality and privacy. The official will, where appropriate, advise the reporting individual about the importance of preserving evidence and obtaining a sexual assault forensic examination ("SAFE") as soon as possible. The official will also explain that the criminal process uses different standards of proof, evidence, and that any questions about whether an incident violated criminal law should be addressed to a law enforcement official or a district attorney's office.
- To disclose the incident to a college representative who can offer confidentiality or privacy and assist in obtaining services for reporting individuals. See Section IX, below.
- To describe the incident only to those campus officials who need the information in order to properly respond and to repeat the description as few times as practicable.
- To have complaints investigated in accordance with CUNY policy.
- To have privacy preserved to the extent possible.
- To receive assistance and resources on campus, including confidential and free on-campus counseling, and to be notified of other services available on- and off-campus, including the New York State Office of Victim Services.
- To disclose the incident to the college's Human Resources Director or designee (if the accused is a college employee) or request that a confidential or private resource assist in doing so.
- To disclose the incident confidentially and obtain services from state and local governments.
- To receive assistance from the campus or others in filing a criminal complaint, initiating legal proceedings in family court or civil court, and /or seeking an Order of Protection or the equivalent. In New York City, this assistance is provided by Family Justice Centers located in each borough: <http://www1.nyc.gov/site/ocdv/programs/family-justicecenters.page>
- To receive assistance with effecting an arrest when an individual violates an Order of Protection, which may be provided by assisting local law enforcement in effecting such an arrest.

- To withdraw a complaint or involvement from the process at any time.

Students can speak with confidential resources on a strictly confidential basis before determining whether to make a report to college authorities. See Section IX, below. Students also have the right to consult confidentially with state, local and private resources who can provide other assistance.

#### B. Where to File a Complaint on Campus

Students, employees and visitors who experience sexual misconduct should bring their complaints to one of these campus officials/offices:

- Title IX Coordinator;
- Office of Public Safety;
- Office of Vice President for Student Affairs or Dean of Students (students only);
- Residence Life staff in CUNY owned or operated housing (students and residence visitors only); and
- Human Resources Director (employees only).

Contact information for these officials can be found at <https://www1.cuny.edu/sites/titleix/campus-websites/>.

There is no prescribed method for filing a complaint of sexual misconduct and the college will respond to complaints whether they are oral or written. Complainants may, but are not required to, fill out the CUNY Sexual Misconduct Complaint form. After the form is filled out, it should be brought to one of the offices listed above.

Once any of the officials or offices above is notified of an incident of sexual misconduct, she/he will provide a copy of this Policy to the Complainant and coordinate with appropriate college offices to address the matter in accordance with this policy, including taking appropriate interim and supportive measures. These officials and offices will maintain a complainant's privacy to the greatest extent possible, and all information in connection with the complaint, including the identities of the complainant and the respondent, will be shared only with those who have a legitimate need for the information.

Visitors: CUNY strongly encourages visitors to report all incidents of sexual misconduct that they observe or experience while on a CUNY campus or at a CUNY sponsored event to the Office of Public Safety, Residence Life staff, or other appropriate college officials listed above. In certain instances, CUNY may be able to offer those visitors who have experienced sexual misconduct with resources and assistance. For more information on such assistance, please visit <http://www1.cuny.edu/sites/title-ix/>.

#### C. Request that the College Maintain a Complainant's Confidentiality or Not Conduct an Investigation

After a report of an alleged incident of sexual misconduct is made to the Title IX Coordinator, a complainant may request (a) that the matter be investigated only to the extent possible without further revealing her/his identity or any details regarding the incident being divulged further (b) that no investigation into a particular incident be conducted, or (c) that an incident not be reported to outside law enforcement.

In all such cases, the Title IX Coordinator will weigh the complainant's request against the college's obligation to provide a safe, non-discriminatory environment for all students, employees and visitors, including the complainant. Factors used to determine whether to honor such a request include, but are not limited to: (a) whether the respondent has a history of violent behavior or is a repeat offender; (b) whether the incident represents escalation of unlawful conduct by the accused from previously noted behavior; (c) any increased risk that the accused will commit additional acts of violence; (d) whether the accused used a weapon or force; (e) whether the complainant is a minor; (f) whether the college possesses other means to obtain evidence such as security footage; and (g) whether available information reveals pattern of misconduct at a given location or by particular group.

A decision to maintain confidentiality does not mean that confidentiality can be absolutely guaranteed in all circumstances, but that reasonable efforts will be made to keep information confidential consistent with law. Notwithstanding the decision of the Title IX Coordinator regarding the scope of any investigation, the college will provide the complainant with ongoing assistance and support, including, where appropriate, the interim and supportive measures set forth in Section X of this policy.

If the Title IX Coordinator determines that the college may maintain confidentiality as requested by the complainant, the college will, if possible, take reasonable steps to investigate the incident consistent with the request for confidentiality. However, a college's ability to meaningfully investigate the incident and pursue disciplinary action may be limited by such a request for confidentiality.

#### D. Filing External Complaints

Complainants who feel that they have been subjected to unlawful sexual harassment and/or violence have the right to avail themselves of any and all of their rights under law, including but not limited to filing complaints with one or more of the outside agencies listed below.

- U.S. Department of Education, Office for Civil Rights <http://www2.ed.gov/about/offices/list/ocr/complaintprocess.html>

- U.S. Equal Employment Opportunity Commission [https://www.eeoc.gov/federal/fed\\_employees/filing\\_complaint.cfm](https://www.eeoc.gov/federal/fed_employees/filing_complaint.cfm)

- New York State Division of Human Rights

- <https://dhr.ny.gov/complaint>

- New York City Commission on Human Rights <http://www1.nyc.gov/site/cchr/about/resources.page>

#### E. Action by Bystanders and Other Community Members

While only employees designated as "responsible" employees are required reporters as set forth in Section IX below, CUNY encourages all other community members, including faculty, students and visitors, to take reasonable and prudent actions to prevent or stop an act of sexual misconduct that they may witness. Although these actions will depend on the circumstances, they may include direct intervention, calling law enforcement, or seeking assistance from a person in authority.

In addition, CUNY encourages all community members to report any incident of sexual misconduct that they observe or become aware of to the Title IX Coordinator, or the offices of Public Safety, Vice President of Students Affairs (students), Dean of Students (students) or Human Resources (employees) at their college. Community members who take action in accordance with this paragraph will be supported by the college, and anyone who retaliates against them will be subject to disciplinary charges.

#### F. Amnesty for Drug and Alcohol Use

The health and safety of every student at CUNY is of the utmost importance. CUNY recognizes that students who have been drinking and/or using drugs (whether such use is voluntary or involuntary) at a time that violence (including but not limited to sexual violence) occurs may be hesitant to report such incidents due to fear of potential consequences for their own conduct. CUNY strongly encourages students to report sexual violence to college officials. A bystander or complainant acting in good faith who discloses any incident of sexual violence to college officials or law enforcement will not be subject to discipline under CUNY's Policy Against Drugs and Alcohol for violations of alcohol and/or drug use policies occurring at or near the time of the commission of the sexual violence.

#### G. Reporting Suspected Child Abuse



Certain members of the CUNY community who interact with, supervise, chaperone, or otherwise oversee minors in programs or activities at CUNY or sponsored by CUNY are required to report immediately to the New York State Maltreatment Hotline if they have reasonable cause to suspect abuse or maltreatment of individuals under the age of 18. Information regarding mandated child abuse reporting is available on the [Office of the General Counsel web page](#). If anyone other than New York State mandated reporters has reasonable cause to believe that a minor is being or has been abused or maltreated on campus, she/he should notify either the Title IX Coordinator or Director of Public Safety. If any CUNY community member witnesses child abuse while it is happening, she/he should immediately call 911.

#### H. Reporting Retaliation

An individual may file a complaint with the Title IX Coordinator if the individual has been retaliated against for reporting sexual misconduct, opposing in a reasonable manner an act or policy believed to constitute sexual misconduct, assisting someone making such a report, or participating in any manner in an investigation or resolution of a sexual misconduct complaint. All retaliation complaints will be investigated in accordance with the investigation procedures set forth in Section XI of this policy, and individuals who are found to have engaged in retaliation will be subject to disciplinary action.

### IX. Reporting/Confidentiality Obligations of College and University Employees

An individual who speaks to a college or CUNY employee about sexual misconduct should be aware that employees fall into three categories:

- “confidential” employees, who have an obligation to maintain a complainant’s confidentiality regarding the incident(s);
- “responsible” employees, who are required to report the incident(s) to the Title IX Coordinator
- all other employees, who are strongly encouraged but not required to report the incident(s).

#### A. Confidential Employees

i. **For Students.** Students at CUNY who wish to speak to someone who will keep all of the communications confidential should speak to one of the following:

- Counselor or other staff member at their college counseling center;
- Nurse, nurse practitioner or other college health office staff member;
- Pastoral counselor, if available at the college; or
- Designated staff member in a women's or men's center, if one exists at their college.

These individuals will not report information about an incident to the college’s Title IX Coordinator or other college employees without the student’s permission. The only exception is in the case where there is an imminent threat of serious harm to the complainant or any other person.

If a student speaks solely to a “confidential” employee, the college will rarely be able to conduct an investigation into the particular incident or pursue disciplinary action against the alleged perpetrator. Confidential employees will assist students in obtaining other necessary support. A student who first requests confidentiality may later decide to file a complaint with the college or with local law enforcement.

ii. **For Employees.** Although CUNY does not directly employ individuals to whom CUNY employees can speak on a confidential basis regarding sexual misconduct, free confidential support services are available through [CUNY’s Work/Life Program](#), which is administered by an outside company. Confidential community counseling resources are also available [throughout New York City](#).

#### B. “Responsible” Employees – Private, but not confidential.

“Responsible” employees have a duty to report incidents of sexual misconduct, including all relevant details, to the Title IX Coordinator. Such employees are not permitted to maintain a complainant’s confidentiality, except that the Title IX Coordinator may honor a request for confidentiality under the circumstances described in Section VII above. However, these employees will maintain a complainant’s privacy to the greatest extent possible, and information reported to them will be shared only with the Title IX Coordinator and other people responsible for handling the college’s response to the report.

To the extent possible, before a complainant reveals any information to a responsible employee, the employee shall advise the complainant of the employee’s reporting obligations—and if the complainant wants to maintain confidentiality, direct the complainant to confidential resources identified above.

CUNY has designated the following individuals as “responsible” employees. Complainants who wish to report sexual violence are encouraged to speak with one of the responsible employees marked: \*

- i. Title IX Coordinator and her/his staff
- ii. \* Office of Public Safety employees (all)
- iii. \* Vice President for Student Affairs or Dean of Students and all staff housed in those offices
- iv. \* Residence Life staff in CUNY owned or operated housing, including Resident Assistants (all) (for students and housing visitors)
- v. \* Human Resources staff (all) (for employees)
- vi. College President, Vice Presidents and Deans
- vii. Athletics Staff (all)
- viii. Faculty Athletics Representatives
- ix. Department Chairpersons/Executive Officers
- x. University Office of the General Counsel employees (all)
- xi. College/unit attorney and her/his staff
- xii. College/unit labor designee and her/his staff
- xiii. International Education Liaisons/Study Abroad Campus Directors and Field Directors
- xiv. Faculty and staff members at times when they are leading or supervising student on off-campus trips
- xv. Faculty or staff advisors to student groups
- xvi. Employees who are Managers or Supervisors (all)
- xvii. SEEK/College Discovery staff (all)
- xviii. College Childcare Center staff (all)
- xix. Directors of “Educational Opportunity Centers” affiliated with CUNY colleges
- xx. Faculty or staff academic advisors

#### C. All Other Employees

Employees other than those identified in subsections “A” and “B” above are strongly encouraged but not required to report any possible sexual misconduct to the Title IX Coordinator. They are also strongly encouraged to maintain individual privacy to the greatest extent possible by sharing information, including the identities of the complainant and the respondent, only with the Title IX coordinator.

It is important to emphasize that faculty members other than those specifically identified in sub-Section “B” above have not been designated as “responsible” employees and do not have an obligation to report the matter to the Title IX Coordinator, although they are strongly encouraged to do so. An individual who wishes to ensure that the Title IX Coordinator is notified of an incident is strongly encouraged to speak with the Title IX Coordinator or one of the other individuals identified above.

#### D. Special Rules Concerning Public Awareness and Advocacy Events

CUNY supports public awareness events that help provide its community with information about sexual misconduct and how it can be addressed and prevented. In order to preserve the ability to participate freely in public awareness and advocacy events, if an individual discloses information about sexual misconduct at such event (for example, Take Back the Night gatherings, candlelight vigils, or protests) the college will not treat the disclosure as triggering an obligation to commence an investigation based on that information. Such individuals are encouraged to report sexual misconduct to college officials so that the college can provide resources and assistance.

## **X. No Contact Orders and Other Interim and Supportive Measures**

When a college becomes aware of an allegation of sexual misconduct and the complainant or other affected parties request interim or supportive measures, the college will take appropriate interim and supportive measures to protect the complainant and other affected parties, to assist the parties, and to protect against retaliation. Appropriate interim and supportive measures may also be available to respondents. The college may also take interim measures to protect the college community at large.

The college’s Title IX Coordinator is responsible for coordinating interim and supportive measures, which are available even if the complainant chooses not to file or continue to pursue a complaint. Requests for interim and supportive measures should be made to the Title IX Coordinator.

The Title IX Coordinator will work with the Chief Student Affairs Officer to identify a trained staff member to assist students to obtain interim and supporting measures. The Title IX Coordinator will work with the Human Resources Director to assist employee complainants to obtain interim and supporting measures.

#### A. No Contact Orders

When respondent is a student, the complainant has the right to a college-issued “no contact order” under which continued intentional contact with the complainant would violate this policy. No contact orders may be issued for both the complainant and the respondent, as well as other individuals as appropriate.

#### B. Types of Interim and Supportive Measures

Possible interim and supportive measures include:

- i. Making appropriate changes to academic programs, including changes in class schedule, accommodations to permit the complainant to take an incomplete or drop a course or courses without penalty, permitting complainant or respondent to attend a class via skype or other alternative means, providing an academic tutor, or extending deadlines for assignments;
- ii. Making appropriate changes to residential housing situations or providing assistance in finding alternate housing;
- iii. Changing an employee’s work assignment or schedule;
- iv. Providing the complainant with an escort to and from class or campus work location;
- v. Arranging appropriate transportation services to ensure safety;
- vi. Offering counseling services through the college Counseling Center or other appropriate office, or referral to an off-campus agency;
- vii. Assisting the complainant in obtaining medical and other services, including access to rape crisis centers;
- viii. Assisting the complainant with filing a criminal complaint and/or seeking an order of protection;
- ix. Enforcing an order of protection;
- x. Obtaining a copy and/or explaining the terms of an order of protection and the consequences of violating it;
- xi. Addressing situations in which it appears that a complainant’s academic progress is affected by the alleged incident;
- xii. In exceptional circumstances, where a respondent is determined to present a continuing threat to the health and safety of the community, the college may seek an emergency interim suspension of a student or take similar emergency measures against an employee, consistent with applicable CUNY Bylaws, rules, policies and collective bargaining agreements. The Office of Public Safety will, in cooperation with the Title IX Coordinator and appropriate other campus officials, determine whether a respondent presents a continuing threat to the health and safety of the campus, including (a) whether the respondent has a history of violent behavior or is a repeat offender; (b) whether the incident represents escalation in unlawful conduct by the accused; and (c) any increased risk that the accused will commit additional acts of violence.

#### C. Interim Emergency Student Suspensions

The president or her/his designee may in emergency or extraordinary circumstances, temporarily suspend a student pending an early hearing for not more than twelve (12) calendar days, unless the student requests an adjournment. See Section B above.

Prior to the commencement of a temporary suspension of a student, the college shall give the student respondent oral notice (which shall be confirmed via email to the address appearing on the records of the college) or written notice of the charges. If the respondent denies them, the college shall forthwith give the respondent an informal oral explanation of the evidence supporting the charges and the student may present informally her/his explanation or theory of the matter.

Both complainant and the respondent will be notified of the suspension and if or when it the suspension is lifted at the same time and in the same manner.

#### D. Process for Review of Interim Measures, including “No Contact” Orders and Interim Suspensions.

Upon request, the complainant and the respondent shall each be afforded a prompt review of the need for and terms of restrictive interim measures, including “no contact” orders and interim suspensions. Issues that may be raised include possible modification or discontinuance of a “no contact” order. Complainants and respondents shall be allowed to submit evidence to support their request. The request shall be made to the college’s Chief Student Affairs Officer, if either the complainant or the respondent is a student, or to the college’s Human Resources Director, if neither the complainant nor the respondent are students. If a request is made in a case involving both a student and an employee, the Chief Student Affairs Officer shall consult with the Human Resources Director. The Chief Student Affairs Officer or Human Resources Director may consult with the Title IX Coordinator and other relevant officials regarding the request. If appropriate and possible, the college may establish an appropriate schedule for the complainant and the respondent to access college facilities when they are not being used by the other party to enable both parties to use college facilities to the maximum extent feasible, without violation of the “no contact” order.



Requests for accommodations that were made under CUNY's Procedures for Implementing Reasonable Accommodations and Academic Adjustments and do not directly affect the other party are governed by the appeals provisions set forth in those [Procedures](#).

## **XI. Investigating Complaints of Sexual Misconduct**

The college will conduct an investigation when it becomes aware, from any source (including third-parties not connected to the college or university), that sexual misconduct may have been committed against a student, employee or visitor, unless the information provided is insufficient to permit an investigation or the complainant has requested that the college refrain from such an investigation and the college has determined that refraining from an investigation will not result in a continuing threat to the college community. See Section VIII, above.

### **A. Rights of the Complainant and Respondent.**

- Whenever an investigation takes place, the complainant and respondent shall have these rights:
- to an investigation and process that is fair, impartial, timely and thorough and provides a meaningful opportunity to be heard;
- to have the complaint investigated and/or adjudicated by individuals who receive annual training in conducting investigations of sexual violence, the effects of trauma, impartiality, and the rights of the respondent, including the right to a presumption that the respondent is "not responsible" until any finding of responsibility;
- to have the college's judicial or conduct process run concurrently with any criminal justice investigation and proceeding, except for temporary delays requested by external municipal entities while law enforcement gathers evidence;
- to receive reasonable advance written or electronic notice of any meeting they are required to or eligible to attend, of the specific rule or law alleged to have been violated and in what manner;
- to receive reasonable advance written or electronic notice of any meeting they are required to or eligible to attend, of the specific rule or law alleged to have been violated and in what manner;
- to offer evidence during the investigation;
- to review documents and tangible evidence, consistent with FERPA and other law;
- to be accompanied by an attorney or other advisor of their choice, who may assist and advise the complainant or respondent throughout the process including during all related meetings and hearings. Such attorneys or advisors must comply with the CUNY policies and procedures; and
- to simultaneous notice of the outcome of proceedings.

### **B. The Investigation**

The college Title IX Coordinator is responsible for conducting any investigation in a prompt, thorough, and impartial manner and may designate another appropriately trained administrator to conduct all or part of the investigation. Whenever an investigation is conducted, the Title IX Coordinator shall:

- coordinate investigative efforts with other appropriate offices;
- inform the complainant that an investigation is being commenced and that the respondent will receive a written summary of the allegations;
- inform the respondent that an investigation is being commenced and provide the respondent with a written summary of the allegations of the complaint. A respondent employee who is covered by a collective bargaining agreement may consult with and have a union representative present at any interview of that employee conducted as part of such investigation;
- interview witnesses who might reasonably be expected to provide information relevant to the allegations, and review relevant documents and evidence. Both the complainant and respondent shall be informed that they have the right to provide relevant documents and to propose for interview witnesses whom they reasonably believe can provide relevant information.

Neither the complainant nor the respondent is restricted from discussing and sharing information related to the complaint with others who may support or assist them. This does not, however, permit unreasonable sharing of private information in a manner intended to harm or embarrass another, or in a manner that would recklessly do so regardless of intention. Such unreasonable sharing may constitute retaliation under this Policy.

The college Title IX Coordinator shall maintain all documents of the investigation in accordance with the [CUNY Records Retention and Disposition Policy](#).

The college shall make reasonable efforts to ensure that the investigation and resolution of a complaint are carried out as timely and efficiently as possible. However, the college may need to temporarily delay the fact-finding portion of its investigation during the evidence-gathering phase of a law enforcement investigation. Temporary delays will generally not last more than ten days except when law enforcement specifically requests and justifies a longer delay. While some complaints may require more extensive investigation, when possible, the investigation of complaints should be completed within sixty (60) calendar days of the receipt of the complaint. If there is a delay in completing the investigation, the Title IX Coordinator shall notify the complainant and the respondent in writing.

#### **1. Role of the Advisor**

In cases involving this Policy, both the complainant and respondent may be accompanied by an advisor of their choice (including an attorney) who may advise throughout the entire process, including all meetings and hearings. While advisors may represent a party and fully participate at a hearing, they may not speak during the meetings that proceed the hearing nor give testimony as a witness at the hearing.

### **C. Conflicts**

If a complainant or respondent believes that any individual involved in the investigatory or adjudication process has a conflict of interest, he or she may make a request to the Chief Student Affairs Officer (or, if no students are involved, to the Legal or Labor Designee) to have that conflicted individual removed from the process. The request for removal must be in writing within five days of the complaint or respondent's notification that the individual is to be involved and include a detailed description of the conflict. If the Chief Student Affairs Officer (or Legal or Labor Designee) determines that a conflict does exist, he or she will take immediate steps to address the conflict in order to ensure an impartial and fair process.

If any administrator designated by this policy to participate in the investigation or resolution of a complaint (including but not limited to the Title IX Coordinator) is the respondent, the College President will appoint another college administrator to perform such person's duties under this policy. If the President is the respondent, the investigation will be handled by the University Title IX Coordinator or her/his designee.

### **D. Informal Resolution**

Except in instances involving sexual assault, the Title IX Coordinator, in his or her discretion, may offer the respondent and the complainant the opportunity to participate in the informal resolution process. Informal resolution may take place after the Title IX Coordinator has completed the investigation, but before the Title IX report has been completed, in an effort to resolve the matter by mutual agreement. The informal resolution process shall be conducted by the Title IX Coordinator, or by a qualified staff or faculty member designated by Title IX Coordinator, in coordination with the Chief Student Affairs Officer.

Both the complainant and the respondent have the right to end the informal resolution process at any time. Any informal resolution must be acceptable to the complainant, the respondent, and the Title IX Coordinator. Even if both the respondent and complainant agree to a resolution, the Title IX Coordinator must also agree with the resolution for it to be final.

If a resolution is reached, the complainant and the respondent shall be notified in writing, and the Title IX Coordinator will confer with the Chief Student Affairs Officer when creating a written memorandum memorializing the agreed upon resolution and consequences for non-compliance. This memorandum will be included in the respondent's student record.

If no agreement is reached within a reasonable time, the Title IX Coordinator shall complete the Title IX report and take action in accordance with subsection E below. Information learned during and directly from the informal resolution process will not be documented in the Title IX report.

#### E. Action Following the Investigation or Closure of a Complaint.

1. Within 30 days following the completion of an investigation, the Title IX Coordinator shall report her/his findings to the College President in writing ("Report of Findings"). In the event the complainant or the respondent is a student, the report shall also be sent to the Chief Student Affairs Officer. A copy of the report shall be maintained in the files of the Title IX Coordinator.
2. In making findings regarding the allegations, the Title IX Coordinator shall use the "preponderance of the evidence" standard.
3. Following receipt of the Report of Findings, the College President shall, when warranted by the facts, authorize such action as she/he deems necessary to address the issues raised in the Report of Findings, including action to correct the effects of the conduct investigated or prevent further harm to an affected party or others similarly situated. This may include a recommendation that disciplinary action be commenced against a respondent, as set forth in Section XII below.
4. Within 30 calendar days following the termination of an investigation that has not been completed (for example, because it was resolved by informal resolution or the complainant withdrew cooperation); the Title IX Coordinator will summarize for the file the actions taken in response to the complaint and the basis on which the investigation was closed.

#### F. Malicious Allegations

Members of the CUNY community who make false and malicious complaints of violations of this policy of as opposed to complaints which, even if erroneous, are made in good faith, may be subject to disciplinary action.

## **XII. Disciplinary Process and Procedures**

### A. Disciplinary Action

If the College President recommends that disciplinary action be commenced against a respondent student or employee for violations of this Policy, the following procedures shall apply:

#### Discipline Against Students:

a. In cases where a College President recommends discipline against a student for violations of this Policy, the matter shall be referred to the college's Office of Student Affairs and action shall be taken in accordance with Section 11.A-C of this Policy, below. This Section provides for, among other things, a Faculty-Student Disciplinary Committee consisting of faculty members, students and in some cases staff members specially trained to hear and decide charges of violation of this Policy.

b. As described in Sections XI above, complainants have the same rights as respondents:

- to receive notice of the charges, including the date, time, location and factual allegations, concerning alleged violation of this Policy;
- to receive notice of the specific provisions alleged to have been violated and possible sanctions;
- to present evidence and testimony at any hearing, where appropriate;
- to be represented by an attorney or advisor of their choice;
- to receive access to a full and fair record of any hearing;
- to receive written notice of the decision of the faculty-student disciplinary committee, specifically whether the allegations were substantiated and what, if any, penalty was imposed;
- to make an impact statement at the point when the decision maker is deliberating on appropriate sanctions;
- to written notice of findings of fact, decisions and sanctions if any, as well as the rationale for the decision and any sanction;
- to choose whether to or discuss the outcome of a conduct or judicial process;
- to appeal to a decision maker that is fair and impartial and does not include individuals with conflicts of interest;
- to have all information obtained during the conduct process protected from public release until a decision maker on appeal makes a final determination, unless otherwise required by law.

c. Penalties for students instituted after a hearing before the faculty-student disciplinary committee range from a warning to suspension or expulsion from the University. Students accused of crimes of violence are also subject to the university's policy on transcript notations which is discussed in this Section below.

#### Discipline Against Employees

In cases where the college President recommends discipline against an employee, the matter shall be referred for disciplinary action in accordance with the applicable CUNY policies, rules and collective bargaining agreements. Penalties for employees include, depending on the employee's title, reprimand, suspension, demotion, fine, or termination of employment following applicable disciplinary procedures. For many respondent employees, these procedures may include a hearing before a non-CUNY fact-finder, as required by the particular collective bargaining agreement.

For additional information on the disciplinary process in specific cases, complainants should consult their campus Title IX Coordinator, who will work with campus Human Resources Director to provide information. Respondents should consult their union representative, if any, or campus Human Resources Director.

#### Action Against Visitors

In cases where the person accused of sexual misconduct is not a CUNY student or employee, the college's ability to take action against the accused is usually extremely limited. However, the college shall take all appropriate actions within its control, such as restricting the visitor's access to campus. In addition, subject to Section VI, above, the matter may be referred to local law enforcement for legal action, including seeking Orders of Protection and/or reporting to local law enforcement, where appropriate. College Public Safety will assist both students and employees in enforcing Orders of Protection on the campus.

#### No Disciplinary Action

In cases where a determination is made not to bring disciplinary action, the Title IX Coordinator shall inform the complainant and respondent of that decision at the same time, in writing, and shall offer any appropriate support services, including counseling, to both.

#### B. Student Disciplinary Procedures

##### Referral of Violation for Disciplinary Action

If the President decides that discipline is warranted, the President will refer the matter to the Chief Student Affairs Officer for further action. The chief student affairs officer may rely on the investigation and determination of the Title IX Coordinator and prefer disciplinary charges.

In instances where a respondent is alleged to have violated this Policy as well as other CUNY policies, rules or bylaws, the entire matter will be heard before the Faculty Student Disciplinary Committee and will follow the rules and procedures outlined in this Policy.

##### Respondent Withdrawal Before Completion of the Process

In the event that a respondent withdraws from the college before a decision is rendered on the charges, the respondent is required to participate in the disciplinary hearing or otherwise to resolve the pending charges and shall be barred from attending any other unit of the university until a decision on the charges is made, or the charges are otherwise resolved.

Immediately following such withdrawal, the college shall place a notation on the respondent's transcript that the respondent "withdrew with conduct charges pending." If the respondent fails to appear, the college may proceed with the disciplinary hearing in absentia, and any decision and sanction shall be binding, and the transcript notation, if any, resulting from that decision and penalty shall replace the notation.

##### Issuance of Charges & Notice of Hearing

Notice of the charge(s) and of the time and place of the hearing shall be sent to the respondent by both first-class mail and email to the address appearing on the records of the college. Notice shall also be sent in a similar manner to the complainant to the extent that charges relate to the complainant. The Chief Student Affairs Officer is also encouraged to send the notice of charges to any other e-mail address that he or she may have for the respondent and the complainant.

The hearing shall be scheduled within a reasonable time following the filing of the charges or the mediation conference. Notice of at least seven (7) calendar days shall be given to the respondent in advance of the hearing unless the respondent consents to an earlier hearing. The respondent is permitted one (1) adjournment, for a reasonable amount of time under the circumstances, without specifying a reason. Additional requests for an adjournment must be made at least five (5) calendar days prior to the hearing date, and shall be granted or denied at the discretion of the chairperson of the Faculty Student Disciplinary Committee. If the respondent fails to respond to the notice, appear on the adjourned date, or request an extension, the college may proceed without the respondent present, and any decision and sanction shall be binding.

##### Content of Notice of Charges and Hearing

The notice shall contain the following:

A. A complete and itemized statement of the charge(s) being brought against the respondent including the policy, rule and/or bylaw the respondent is charged with violating, and the possible penalties for such violation.

B. A statement that the respondent and the complainant have the right to attend and participate fully in the hearing including the right:

1. to present their side of the story;
2. to present witnesses and evidence on their behalf;
3. to cross-examine witnesses presenting evidence, the exception being that the complainant and respondent may not cross-examine each other as discussed below;
4. for the respondent to remain silent without assumption of guilt; and
5. to be represented by an advisor or legal counsel at their expense; if the respondent or the complainant requests it, the college shall assist in finding a legal counsel or advisor.
6. A warning that anything the respondent says may be used against the respondent at a non-college hearing.

##### Review of Evidence before Hearing:

At least five (5) calendar days prior to the commencement of a student disciplinary hearing, the college shall provide the respondent and the complainant and/or their designated representative, with similar and timely access to review documents or other tangible evidence that the college intends to use at the disciplinary hearing, consistent with the restrictions imposed by the Family Educational Rights and Privacy Act ("FERPA"). Should the college seek to introduce additional documents or other tangible evidence during the disciplinary hearing, the respondent and the complainant shall be afforded the opportunity to review the additional documents or tangible evidence. If during the hearing the complainant or the respondent submits documentary evidence, the chairperson may, at the request of any other party grant, adjournment of the hearing as necessary in the interest of fairness, to permit the requesting party time to review the newly produced evidence.

##### Admission & Acceptance of Penalty

After the charges have been preferred by the chief student affairs officer, but prior to the commencement of a disciplinary hearing, the respondent may admit to the charges and accept the penalty that the chief student affairs officer or designee determines to be appropriate to address the misconduct. If required by this Policy, the agreed-upon penalty shall be placed on the respondent's transcript consistent with CUNY's policy on Transcript Notations (see below). Before resolving a complaint in this manner, the chief student affairs officer, or designee, shall first consult with the complainant and provide the complainant with an opportunity to object to the proposed resolution, orally and/or in writing. If a resolution is reached over the complainant's objection, the chief student affairs officer or designee shall provide the complainant with a statement of the reasons supporting such resolution, and the complainant may appeal the resolution to the college President.

#### C. Faculty Student Disciplinary Committee Structure:

Each faculty-student disciplinary committee shall consist of two (2) faculty members or one (1) faculty member and one (1) member of the Higher Education Officer series (HEO), and two (2) student members and a chairperson, who shall be a faculty member. A quorum shall consist of the chairperson and any two (2) members, one of whom must be a student. Hearings shall be scheduled promptly (including during the summers) at a convenient time and efforts shall be made to insure full student and faculty representation.

The president shall select in consultation with the head of the appropriate campus governance body or where the president is the head of the governance body, its executive committee, three (3) members of the faculty of that college to receive training upon appointment and to serve in rotation as chairperson of the disciplinary committee. The following schools shall be required to select two (2) chairpersons: CUNY School of Law, Guttman Community College, CUNY School of Professional Studies, and the CUNY School of Journalism. If none of the chairpersons appointed from the campus can serve, the president, at her/his discretion, may request that a chairperson be selected by lottery from the entire group of chairpersons appointed by other colleges. The chairperson shall preside at all meetings of the faculty-student disciplinary committee and decide and make all rulings for the committee. She/he shall not be a voting member of the committee but shall vote in the event of a tie.

The faculty members shall be selected by lot from a panel of six (6) elected biennially by the appropriate faculty body from among the persons having faculty rank or faculty status. Members of the panel shall be trained on an annual basis in compliance with the law and this Policy. CUNY School of Law, Guttman Community College, CUNY School of Professional Studies, and the CUNY School of Journalism shall be required to select four (4) faculty members. The HEO members shall be selected by lot from a panel of six (6) HEO appointed biennially by the president. CUNY School of Law, Guttman Community College, CUNY School of Professional Studies, and the CUNY School of Journalism shall be required to select four (4) HEO's. The student members shall be selected by lot from a panel of six (6) elected annually in an election in which all students registered at the college shall be eligible to vote. CUNY School of Law, Guttman Community College, CUNY School of Professional Studies, and the CUNY School of Journalism shall be required to select four (4) students. In the event that the student or faculty panel or both are not elected, or if more panel members are needed, the president shall have the duty to select the panel or panels which have not been elected.

In the event that the chairperson cannot continue, the president shall appoint another chairperson. In the event that a seat becomes vacant and it is necessary to fill the seat to continue the hearing, the seat shall be filled from the respective faculty, HEO, or student panel by lottery.

Each academic year, the chief student affairs officer, and her or his designee, shall appoint/identify one or more college employees to serve as presenters for the hearings. This list shall be forwarded to the Office of the Vice Chancellor for Student Affairs, and the Office of the General Counsel and Sr. Vice Chancellor for Legal Affairs prior to the first day of the academic year.

Persons who are to be participants in the hearings as witnesses or have been involved in preferring the charges or who may participate in the appeals procedures or any other person having a direct interest in the outcome of the hearing shall be disqualified from serving on the committee.

#### Roles and Responsibilities of Individuals during the Hearing

##### a. Role and Responsibilities of Panel Chairperson:

The chairperson shall preside at the hearing. The parties to the hearing are the college, the respondent, and if the complainant chooses to participate, the complainant. At the commencement of the hearing, the chairperson shall inform the respondent of the charges, the hearing procedures, and her or his rights. After informing the respondent of the charges, the hearing procedures, and respondent's rights, the chairperson shall ask the respondent to state whether he or she is responsible or not responsible for the conduct. Prior to accepting testimony at the hearing, the chairperson shall rule on any motions questioning the impartiality of any committee member or the adequacy of the notice of the charge(s). Subsequent thereto, the chairperson shall rule on any motions regarding the admissibility of evidence and may exclude irrelevant, unreliable or unduly repetitive evidence. The chairperson shall exclude from the hearing room all persons who are to appear as witnesses, except the respondent and the complainant.

##### b. Presenters:

Each academic year, the chief student affairs officer at each College or designee shall identify one or more college employees to serve as presenters for the hearings. This list will be forwarded to the Offices of the Vice Chancellor for Student Affairs and General Counsel and Vice Chancellor for Legal Affairs prior to the first day of the academic year. The employee who serves as presenter during the hearing shall be from the same institution as the respondent.

##### c. Recording of Proceeding

The college shall make a recording of each fact-finding hearing by some means such as a stenographic transcript, an audio recording or the equivalent. No other recording of the proceedings shall be permitted. A respondent who has been found to have committed the conduct charged after a hearing is entitled upon request to a copy of such a record without cost upon the condition that it is not to be disseminated except to the respondent's advisor. In the event of an appeal, both the respondent and the complainant are entitled upon request to a copy of such a record without cost, upon the condition that it is not to be disseminated except to their advisors.

##### i. Basic Hearing Rules:

If, at the commencement of the hearing, the respondent admits the conduct charged, the respondent shall be given an opportunity to explain her/his actions before the hearing panel and the college shall be given an opportunity to respond and present evidence regarding the appropriate penalty. If the respondent denies the conduct charged, the college shall present its evidence. At the conclusion of the college's presentation, the respondent may move to dismiss the charges. If the motion is denied by the committee, the complainant, if the complainant chooses to participate, shall be given an opportunity to make a presentation. After the college's, and, if complainant chooses to participate, complainant's presentation, the Respondent shall be given an opportunity to make a presentation.

The college bears the burden of proving the charge(s) by a preponderance of the evidence. The role of the hearing panel is to listen to the testimony, ask questions of the witnesses, review the testimony and evidence presented at the hearing and the papers filed by the parties and make a decision as to responsibility. In the event the respondent is found responsible for the conduct, the committee shall then determine the penalty to be imposed.

The college, the respondent and the complainant are permitted to have advisors act on their behalf during the pendency of a hearing, which shall include the calling and examining of witnesses, and presenting evidence. Any party intending to appear with an attorney shall give the other party five (5) calendar days' notice of such representation.

Neither the respondent nor the complainant shall be permitted to cross-examine the other directly. Rather, if they choose to, the respondent and the complainant shall cross-examine each other only through an advisor. If either or both of them do not have an advisor, the college shall assist them to find an advisor to conduct such cross-examination. In the alternative, the complainant and respondent may provide written questions to the chairperson to be posed to the witness, in the chairperson's discretion.

#### Responsibility Phase

The following rules apply to the introduction of evidence at the hearing: Evidence of the mental health diagnosis and/or treatment of a complainant, respondent, or witness may not be introduced; and b) evidence of either party's prior sexual history may not be introduced except that (i) evidence of prior sexual history between complainant and respondent is admissible at any stage of the hearing, and (ii) past findings of domestic violence, dating violence, stalking, or sexual assault may be admissible in the stage of that hearing related to penalty.

#### Penalty Phase

If the panel has found the Respondent responsible for the conduct, then the complainant, respondent, and college, will have the opportunity to introduce evidence and make arguments related what the appropriate penalty should be. The complainant, respondent and college will also have the opportunity to introduce evidence of and comment on the respondent's character, including any past findings of a respondent's responsibility for domestic violence, stalking, or sexual assault or any other sexual misconduct, and submit a statement regarding the impact of the conduct.

The College may also introduce a copy of the respondent's previous disciplinary records, if any, from any CUNY institution the respondent has attended, provided the respondent was shown a copy of the records prior to the commencement of the hearing. The previous disciplinary record shall be submitted to the panel in a sealed envelope, bearing the respondent's signature across the seal, and shall only be opened if the respondent has been found responsible for the conduct charged. The hearing panel, to determine an appropriate penalty, shall use the disciplinary records, as well as any documents or character evidence introduced by the respondent, the complainant, or the college.

If either the complainant or the respondent chose not to participate in the hearing, they still have the opportunity to introduce evidence and make arguments related what the appropriate penalty should be and to provide or make an impact statement.

#### ii. Decision

The panel shall issue a written decision, which shall be based solely on the testimony and evidence presented at the hearing, including the penalty phase. The college shall send to the respondent a copy of the panel's decision within seven (7) calendar days of the conclusion of the hearing, by regular mail and e-mail to the address appearing on the records of the college. In cases involving two or more complainants or respondents, the college has fourteen (14) calendar days of the conclusion of the hearing to send the panel's decision. The college is also encouraged to send the decision to any other e-mail address that it may have for the respondent. The decision shall be final subject to any appeal.

In cases involving a crime of violence or a non-forcible sex offense, the complainant shall simultaneously receive notice of the outcome of the faculty-student disciplinary committee's decision as it relates to the offense(s) committed against the complainant, in the same manner as notice is given to the respondent.

When a disciplinary hearing results in a penalty of dismissal or suspension for one term or more, the decision is a faculty-student disciplinary committee penalty and the respondent shall be barred from admission to, or attendance at, any other unit of the university while the penalty is being served.

#### iii. Appeals/Review

A respondent or a complainant may appeal a decision of the faculty-student disciplinary committee to the president on the following grounds: (i) procedural error, (ii) newly discovered evidence that was not reasonably available at the time of the hearing, or (iii) the disproportionate nature of the penalty. The president may remand for a new hearing or may modify the penalty either by decreasing it (on an appeal by the respondent) or increasing it (on an appeal by the complainant). If the president is a party to the dispute, her/his functions with respect to an appeal shall be discharged by an official of the university to be appointed by the chancellor or her or his designee.

If the penalty after appeal to the president is one of dismissal or suspension for one term or more, a respondent or a complainant may appeal to the board committee on student affairs and special programs. The board may dispose of the appeal in the same manner as the president

An appeal under this section shall be made in writing within fifteen (15) calendar days after the delivery of the decision appealed from. This requirement may be waived in a particular case for good cause by the president or the board committee as the case may be. Within three (3) calendar days of the receipt of any appeal, either to the president or the board committee on student affairs and special programs, the non-appealing party shall be sent a written notice of the other party's appeal. In addition, the respondent and/or the complainant shall have the opportunity to submit a written opposition to the other party's appeal within fifteen (15) calendar days of the delivery of the notice of receipt of such appeal.

The president shall decide and issue a decision within fifteen (15) calendar days of receiving the appeal or within fifteen (15) calendar days of receiving papers in opposition to the appeal, whichever is longer. The board committee shall decide and issue a decision within five (5) calendar days of the meeting at which it hears the appeal.

#### iv. Transcript Notation(s)

In cases in which the panel finds the respondent responsible and the penalty is either suspension or expulsion, the college shall place a notation on the respondent's transcript stating that respondent was suspended or expelled after a finding of responsibility for a code of conduct violation. In cases where a student has been expelled as a result of a Clery Act crime of violence, the notation will not be removed.

For all other cases, after four years from the date of the conclusion of the disciplinary proceeding, or one year after the conclusion of any suspension, whichever is later, the Respondent has the right to request that a transcript notation from a finding of responsibility be removed. If a finding of responsibility for any violation is vacated for any reason, the notation shall be removed.

### **XIII. College Obligations Under This Policy**

In addition to addressing possible violations of this policy, colleges/units of CUNY have the following obligations:

#### a. Dissemination of Policies, Procedures and Notices

The college Title IX Coordinator, in coordination with the Office of Student Affairs, Office of Public Safety, Human Resources Department and other appropriate offices, is responsible for the wide dissemination of the following on her/his campus: (i) this Policy; (ii) CUNY's Notice of Non-Discrimination; (iii) the Title IX Coordinator's name, phone number, office location, and email address; and (iv) contact information for the campus Public Safety Office. Such dissemination shall include posting the documents and information on the college website, and including it in residence life materials and training and educational materials. In addition, the Students' Bill of Rights, which is appended to and made a part of this policy, must be distributed to any individual reporting an incident of sexual misconduct at the time the report is made. It must also be distributed annually to all students, made available on the college's website and posted in college campus centers and in CUNY owned and operated housing.

#### b. Training and Educational Programming

CUNY is responsible for providing training to college Title IX Coordinators and others who may serve as investigators. The college Title IX Coordinator, in coordination with other applicable offices, including Public Safety, Human Resources and Student Affairs, is responsible for ensuring that the college provides training to college employees on their obligations under this policy; provides education on this policy and on sexual misconduct (including domestic violence, dating violence, stalking and sexual assault) to new and continuing students; and promotes awareness and prevention of sexual misconduct among all students and employees. Specific required trainings include the following:

1. Training For Responsible and Confidential Employees  
The college shall provide training to all employees who are required to report incidents of sexual misconduct under this policy, as well as those employees who have been designated as confidential employees.
2. Training For Title IX Coordinator and other investigators

CUNY shall provide at least annual training to Title IX Coordinators and other investigators in conducting investigations of sexual misconduct, including

- the effects of trauma;
- impartiality;
- the rights of the respondent, include the right to a presumption that the respondent is "not responsible" until any finding of responsibility is made;
- relevant CUNY policies and procedures; and
- other issues including what constitutes crimes of sexual misconduct.

### 3. Student Onboarding and Ongoing Education

Each college shall adopt a comprehensive student onboarding and ongoing education campaign to educate students about sexual misconduct, including domestic violence, dating violence, stalking, and sexual assault. During the student onboarding process, all new first-year and transfer students shall receive training on this policy and on a variety of topics relating to sexual misconduct. In addition, each college shall offer and administer appropriate educational programming to residence hall students, athletes, and student leaders. Each college shall also provide such educational programming to any other student groups which the college determines could benefit from education in the area of sexual misconduct. The college shall also share information on domestic violence, dating violence, stalking and sexual assault prevention with parents of enrolling students. This may be done by linking to <http://www1.cuny.edu/sites/title-ix/information-for-parents-andfamilies/campus/university/>.

#### c. Campus Climate Assessments

Each college of the University shall conduct, no less than every other year, a climate assessment using an assessment instrument provided by the University central office, to ascertain its students' general awareness and knowledge of the University's policy and procedures regarding sexual misconduct, including but not limited to student experiences with and knowledge of reporting, investigation and disciplinary processes. The assessment instrument shall include all topics required to be included under applicable law, including Section 129-B of the New York State Education Law. The University shall publish the results of the surveys on its Title IX web page. The published results shall not contain any information which would enable a reader to identify any individual who responded to the climate assessment.

## **XIV. Rules Regarding Intimate Relationships**

#### d. Relationships between Faculty or Employees and Students

Amorous, dating or sexual activity or relationships ("intimate relationships"), even when apparently consensual, are inappropriate when they occur between a faculty member or employee and any student for whom he or she has a professional responsibility. Those relationships are inappropriate because of the unequal power dynamic between students and faculty members and between students and employees who advise or evaluate them, such as athletic coaches or workplace supervisors. Such relationships necessarily involve issues of student vulnerability and have the potential for coercion. In addition, conflicts of interest or perceived conflicts of interest may arise when a faculty member or employee is required to evaluate the work or make personnel or academic decisions with respect to a student with whom he or she is having an intimate relationship. Finally, if the relationship ends in a way that is not amicable, the relationship may lead to charges of and possible liability for sexual misconduct.

Therefore, faculty members and other employees are prohibited from engaging in intimate relationships with students for whom they have a professional responsibility, including undergraduates, graduate and professional students and postdoctoral fellows.

For purposes of this Section, professional responsibility for a student means responsibility over any academic matters, including teaching, counseling, grading, advising for a formal project such as a thesis or research, evaluating, hiring, supervising, coaching, making decisions or recommendations that confer benefits such as admissions, registration, financial aid, other awards, remuneration, or fellowships, or performing any other function that might affect teaching, research, or other academic opportunities.

#### e. Relationships between Supervisors and Employees

Many of the concerns about intimate relationships between faculty members or employees and students also apply to relationships between supervisors and employees they supervise. Those relationships therefore are strongly discouraged. Supervisors shall disclose any such relationships to their supervisors in order to avoid or mitigate conflicts of interest in connection with the supervision and evaluation of the employees with whom they have an intimate relationship. Mitigation may involve the transfer of either the supervisor or employee, reassigning the responsibility to evaluate the employee to a different supervisor, or other appropriate action.

For purposes of this Section, supervising an employee means supervising in an employment setting, including hiring, evaluating, assigning work, or making decisions or recommendations that confer benefits such as promotions, raises or other remuneration, or performing any other function that might affect employment opportunities.

#### The City University of New York Students' Bill of Rights

For CUNY students who experience Sexual Violence, including sexual assault; domestic, dating or, intimate partner violence, stalking or voyeurism.

All students have the right to:

1. Make a report to local law enforcement and/or state police;
2. Have disclosures of domestic violence, dating violence, stalking, and sexual assault treated seriously;
3. Make a decision about whether or not to disclose a crime or violation and participate in the judicial or conduct process and/or criminal justice process free from pressure by the institution;
4. Participate in a process that is fair, impartial, and provides adequate notice and a meaningful opportunity to be heard;
5. Be treated with dignity and to receive from the institution courteous, fair, and respectful health care and counseling services, where available;
6. Be free from any suggestion that the reporting individual is at fault when these crimes and violations are committed, or should have acted in a different manner to avoid such crimes or violations;
7. Describe the incident to as few institutional representatives as practicable and not be required to unnecessarily repeat a description of the incident;
8. Be protected from retaliation by the institution, any student, the accused and/or the respondent, and/or their friends, family and acquaintances within the jurisdiction of the institution;
9. Have access to at least one level of appeal of a determination;
10. Be accompanied by an advisor of choice who may assist and advise a reporting individual, accused, or respondent throughout the judicial or conduct process including during all meetings and hearings related to such process; and
11. Exercise civil rights and practice of religion without interference by the investigative, criminal justice, or judicial or conduct process of the institution.

This *Student Bill of Rights* was established by the "Enough is Enough" Law, New York State Education Law Article 129-B, effective October 7, 2015.

For more information about preventing and addressing Sexual Violence at CUNY see <http://www1.cuny.edu/sites/title-ix/campus-websites>.

Information about filing a report, seeking a response, and options for confidential disclosure is available also available [CUNY's Title IX web page](#).



Questions about CUNY's Sexual Misconduct policy and procedures may be directed to [your campus Title IX Coordinator](#).

*Policy adopted by the Board of Trustees on 12/1/2014 Cal. 4.C., with effective date of 1/1/2015. Amended by the Board of Trustees on 10/1/2015. Cal. 6.B. Adopted as revised by BOT on 6/25/2018. Cal.9.A*

# The City University of New York Procedures for Student Grievances of Faculty Conduct

## Procedures For Handling Student Complaints About Faculty Conduct In Academic Settings

**I. Introduction.** The University and its Colleges have a variety of procedures for dealing with student-related issues, including grade appeals, academic integrity violations, student discipline, disclosure of student records, student elections, sexual harassment complaints, disability accommodations, and discrimination. One area not generally covered by other procedures concerns student complaints about faculty conduct in the classroom or other formal academic settings. The University respects the academic freedom of the faculty and will not interfere with it as it relates to the content or style of teaching activities. Indeed, academic freedom is and should be of paramount importance. At the same time the University recognizes its responsibility to provide students with a procedure for addressing complaints about faculty treatment of students that are not protected by academic freedom and are not covered by other procedures. Examples might include incompetent or inefficient service, neglect of duty, physical or mental incapacity and conduct unbecoming a member of the staff.

**II. Determination of Appropriate Procedure.** If students have any question about the applicable procedure to follow for a particular complaint, they should consult with the chief student affairs officer. In particular, the chief student affairs officer should advise a student if some other procedure is applicable to the type of complaint the student has.

**III. Informal Resolution.** Students are encouraged to attempt to resolve complaints informally with the faculty member or to seek the assistance of the department chairperson or campus ombudsman to facilitate informal resolution.

**IV. Formal Complaint.** If the student does not pursue informal resolution, or if informal resolution is unsuccessful, the student may file a written complaint with the department chairperson or, if the chairperson is the subject of the complaint, with the academic dean or a senior faculty member designated by the college president. (This person will be referred to below as the Fact Finder.). Only students in a faculty member's class or present in another academic setting where the alleged conduct occurred may file complaints against that faculty member.

A. The complaint shall be filed within 30 calendar days of the alleged conduct unless there is good cause shown for delay, including but not limited to delay caused by an attempt at informal resolution. The complaint shall be as specific as possible in describing the conduct complained of.

B. The Fact Finder shall promptly send a copy to the faculty member about whom the complaint is made, along with a letter stating that the filing of the complaint does not imply that any wrongdoing has occurred and that a faculty member must not retaliate in any way against a student for having made a complaint. If either the student or the faculty member has reason to believe that the department chairperson may be biased or otherwise unable to deal with the complaint in a fair and objective manner, he or she may submit to the academic dean or the senior faculty member designated by the college president a written request stating the reasons for that belief; if the request appears to have merit, that person may, in his or her sole discretion, replace the department chairperson as the Fact Finder. The chairperson may also submit a written request for recusal for good cause to the academic dean or senior faculty member designated by the college president to review such requests. If a recusal request is granted, a different department chairperson shall conduct the investigation, or, if no other chairperson is available, an administrator designated by the college president shall serve in the chairperson's stead. Further, the college president may re-assign investigations as necessary, including but not limited to situations in which a Fact Finder has not completed an investigation in a timely manner. In addition, during any time that no department chairperson is available to investigate a complaint, the college president may assign an administrator to investigate.

C. The Fact Finder shall meet with the complaining student and faculty member, either separately or together, to discuss the complaint and to try to resolve it. The Fact Finder may seek the assistance of the campus ombudsman or other appropriate person to facilitate informal resolution.

D. If resolution is not possible, and the Fact Finder concludes that the facts alleged by the student, taken as true and viewed in the light most favorable to the student, establish that the conduct complained of is clearly protected by academic freedom, he or she shall issue a written report dismissing the complaint and setting forth the reasons for dismissal and send a copy to the complaining student, the faculty member, the chief academic officer and the chief student affairs officer. Otherwise, the Fact Finder shall conduct an investigation. The Fact Finder shall separately interview the complaining student, the faculty member and other persons with relevant knowledge and information and shall also consult with the chief student affairs officer and, if appropriate, the college ombudsman. The Fact Finder shall not reveal the identity of the complaining student and the faculty member to others except to the extent necessary to conduct the investigation. If the Fact Finder believes it would be helpful, he or she may meet again with the student and faculty member after completing the investigation in an effort to resolve the matter. The complaining student and the faculty member shall have the right to have a representative (including a union representative, student government representative or attorney) present during the initial meeting, the interview and any post-investigation meeting.

E. In cases where there is strong preliminary evidence that a student's complaint is meritorious and that the student may suffer immediate and irreparable harm, the Fact Finder may provide appropriate interim relief to the complaining student pending the completion of the investigation. The affected faculty member may appeal such interim relief to the chief academic officer.

F. At the end of the investigation, the Fact Finder shall issue a written report setting forth his or her findings and recommendations, with particular focus on whether the conduct in question is protected by academic freedom, and send a copy to the complaining student, the faculty member, the chief academic officer and the chief student affairs officer. In ordinary cases, it is expected that the investigation and written report should be completed within 30 calendar days of the date the complaint was filed.

**V. Appeals Procedure.** If either the student or the faculty member is not satisfied with the report of the Fact Finder, the student or faculty member may file a written appeal to the chief academic officer within 10 calendar days of receiving the report, which time period may be extended for good cause shown. The chief academic officer shall convene and serve as the chairperson of an Appeals Committee, which shall also include the chief student affairs officer, two faculty members elected annually by the faculty council or senate and one student elected annually by the student senate. The Appeals Committee shall review the findings and recommendations of the report, with particular focus on whether the conduct in question is protected by academic freedom. The Appeals Committee shall not conduct a new factual investigation or overturn any factual findings contained in the report unless they are clearly erroneous. If the Appeals Committee decides to reverse the Fact Finder in a case where there has not been an investigation because the Fact Finder erroneously found that the alleged conduct was protected by academic freedom, it may remand to the Fact Finder for further proceedings. The committee shall issue a written decision within 20 calendar days of receiving the appeal. A copy of the decision shall be sent to the student, the faculty member, the department chairperson and the president.

**VI. Subsequent Action.** Following the completion of these procedures, the appropriate college official shall decide the appropriate action, if any, to take. For example, the department chairperson may decide to place a report in the faculty member's personnel file or the president may bring disciplinary charges against the faculty member. Disciplinary charges may also be brought in extremely serious cases even though the college has not completed the entire investigative process described above; in that case, the bringing of disciplinary charges shall automatically suspend that process. Any action taken by a college, whether interim or final, must comply with the bylaws of the University and the collective bargaining agreement between the University and the Professional Staff Congress.

**VII. Campus Implementation.** Each campus shall implement these procedures and shall distribute them widely to administrators, faculty members and students and post them on the college website.

## The City University of New York Religious Accommodations Policy

### Religious Accommodations

The CUNY Graduate School of Public Health and Health Policy follows the [CUNY Religious Accommodations policy](#).



## **APPENDIX F – PROMOTIONAL MATERIALS**

# Healthy Cities in a Healthy World



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- CUNY Institute for Implementation Science in Population Health
- Center for Immigrant, Refugee, and Global Health
- Healthy CUNY
- Center for Innovation in Mental Health
- Center for Systems and Community Design
- Center for Advanced Technology and Communication in Health
- NYU-CUNY Prevention Research Center
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[sph.cuny.edu/admissions](https://sph.cuny.edu/admissions)

### ATTEND AN INFORMATION SESSION IN PERSON OR ONLINE

[sph.cuny.edu/admissions/admissions-events](https://sph.cuny.edu/admissions/admissions-events)

### CONNECT WITH AN ADMISSIONS SPECIALIST

(646) 664-8355  
[admissions@sph.cuny.edu](mailto:admissions@sph.cuny.edu)

### FREQUENTLY ASKED QUESTIONS

[sph.cuny.edu/admissions/faq](https://sph.cuny.edu/admissions/faq)

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**ADVANCING  
IMPROVED HEALTH  
AND SOCIAL JUSTICE  
FOR ALL**

**JOIN US!**

[sph.cuny.edu](http://sph.cuny.edu)

**CUNY**  
**SPH** GRADUATE  
SCHOOL  
OF PUBLIC  
HEALTH  
& HEALTH  
POLICY



✦ IN-PERSON & FULLY ONLINE

● FULLY ONLINE

★ IN-PERSON ONLY

## MPH DEGREE PROGRAMS

- ✦ Community Health
- ✦ Environmental and Occupational Health Sciences
- ✦ Epidemiology and Biostatistics
- ✦ Health Policy and Management
- ✦ Public Health Nutrition

## MS DEGREE PROGRAMS

- ✦ Environmental and Occupational Health Sciences
- Health Communication for Social Change
- Population Health Informatics

## PhD PROGRAMS

- ★ Community Health and Health Policy
- ★ Environmental and Planetary Health Sciences
- ★ Epidemiology

## CERTIFICATE PROGRAMS

- Advanced Certificate in Industrial Hygiene \*
- ✦ Advanced Certificate in Public Health \*\*

## OTHER PROGRAMS

- ✦ Dietetic Internship

# A BROAD RANGE OF PUBLIC HEALTH OPTIONS

At CUNY SPH we continue to enhance existing programs and create new ones to ensure that our students are optimally equipped to enter today's public health workforce.

\* 12 CREDITS, TRANSFERABLE TO OUR MS IN ENVIRONMENTAL AND OCCUPATIONAL HEALTH DEGREE PROGRAM

\*\* 15 CREDITS, TRANSFERABLE TO OUR MPH & MS DEGREE PROGRAMS

# Exceptional, Affordable Graduate Education in Public Health

CUNY SPH offers the most cost-effective way to advance your public health career, with a range of financial assistance opportunities available for graduate students.

## EXCELLENCE IN TEACHING

**92 percent** of students rate their professor as excellent, very good, or good.



# 10:1

An exceptional student to faculty ratio.

## BROAD SELECTION OF EDUCATIONAL OFFERINGS

- 3 PhD programs
- 5 MPH programs
- 4 MS programs
- 2 certificate programs

## FLEXIBLE PROGRAMS DESIGNED FOR PEOPLE WITH BUSY LIVES

The majority of our students are working professionals.



65% are working full-time

and an additional 18%  
are working part-time

Attend part-time or full-time, as your schedule permits. We offer evening and online classes.



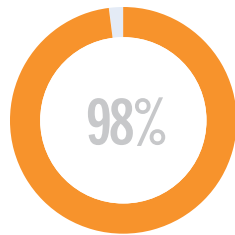
80% of students currently attend part-time

- All of our master's degree programs have a fully online option
- Low tuition rates apply for students in fully online programs



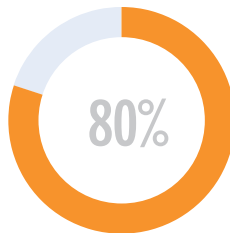


## EXEMPLARY OUTCOMES



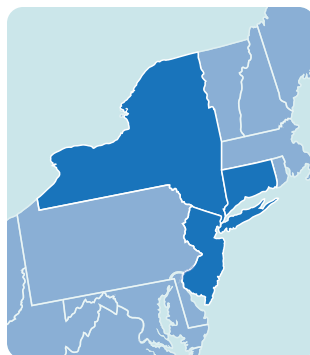
**98 percent** of our graduates are employed or continuing their education one year after graduation.

**80 percent** of those are engaged directly in their field of study.



## US NEWS & WORLD REPORT RANKING

We are ranked among the top *public* schools of public health in the tri-state area.



## A CUNY SPH DEGREE WILL EQUIP YOU WITH THE TOOLS YOU NEED TO ADVANCE YOUR CAREER AND MAKE A DIFFERENCE.

Just a few examples of where our programs can take you:

### **Community Health:**

Work in service, advocacy, and healthcare organizations as program managers, physicians, and policy specialists.

### **Epidemiology and Biostatistics:**

Work in government and private health agencies, industry and research institutions as research administrators, analytics managers, safety directors and trial coordinators.

### **Health Policy and Management:**

Work as managers, analysts and policy advocates that promote transformative policy research, design and advocacy.

### **Public Health Nutrition:**

Coordinate and analyze nutrition research and policies, direct nutrition programs, and manage school food programs among other positions.

### **Environmental and Occupational Health Science:**

Work as inspectors, health and safety specialists, and industrial hygienists for government agencies, institutions, consulting firms and businesses.

### **Health Communications:**

A foundation in technical skills can give grads access to jobs in city, county, and state health departments, advertising and marketing agencies, non-governmental and philanthropic organizations.

### **Population**

### **Health Informatics:**

Utilize technical data skills to work in positions from clinical analysts who coordinate patient care across systems to informatics directors who use AI and big data to improve community health outcomes.







# Safeguard the health of our workforce— Become an Industrial Hygienist

PROGRAM INTRODUCTION & DETAILS

**MS** in Environmental &  
Occupational Health Sciences





# Protect the long-term health and safety of workers and families in every environment

The MS in Environmental and Occupational Health Sciences degree prepares students to assess and measure exposures to environmental and occupational hazards and to develop control strategies to remediate these exposures. In addition to the scientific framework and technical skills, the program also addresses economic, sociopolitical, and regulatory issues.

Industrial Hygienists are in demand in virtually every setting in the modern workplace. Their work addresses a broad range of environmental concerns, from assessing indoor air quality and ergonomic factors to asbestos, radiation, lead paint, PCBs, and biological hazards.

We are the only ABET accredited Industrial Hygiene degree program in the northeast, and our curriculum fulfills the coursework requirement to prepare students for the American Board of Industrial Hygiene's Certified Industrial Hygienist (CIH) exam.\* CUNY SPH is a member of the New York New Jersey Occupational Safety and Health Center, which is one of 18 National Institute for Occupational Safety and Health (NIOSH)-sponsored Educational and Research Centers (ERCs) located at universities throughout the United States.

Graduates work as inspectors, health and safety specialists, and industrial hygienists for government agencies, institutions, consulting firms and businesses. Starting salaries in the field are highly competitive, particularly for Certified Industrial Hygienists (CIH).



\* Learn more about eligibility to sit for the CIH exam <http://www.abih.org/become-certified/eligibility>

# Learn what you can do to become an Industrial Hygienist

Start your degree in the Spring (January) or the Fall (August) semester

## Admissions requirements

- Completed online SOPHAS application
- Undergraduate degree with a GPA of 3.0 or higher\*
- Statement of purpose
- Resume demonstrating experience in public health or a related field
- Two letters of recommendation
- At least 18 credits of math and science or 3 years of experience in Environmental Health and Safety

## Funding opportunities

- The National Institute for Occupational Safety and Health (NIOSH) offers training grants of at least 24 credits of tuition reimbursement for Industrial Hygiene
- The New York Community Trust offers ten CUNY SPH Industrial Hygiene Fellowships annually for qualifying students, covering 18 credits based on in-state, full-time tuition.



Apply cutting edge science and technology to anticipate, recognize, evaluate, and control environmental hazards.

\* Applicants with GPA of less than 3.0 will be considered if other parts of their application are outstanding

# Industrial Hygiene Course Sequence

## Core Coursework (6 CREDITS)

- PUBH 601 Foundations of Public Health Knowledge
- PUBH 613 Designs, Concepts, and Methods in Public Health Research
- PUBH 614 Quantitative and Qualitative Data Analysis Methods in Public Health Research

## Elective Coursework (9 CREDITS)

Three (3) electives chosen in consultation with faculty advisor

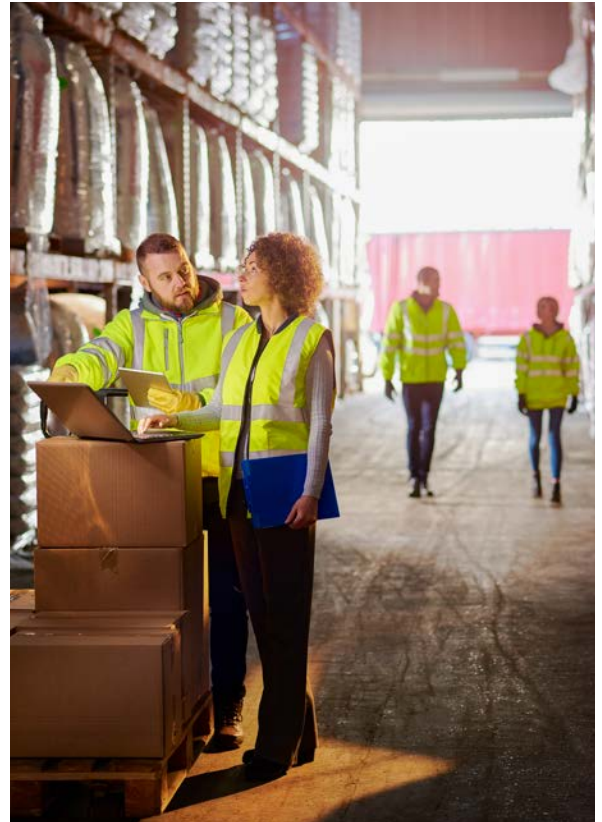
## Required Coursework (21 CREDITS)

- EOHS 622 Environment and Occupational Toxicology
- EOHS 623 Principles of Industrial Hygiene
- EOHS 626 Industrial Ventilation and Indoor Air Quality
- EOHS 627 Noise and Radiation Hazards and Controls
- EOHS 633 Introduction to Environment and Occupational Health
- EOHS 625 Hazard Evaluation and Instrumentation
- EOHS 643 Industrial Safety Management

## Culminating Experience (3 CREDITS)

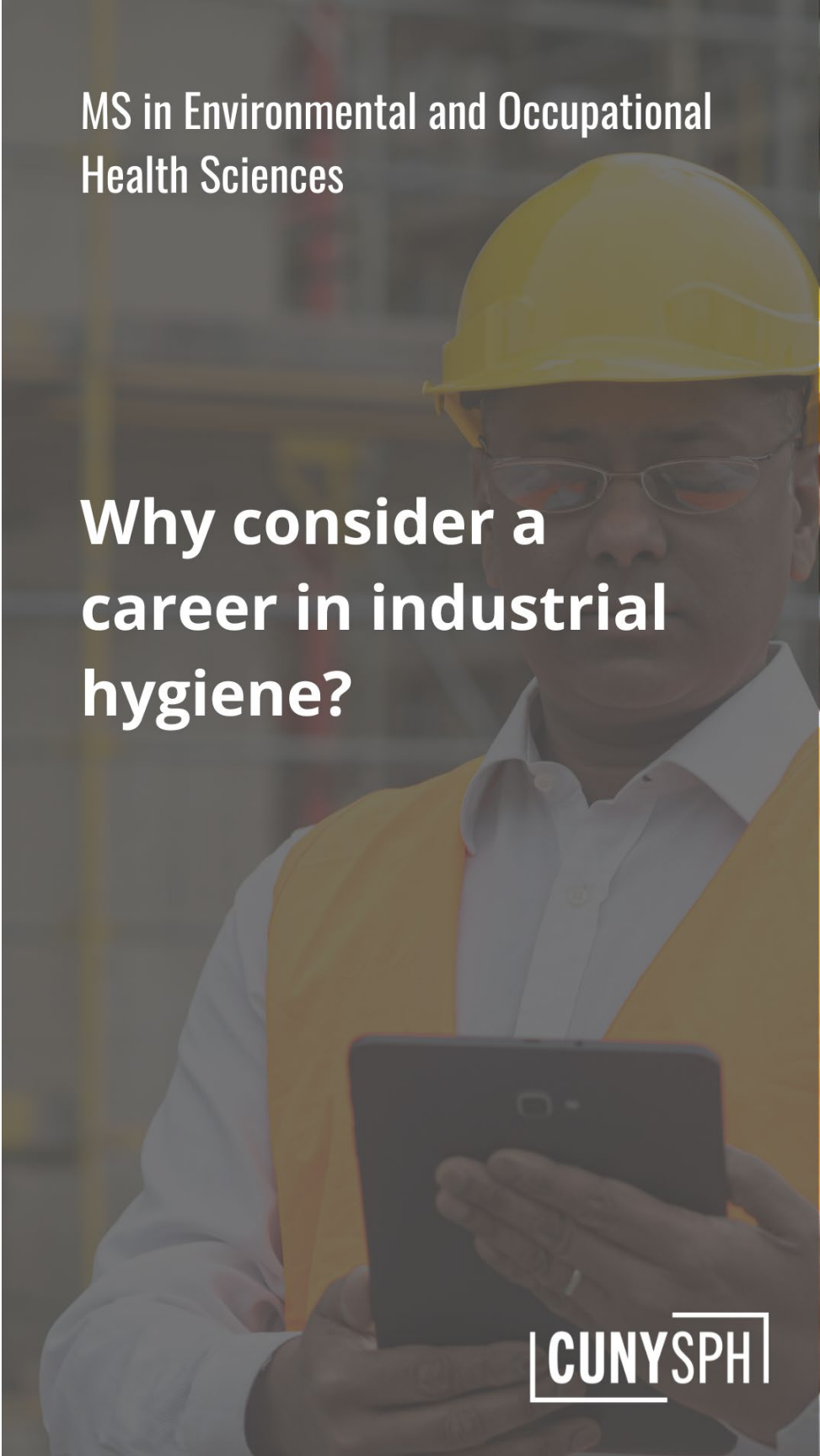
- PUBH 698 Capstone Project

**TOTAL CREDITS REQUIRED: 39**



Office of Admissions | Call us at 646-664-8355  
[admissions@sph.cuny.edu](mailto:admissions@sph.cuny.edu) | [sph.cuny.edu/admissions](https://sph.cuny.edu/admissions)





MS in Environmental and Occupational  
Health Sciences

**Why consider a  
career in industrial  
hygiene?**

**CUNYSPH**





## MS in Environmental and Occupational Health Sciences

Harness your passion for science to **improve the lives of workers and communities around the world** by protecting them from environmental and work-related health risks.

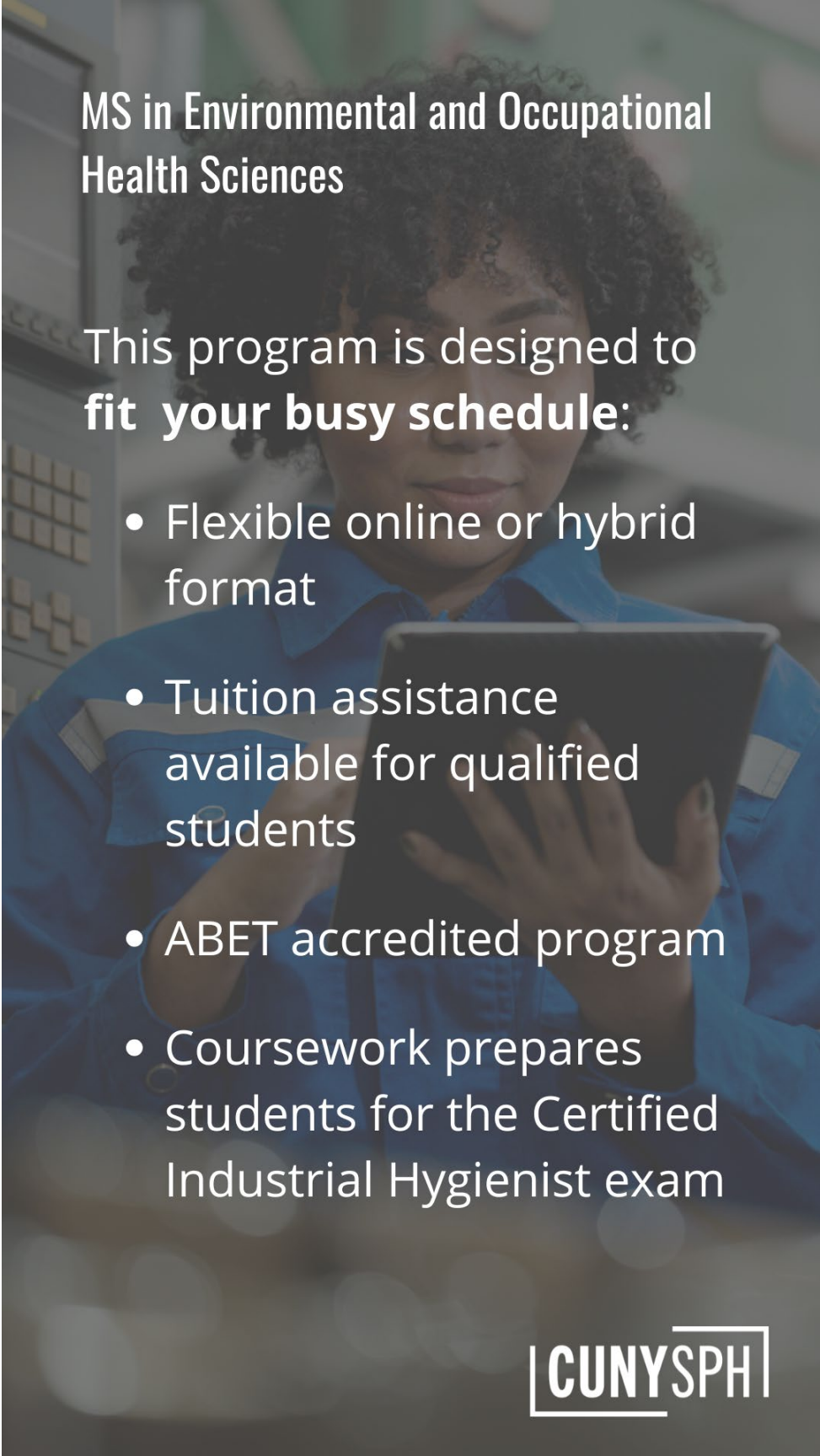
**CUNYSPH**



## MS in Environmental and Occupational Health Sciences

**The average salary for an industrial hygienist is \$112,458, increasing with additional education.**

**CUNYSPH**



## MS in Environmental and Occupational Health Sciences

This program is designed to **fit your busy schedule:**

- Flexible online or hybrid format
- Tuition assistance available for qualified students
- ABET accredited program
- Coursework prepares students for the Certified Industrial Hygienist exam

## MS in Environmental and Occupational Health Sciences

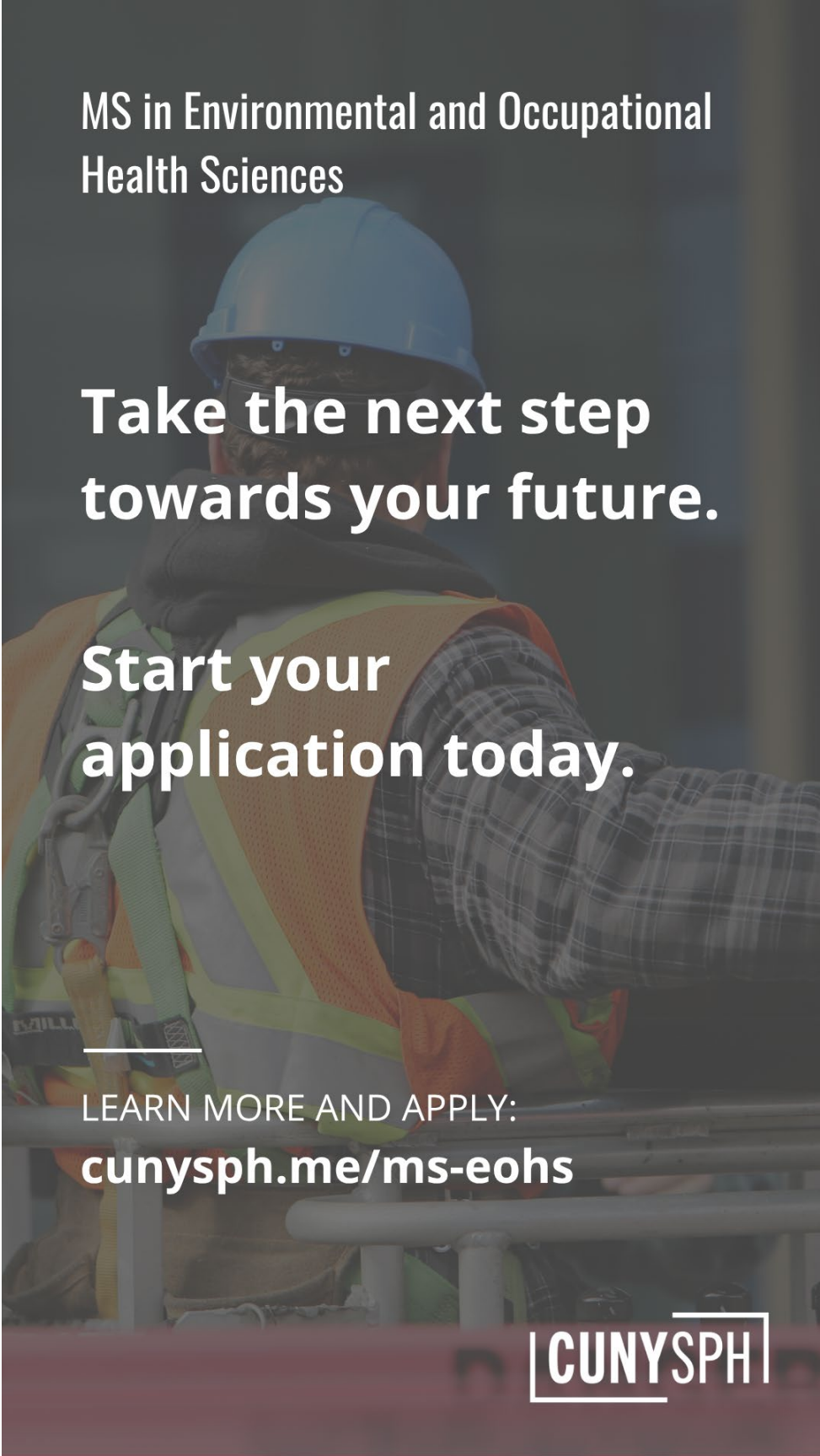
“

**I most like the convenience of the evening classes and the in-person camaraderie.** Students were very open to connecting, networking, and furthering their knowledge. The faculty have been great at answering questions, discussing industry best practices, and bringing things full circle for students.

**Current MS in EOHS student**  
Class of '23

**CUNYSPH**





MS in Environmental and Occupational  
Health Sciences

**Take the next step  
towards your future.**

**Start your  
application today.**

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LEARN MORE AND APPLY:

**[cunysph.me/ms-eohs](https://cunysph.me/ms-eohs)**

**CUNYSPH**