



## Student Handbook

## Where to find the...

Admissions Office	Room 108 (1st floor; east side of lobby) 212-875-4404
Bookstore	Corner of W. 112th St. & Broadway 212-875-4550
Business Office	Room 712 (7th floor) 212-875-4624
Cafeteria	C-level 212-875-4539
Career Services	Room 108 (1st floor; east side of lobby) 212-875-4657
Financial Aid Office	Room 639 (6th floor) 212-875-4408
Graduate Suite/Faculty Mailboxes	Room 603 (6th floor) 212-875-4467
Library	5th floor 212-875-4455
Continuing Professional Studies	603 W. 111th Street 212-875-4649
Office for Students with Disabilities	Room 605 – Olga Romero 212-875-4468
Registrar's Office: Transcripts Registration, Graduation, and Certification	Room 111 (1st floor; west side of lobby) 212-875-4406

## How to Get to (and from) Bank Street

Bank Street College is conveniently located near bus routes, subway lines, and major roads. Main Building: 610 W. 112th Street between Broadway and Riverside Drive. Bank Street North: 132 Claremont Avenue between 122nd and 123rd Streets.

### Buses

- The M4 bus goes up Madison Avenue, crosses 110th Street, and continues up Broadway, stopping at 113th Street and 122nd Street. Going downtown, the bus stops at 112th Street. It crosses east on 110th Street and goes down Fifth Avenue.
- The M5 bus goes uptown on Riverside Drive to 112th Street (Main Building) and 122nd Street (Bank Street North).
- The M104 bus goes both up and down Broadway, going east at 42nd Street to First Avenue.

### Subways

- Take the #1 Broadway local to the 110th Street/Cathedral Parkway station, which lets you out on 110th Street and Broadway, two blocks down from the Main Building. To reach Bank Street North, get off at the 116th Street and Broadway stop. From 116th Street, walk up Broadway to 122nd Street. Claremont Avenue is one block west.

### Roads

- Via George Washington Bridge to Riverside Drive, south to 120th Street (Bank Street North) or 110th Street (Main Building).
- Via Lincoln Tunnel to 11th (West End) Avenue to 106th Street, left to Riverside, north to 112th Street (Main Building) or 120th Street (Bank Street North).
- Via Triborough Bridge, west on 125th Street to Broadway, south to 122nd Street (Bank Street North) or 112th Street (Main Building).
- Via Battery Tunnel or bridges to East River Drive, north to 96th Street, west to Broadway, north to 112th Street (Main Building) or 122nd Street (Bank Street North).

### Parking

- GGMC Garage, West 112th Street between Broadway and Amsterdam Avenues.
- On West 108th Street, between Broadway and Columbus Avenue, there are several garages.
- Bank Street North: There is a parking garage on 120th Street between Claremont and Riverside.

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# Student Handbook

## Introduction

Welcome to Bank Street College of Education. This Handbook is designed to familiarize you with student life at Bank Street and to supplement the Graduate School Catalogue by offering additional information about the Graduate School, its various requirements, and its student services. The Handbook is meant to provide you with the information needed for routine and special issues that pertain to your study at Bank Street. Throughout, there is reference to the need to consult with your faculty advisor or program director. If you are in supervised fieldwork, you know who your advisor is; otherwise, the program director is the person who administers your program and provides you with advice.

If you have additional questions and/or comments about the Handbook, please direct them to the Chair of your department, or come to the Graduate Suite, Room 603, on the sixth floor, and ask to speak to a member of the Dean's staff. We welcome your ideas for future handbooks. All of the Graduate School faculty and staff are willing to help you with questions, issues, or problems. Ultimately, however, you are responsible for observing College policies, meeting all requirements, and observing all deadlines. Finally, and most importantly, we hope that you find your experience as a student of Bank Street is a rewarding and valuable accomplishment.

## History

In the early 1900's, Bank Street College of Education founder Lucy Sprague Mitchell was acting as the first Dean of Women at the University of California at Berkeley. She knew John Dewey, the revolutionary educator, and was influenced by his personality and writings, and by the writing and thinking of other humanists of the day. Lucy Mitchell decided to continue her career in New York City and to devote her life to improving schools for children. She and the colleagues she drew around her knew that reform meant not just a strengthening of the kinds of schools then in existence, but a fundamental change in the concept of how children learn. She determined to draw together a group of thinkers from different fields to study a variety of new experimental schools.

And so, in 1916, the Bureau of Educational Experiments was born and soon lodged in rented quarters on Varick Street in Lower Manhattan. Lucy Mitchell set out to conduct research on child development in experimental schools, and to that end she staffed the Bureau with a doctor, psychologists, a social worker, and teachers.

Lucy Mitchell herself became a student of children's language, and she recorded children's remarks and the stories they told. She concluded that formal imposition of "meaning" hampered children's language as a medium of creative expression. She found that the children's natural expression reflected their keen awareness of the world.

Her research bore fruit in the form of *The Here and Now Story Book*, which was published in 1921 and became an all-time bestseller among children's books. It was the first step in the Bureau's effort to improve the quality of children's literature, an effort that continues to this day.

In 1926, the Working Council of the Bureau began a process of appraisal of the program of the past ten years and a rethinking of its objectives and strategies. What emerged from this process was a bold new method for bringing about change in the field of education: the development of an education program that would result in a new kind of teacher for a new kind of school. The central strategy for effecting educational reform would be the development of a teacher education program that would serve as a model to the education world.

In 1930 the Bureau acquired the old Fleischman's Yeast brewery and storage building. Its address was to become synonymous with the best in early childhood education: 69 Bank Street. This was a joint venture between the Bureau and eight other experimental schools. Student teachers worked at their various schools Monday through Thursday and came to Bank Street for classes, seminars, and conferences from Thursday afternoon through Saturday noon.

In 1937, a Division of Publications was established to produce writing for and about children. The Bank Street Writers Laboratory was founded, and it continues today to give encouragement to writers to produce books for children that are consistent with the Bank Street understanding of how children develop. Among the writers affiliated with the Lab were such shining lights of children's literature as Margaret Wise Brown (*Good Night Moon*) and Maurice Sendak (*Where the Wild Things Are*).

In 1943, the New York City Board of Education recognized this history of achievements with the request that workshops be given to some of its teachers on the Bank Street methods. Bank Street faculty began to work directly with public school teachers in their own classrooms. The innovative approaches that had long been the work of Bank Street were no longer considered a threat to the established order. By 1946, Bank Street began to offer night and weekend courses for nonmatriculated students. Soon some 500 people were attending these courses.

In 1950, the Board of Regents of the State of New York granted the

school (the name now changed, at the Regents' request, to Bank Street College of Education) the right to confer the degree of Master of Science in Education. The core curriculum remained the training of college graduates in the teaching of nursery and elementary school children. And for the next two decades, students--both adults and children--made their way to 69 Bank Street to learn and grow.

Bank Street's Research Division conducted studies of teachers and the ways in which different kinds of educational environments influenced children's development. The National Institute of Mental Health awarded Bank Street a \$1 million grant to develop a series of studies focused on the school as a vehicle for promoting mental health. By 1964, the federal government began to seek out the educational expertise of Bank Street with some frequency. With the Civil Rights Act in the offing, the U.S. Commissioner of Education asked Bank Street's president, John H. Niemeyer, to consult with southern universities to create models for a desegregation program. That same year, Bank Street faculty were asked to help shape the national Head Start Program and to create guidelines for Title IV of the Civil Rights Act of 1965. Bank Street's Research Division became part of a national network of Early Childhood Research Centers devoted to studies relevant to young children in Head Start and similar programs.

By 1970, Bank Street had developed a nationally recognized research division, an Early Childhood and Family Resources Center, and The Bank Street Readers, a series of reading materials that were the first multiracial and urban-oriented resources that displayed contemporary culture, graphics, and language. The day arrived when Bank Street could no longer answer the needs of an educational facility of national significance at its location. Reluctantly, in 1970, Bank Street left the street that had given the school its name and so much more. A new facility was built on West 112th Street, in the heart of Manhattan's Upper West Side educational community.

The address of the College had changed, but not its drive toward innovation. In 1972, the New Perspectives program of weekend graduate courses was launched to attract new students, to provide teaching opportunities for faculty and practitioners from other parts of the country, and to experiment with new courses. (In 2009, New Perspectives was renamed Continuing Professional Studies.) In 1976, a Graduate School program in Museum Education began to train a group of new professionals who were comfortable and qualified to work in both museums, with their ever-expanding educational function, and in classrooms. Later, Museum Leadership and Museum Special Education programs were added. Today, graduates of the programs are on the staff of nearly every major museum in

the country. An Infant and Parent Development program was also created, to meet the need for broadly trained professionals to work with infants, toddlers and their parents.

The Education for All Handicapped Children Act of 1975 mandated education “in the least restrictive environment” for children with special educational needs. The inclusion of these children in regular classrooms required a reconceptualization of teacher education and practice, and this became an important part of the work of Bank Street. Faculty members are still working actively to foster inclusion in the public schools, and Bank Street now offers graduate degree programs in Special Education, Bilingual Special Education, and Leadership in Special Education.

In the 1980s Bank Street became a leader in technology, creating software, a television series, and books that would enhance children’s interest in and understanding of science, mathematics, and technology. For several years, Bank Street’s programs and materials, such as the Bank Street Writer and *The Voyage of The Mimi*, were the most widely used in schools across the country, and were also a bestseller among adults for home use. By 1989, Bank Street, as the lead organization in a consortium that included Harvard and Brown Universities, won a five-year, \$5 million award from the U.S. Department of Education to serve as the national Center for Technology in Education.

Efforts continued throughout the 1990’s to address challenges not only in New York but in more than twenty other cities. Bank Street recognized the great need for well-prepared school leaders, and created the Principals Institute, in collaboration with the New York City Board of Education. The institute produced nearly 400 school leaders in the 1990s, most of them women or members of minority groups.

A new century and a new millennium now asks Bank Street to draw upon the strengths of its past as it prepares itself to meet the challenges of the future. Many of the challenges continue to persist. The scarcity of well-prepared teachers and school leaders; the frequently mediocre and underfunded nature of programs of care and education for infants, toddlers, and preschoolers; the underperformance of many children, particularly those in inner-city neighborhoods; and the still-present gap between the haves and have-nots, especially as it applies to the resources available to children in urban schools, all exist in today’s education system.

Education has already come a long way since 1916, when conventional wisdom believed children were to be seen and not heard. We expect to continue our work in improving the teacher preparation curriculum; however, there is still much work to be done to improve education, and we enthusiastically accept your help with that role.

## Today

Bank Street is a Graduate School, which offers intensive, individualized master's degree programs every year to about 900 aspiring teachers and school leaders, conducts action-oriented research designed to improve teaching and learning, and works with public schools in New York City and in other cities.

Bank Street also has a School for Children and Family Center, which, together, offer unparalleled care and education to nearly 500 children. A variety of professional development initiatives are housed in the Graduate School, including extensive outreach work in a wide variety of schools and communities.

## Distinctions

Teachers for a New Era selected the Graduate School of Bank Street College of Education as one of only four exemplary teacher preparation programs in the United States. The purpose of this initiative is to create innovative and effective models of best practices for work in classroom teaching

The National Commission on Teaching and America's Future chose the Graduate School at Bank Street College of Education as one of only seven exemplary programs (three graduate programs, four undergraduate programs) of teacher preparation in the United States.

## Accreditation

The Graduate School of Education is accredited by the National Council for Accreditation of Teacher Education (NCATE), the Regents Accreditation of Teacher Education (RATE) and by the Middle States Commission of Higher Education and holds memberships in the Association of Independent Colleges and Universities of the State of New York, the Council of Higher Educational Institutions in New York City, the American Association of Colleges for Teacher Education, and the American Council on Education. The College is chartered by the Board of Regents of the State of New York.

## The Calendar

The calendar ([www.bankstreet.edu/gs/calendar](http://www.bankstreet.edu/gs/calendar)) for each term of College academic work, including scheduling anomalies, is stated in the Catalogue, on the Web site, and in other announcements that are sent to you. Any questions about the calendar can be addressed to your program director or advisor. It is important that you regularly check the first floor bulletin board next to the elevators, the bulletin boards on the sixth floor, and our Web site, for up-to-date notices.

If you are taking supervised fieldwork/advisement, you will find that, because the school and other settings in which you are working have different holidays and vacations, the calendars of outside schools, and that of the College may differ. On days when your school is in session, you are expected to be present even if the College has no classes or conference group meetings. Alternatively, on days when the College holds classes and your school is not in session, you are expected to attend College classes and/or conference groups. The College respects individuals' observances of religious holidays. When students anticipate absences for religious reasons, they are responsible for informing instructors and advisors of this at the beginning of the semester. They are also responsible for working with faculty to develop alternate means of fulfilling missed course and field assignments.

## **Weather and Emergency Closings**

In the event of heavy snow and other emergencies, announcements of school closings will be relayed through Bank Streets auto call system. Please be sure to keep the College informed about your contact information. To learn whether Graduate School afternoon and evening classes are also canceled, check the College's Web site which is updated during emergencies.

## **Academic Program**

Nearly every graduate program at Bank Street College of Education includes supervised fieldwork/advisement, graduate courses, and an Integrative Master's Project (IMP). In consultation with their advisors, students may choose to do a mentored directed essay, site-based inquiry, student faculty collaborative inquiry, independent study, portfolio, or professional seminar. All aspects of the academic program are described in detail in the College Catalogue and on the Web site, [www.bankstreet.edu](http://www.bankstreet.edu). There you will find information about degree requirements; supervised fieldwork/advisement; course selection; evaluation and grades; and policies and procedures about adding, dropping, waiving and/or substituting courses. Policies regarding leaves of absence and grievance procedures are also described in detail in the Catalogue. Some additional information about the academic program follows.

## **Supervised Fieldwork/Advisement**

Advisement at Bank Street College is usually a year-long, intensive learning experience and is central to nearly all our programs. Some programs leading to the advanced Ed.M. degree require one semester of supervised fieldwork; some programs have unique schedules spreading supervised fieldwork over three or four terms. During supervised fieldwork/advisement, you work with a

faculty advisor who is experienced in your area of study. In addition, you will also work in a conference group comprised of you, about five other students in your program, and your advisor. This is a unique and important part of your studies at Bank Street and serves to support your exploration of new and innovative approaches to your professional work. Conference groups meet weekly for two hours throughout the fall and spring semesters. During these meetings, you and your colleagues consider professional issues that arise during the week. With the guidance of the advisor and with the support of fellow students in your conference group, you talk about issues surrounding your work, listen to others, reflect on the material from your courses, and together integrate theory and practice to establish a valid and practical approach to professional concerns. It is important to note that conversations in conference groups are conducted in a professional manner and are confidential.

Another part of supervised fieldwork/advisement entails your work in schools, museums, other educational settings, or hospitals. Through supervised fieldwork, you gain valuable experience in working with children, teachers, administrators, school or agency personnel, and parents. During your assignment in a fieldwork setting, your advisor will visit you at least once a month, typically for a half-day. Twice each month, you and your advisor schedule a private hour-long session to review your work in the field, your academic program, and other aspects of your professional development. These meetings enable you to establish your personal/professional goals and to develop strategies for enacting them. Where applicable, your advisor will also arrange three-way conferences, which include your cooperating teacher, the advisor, and you. All of these meetings are required elements of supervised fieldwork/advisement.

Students bring their professional issues to their advisors. At Bank Street, it is considered a sign of strength for individuals to be able to identify problems and to seek help. In the vast majority of cases, students find that the support provided enables them to move forward. Occasionally, however, when problems cannot be easily resolved, the program director, chair, or dean may be contacted for help, either by the student or the advisor.

The supervised fieldwork/advisement experience is an essential part of professional development. As a matter of policy, your attendance, punctuality, and confidentiality are minimum professional expectations. If, because of illness or an emergency, you cannot get to your field site, you must immediately notify either your cooperating teacher or other supervisor at the job placement, and your advisor.

Students are encouraged to take an active part in the process of

assessing the outcome of their fieldwork, since we believe your participation is key to your progress. At the end of the first semester, you and your advisor review progress made in meeting the goals set at the beginning of the semester. The assessment in midyear indicates goals for the remainder of the year. Normally, a grade of “IP” (In Progress) is recorded. At the conclusion, the entire year’s work will be assessed in a written summary. If the supervised fieldwork/advisement has been successfully completed, a grade of “P” (Pass) is recorded for the entire year. In instances where the year of supervised fieldwork/advisement is interrupted or must be extended, the student, advisor, and chair review the circumstances and design a plan. If supervised fieldwork/advisement is not successfully completed, a grade of “NP” (No Pass) is recorded for the entire year.

## **Graduate School Courses and Degree Requirements**

The Catalogue describes the course requirements for each program and includes the course descriptions of each required and elective course. It is very important that you consult with your advisor, program director, or chair regarding course selection, so that proper progress is made toward your degree. Ultimately, however, it is each student’s responsibility to meet the appropriate degree and certification requirements for each credential sought.

### **Selecting Courses**

As a matriculated student, you will work with your advisor (during and after supervised fieldwork/advisement) or program director to choose courses that meet degree requirements. We encourage you to familiarize yourself with requirements for your degree, as described in the Catalogue. Whenever there is a question about your course selection, it is important to ask advice from an appropriate faculty member.

### **Evaluation of Courses**

Students are asked to complete course evaluations at the end of each course. The evaluation forms are handed out and collected by a designated student during the next-to-last or last class of the semester. The evaluation forms are kept in the Dean’s office and are made available to instructors after all course activities and grade submissions have been completed.

### **Registration**

Newly accepted and matriculated students register online. Each student must be actively cleared by his/her advisor or program director before Web registration. You should refer to the Catalogue and the College Web site for policies and procedures about all registration activities, including all pertinent

dates. Check the Web site for course days and times; this information is updated frequently.

## **Grades**

The College's grading policy is detailed in the Catalogue and should be read carefully. Grades of "Incomplete" are granted at the discretion of the instructor and are only considered if the student has done satisfactory work to date. If granted, the student and instructor must agree on a final deadline for submission of the outstanding work. The Incomplete Grade Request form, which is available from the Registrar's Office, should be used to request a grade of Incomplete. Please see the Graduate School Catalogue for further information.

## **Waiving or Substituting a Course**

Advisors are able to make recommendations about course waivers or course substitutions required for your degree. To request a course waiver or a course substitution, consult with your advisor or program director. To be eligible for a waiver, you must have taken either a comparable graduate level course at another institution or at least three (3) undergraduate courses in the appropriate subject area. Part of the process of securing a waiver is a consultation with a representative of the discipline from which you are asking to be exempted. If a course waiver is approved by your chair, you must submit a Recommendation for Waiver of Course Requirement form to your file. You will not be granted any credits for waived courses.

## **Individual Study**

Students may arrange special individual study work with faculty members in areas of mutual interest. Both your academic advisor and the faculty member with whom you intend to work must approve the individual study. The faculty member will individually guide your work. Together you determine the number of credits for the proposed work (1, 2, or 3). To register for an individual study, you must complete an Individual Study Form as well as a Registration Form, submit them during the regularly-scheduled registration period, and pay the tuition per credit.

## **Integrative Master's Project (IMP)**

The third, and culminating, component of graduate study at Bank Street College is each student's Integrative Master's Project. There are five IMP options, described at [www.bankstreet.edu/gs/integrativemastersproject](http://www.bankstreet.edu/gs/integrativemastersproject). This web page contains descriptions about all the IMP options as well as essential information about procedures, forms, fees, and requirements and suggestions for proceeding. Be sure to visit the site early in your study at Bank Street to learn about the

expectations and procedures to follow. You are responsible for fulfilling this requirement. To help you do so, you are encouraged to talk with your advisor about this part of your work. Depending on their program, Leadership students complete a professional seminar or a program specific portfolio option.

## **Student Services**

There are several offices under Student Services, each of which serves an essential function. The Admissions and Career Services Office is on the first floor (Room 108). The Registration, Student Records (transcripts), and Certification Services Office is located at the end of the first floor hallway (Room 111). The Office of Financial Aid (Room 639) and the Office for Students with Disabilities (Room 603) are located on the sixth floor. Students seeking housing information should consult with the Admissions Office.

## **Office of Graduate Admissions**

In addition to questions about admissions, students may contact the Admissions Office for the following:

- Applications for a second Bank Street degree
- Change of degree program form
- Liberal arts and science prerequisite questions

## **Office for Students with Disabilities**

Bank Street College encourages matriculated as well as non-matriculated students with visible or hidden disabilities to self-identify and provide us with further information as soon as possible so that they may receive the accommodations to which they are entitled. Bank Street College does not discriminate against otherwise qualified individuals with disabilities in the recruitment and admission of graduate students, as specified by applicable federal laws and regulations. For further information, please contact Olga Romero, Coordinator of the Office for Students with Disabilities, at 212-875-4468.

## **Counseling**

At Bank Street College of Education, there is a deep understanding of the need for educators to sustain their own mental health in order to be able to be effective professionals. From time to time, we all may need some assistance in addressing issues that may arise in our lives, be they personal, professional or academic. There are times when our graduate students face issues that are beyond the scope and role of their academic advisors. At such times, students may want to help reduce some of these pressures by seeking help from a mental health professional.

Should you have a need for psychological counseling, below are a few mental health clinics that Bank Street students have previously utilized. You may also want to speak with your personal physician for a recommendation. Clinics and other mental health practitioners generally require an intake interview to understand and evaluate your individual situation and you may be thereafter placed with a therapist.

The time frame for an appointment, evaluation and onset of treatment can vary, but can perhaps take from one to a few weeks. These clinics may have either a sliding scale fee arrangement or may be low cost. If an urgent matter arises, please contact your Program Director and/or advisor who will facilitate a more immediate intervention.

Bank Street College of Education does not have any affiliation with any of these clinics, and you should make a decision on your own as to where to receive treatment. We provide this list as a courtesy and general service to our students, and nothing herein should constitute an endorsement or recommendation of any of these clinics. We recommend that you check the Internet for local and county agencies that may have more information about what kind of help may be available in your area.

### **Psychoanalytic Psychotherapy Study Center (PPSC)**

80 Fifth Avenue #903A

New York, NY 10011

212-560-2208    [www.ppsc.org](http://www.ppsc.org)

### **National Institute for the Psychotherapies—(NIP)**

250 West 57th Street, Suite 501

New York, NY 10107

212-582-1566    [www.nipinst.org/treatment](http://www.nipinst.org/treatment)

### **Postgraduate Center for Mental Health**

Multiple Locations

[www.pgcmh.org/programs/clinical\\_programs](http://www.pgcmh.org/programs/clinical_programs)

## **Financial Aid**

The Office of Financial Aid offers various governmental (federal and state) sources of tuition assistance including scholarships, loans, and work-study. All students applying for financial aid must file the Free Application for Federal Student Aid (FAFSA). Most Bank Street College scholarships are based on financial need. The Office of Financial Aid has compiled a listing of external sources of public and private scholarship and loan programs for

students who are interested in additional or alternative sources of financial aid. Students seeking information on external sources of financial aid check the College's Web site ([www.bankstreet.edu/external-scholarships/](http://www.bankstreet.edu/external-scholarships/)). When applying for external sources of financial aid, you will be provided with some assistance from the Office of Financial Aid; however, you are ultimately responsible for meeting deadlines and providing the required information.

Each year, the FAFSA deadline for scholarships is April 15. Students applying for admission in the spring term should file the financial aid application by November 1. See the Catalogue or [www.bankstreet.edu/graduate-school/student-resources/financial-aid/](http://www.bankstreet.edu/graduate-school/student-resources/financial-aid/) for more detailed information regarding financial aid programs offered at Bank Street.

## **Registration and Records**

Prior to registration periods, you will receive notification of registration dates and reminders about advisement requirements and payment of tuition. It is your responsibility to be aware of dates and materials needed; it is also your responsibility to consult with your advisor or program director about course selection prior to registration.

You may obtain the following materials and forms from the Registrar's Office: Registration forms; Transfer Credit forms; Add/Drop forms; Grade Reports/Transcripts; Graduation Application, Individual Study Forms, Internship Credential and Certification (New York State) materials; information and registration forms concerning the independent study, portfolio, and semester-based IMPs.

The College complies with the Family Educational Rights and Privacy Act of 1974 (FERPA), as amended. The act is designed to protect the privacy of education records. In accordance with FERPA, with the exception of "directory information" (name, local and permanent addresses, e-mail address, major field of study, dates of attendance at the College, and degrees conferred and their dates), the College may not release any information to anyone (except College officials with legitimate educational interests) from a student's record without written permission from the student. In practice, the College does not generally release even directory information without written permission from the student, as we are committed to protecting students' privacy.

## **Changes to Student Records and Schedules**

Any change to your student record, including course add, course drop, course waiver, request for a grade of Incomplete, etc., must be made in writing and submitted to the Registrar's Office. Each course add/drop requires the payment of a fee of \$15. The fee for change from Incomplete to a grade is \$25.

## Grade Reports and Transcripts

You will have access to your grades on [my.bankstreet.edu](http://my.bankstreet.edu) approximately one month after the end of each term. Grades are not given out over the phone. To order an official transcript, make your request in writing to the Registrar’s Office. The cost of one transcript is \$7; additional copies when ordered at the same time are each \$2. If you wish to see your Bank Street records, you must make the request in writing. Bank Street complies with the Access to Student Records ruling of the Family Educational Rights and Privacy Act of 1974, as amended (Buckley Amendment). Copies of the policy are available in the Registrar’s Office.

## Satisfactory Academic Progress (SAP) toward the Degree

Students must make satisfactory academic progress toward their degree in order to be considered in good standing and maintain eligibility for financial aid programs. In addition to meeting all standards of Satisfactory Academic Achievement, students must earn a minimum number of credits per year at a pace sufficient to complete all degree requirements within five years.

To be making satisfactory academic progress for financial aid, students must:

1. Achieve a GPA of at least 3.0 each term at the College and maintain academic standing consistent with the requirements for graduation.
2. Earn credits towards their degree according to the following standards:

### 30-46 Credit Programs

Year	Year 1 *	Year 2	Year 3	Year 4	Year 5
Minimum Credits Completed/Earned	4	13	25	35	36-46

### 47-59 Credit Programs

Year	Year 1*	Year 2	Year 3	Year 4	Year 5
Minimum Credits Completed/Earned	4	13	25	46	47-59

\* Because the year is measured from July 1 through June 30, a student who first takes a class as a matriculated student in either spring or summer 1 would only be required to complete one credit rather than four credits.

A student's complete academic record will be reviewed annually, generally in July, to ensure that s/he is meeting each of the above standards of progress. All courses that appear on a student's permanent academic record count toward progress even if s/he received no financial aid for those semesters.

In measuring satisfactory academic progress, certain courses and situations will be treated in the following ways:

1. **Withdrawals**

Withdrawals recorded on the student's permanent record will not count towards credits completed/earned and could adversely affect the student's ability to meet the satisfactory progress standards. Changes to the student's enrollment record caused by retroactive "nonpunitive" administrative withdrawal activity can result in the student having to repay the financial aid that s/he received that semester/term.

2. **Incomplete Grades**

The student's cumulative record of credits includes any course in which the student receives an incomplete grade. An incomplete course cannot be counted in the student's completed/earned credits until s/he has received a completion grade. An incomplete grade could keep a student from achieving satisfactory academic progress. The recording of a successful completion grade within a semester/term that brings the accumulated credits up to the satisfactory progress standard will restore eligibility for this and subsequent semesters/terms within the academic year

3. **Repeated Courses**

Successfully completed courses will be counted towards completed/earned credits.

4. **Waiving a Course Requirement**

Courses waived due to sufficient formal academic study in an area are not counted as completed/earned credits.

## **Treatment of Nonstandard Situations**

1. **Readmitted Students**

Upon readmission after a period of non-enrollment, the student will be eligible for financial aid for terms in the academic year of readmission and will be measured for continued eligibility against the appropriate year's satisfactory progress standards

2. **Transfer Students**

A transfer student will be treated like a new student for measuring satisfactory academic progress; transfer credits accepted toward the degree will be counted as credits completed/earned.

### 3. **Second Degree Students**

A student enrolled for a second degree will be treated like a new student for measuring satisfactory academic progress; the credits accepted toward the second degree will be counted as credits completed/earned.

### 4. **Change of Major/Change of Degree**

If the student seeks and gets approval to change a major/program within the same degree or certificate program, or if the student changes his/her educational objective and begins pursuing a different degree without having earned the first degree, s/he must complete the academic program within the maximum time frame allowed (five years), unless an exception is granted by the Satisfactory Academic Progress Committee.

## **SAP Appeal/Probation**

If a student falls beneath the standards required for his/her degree, then they may appeal to the Satisfactory Academic Progress Committee (SAP Committee) to retain good standing and eligibility to receive financial aid if applicable. The appeal will be evaluated for mitigating circumstances resulting from events such as personal illness, injury, personal tragedy, or changes in academic program. Also assessed will be the student's capability for improving his/her academic record to again meet the standards of progress. If a student is in poor academic standing because s/he is not completing sufficient credits to be making satisfactory progress toward the degree, then a requirement of the appeal will be that s/he must establish a plan with the advisor/program director for earning additional credits or completing the course work that the student has attempted, but not finished. The student may be ineligible to register for additional credits until the specified plan has been implemented successfully.

If the appeal is granted, the student will be given a one-year probationary period to improve his/her academic record to meet the standards of satisfactory progress. There is no limit on the number of times a student may follow this appeal procedure.

## **SAP Reinstatement**

If the student chooses not to appeal, or if the appeal is denied, then the student may regain eligibility for financial aid by taking an official Leave of Absence from Bank Street College for at least one year. Upon readmittance, the student may receive assistance for the terms of the academic year of readmittance and will be measured against the standards at the end of the annual review for continued eligibility.

## Graduation

Bank Street degrees are conferred once a year at the Graduation Ceremony in May. Only students who complete all degree requirements by Commencement will be permitted to participate in the ceremony. You may complete your degree requirements at any time during the year. The month in which your degree requirements are verified as being officially complete will be designated on your Official Transcript as the “date of graduation.” In order to have a particular month indicated on your transcript, you must file the Graduation Application available in the Registrar’s office or online and adhere to the Graduation Application deadline/ timeline for Review of Degree Completion. Generally, reviews of student records to determine degree completion are done on an ongoing basis each month.

## Certification

Information about New York State Certification is available online at [www.bankstreet.edu/gs/cert](http://www.bankstreet.edu/gs/cert) and in the Registrar’s office. In order to qualify for a position in any public school in New York, you must be certified by New York State. In addition to completing your Bank Street degree, you must complete the required state exams, fingerprinting, and state mandated workshop requirements. New York State does have reciprocity for teaching certification with several other states. Since each state has different regulations, students interested in pursuing this route are advised to contact the Department of Education in the state that they plan to move to early on in their program. Be on the lookout in your @bankstreet.edu email box for announcements about important components of acquiring credentials. Bank Street makes every effort to inform students about these regulations, and you may obtain information and ask questions in the Registrar’s Office. You need to note, however, that you are ultimately responsible for dates, forms, and procedures. Non-citizens with permanent residency status will be able to obtain the full range of certificates. Non-citizens without permanent residency status will be eligible for time limited certificates.

## New York City Licensing

New York City Department of Education licensing is a separate process from New York State certification. Note that in order to be a regularly licensed teacher, you must be state certified. For more information on New York City licensing, visit <http://schools.nyc.gov/TeachNYC>.

## Fingerprinting

All students planning to student teach in a NYC public school or charter

school must register with the NYC Department of Education prior to the start of your student teaching via the online registration system. Visit <http://nyc.teacherssupportnetwork.com/studentteacher> to create a user account. If you have already been fingerprinted by the NYC Department of Education or the New York State Department of Education, you still need to register on this site. Registration is not required for private school student teaching placements, but fingerprinting is required. For information about fingerprinting, please visit [www.bankstreet.edu/gs/registrar](http://www.bankstreet.edu/gs/registrar).

## **Career Services**

The Career Services Office, along with advisors and faculty, plays an active role in helping you find challenging and interesting positions in education and related fields. The Career Services Office has several services to assist students and graduates in searching for jobs. Career Services has recently launched a new automated system called CareerConnect. This new site will help you find a job by enabling you to: maintain an online personal calendar, manage multiple resumes, cover letters, and other employment related documents, search for and apply for job opportunities online, view and RSVP for career events, and much more! You can register for CareerConnect at [www.myinterfase.com/bankstreet/student](http://www.myinterfase.com/bankstreet/student).

The Director of Career Services conducts resume writing workshops throughout the spring semester. Annually, the Graduate School hosts a Job Search Support Day, which includes guest speakers and workshops on resume preparation, interviewing techniques, and networking strategies. During the spring semester, Career Services organizes two Job Fairs. Representatives from many New York public, charter and independent schools participate.

## **The Writer's Handbook**

The Writer's Handbook, available in the Graduate Suite, in the library, the Registrar's Office, and on the College's Web site, is designed to help students with the preparation, organization, and process of writing papers, as well as providing a succinct description of the recommended citation style—APA (Publication Manual of the American Psychological Association).

## **Bank Street College Library**

The Bank Street College Library is located on the fifth floor of the Main Building. The Library supports all College programs by providing the Bank Street Community with books, journals, independent studies, audiovisual materials, electronic databases, internet access, and other resources. The Library also supports Bank Street's Children's Programs.

Library hours during the fall, spring, and summer terms are:

Monday – Thursday	9:00 am – 9:45 pm
Friday	9:00 am – 5:00 pm
Saturday	10:00 am – 5:00 pm
Sunday	Closed

The Library has reduced hours in August:

Monday – Friday	9:00- am – 5:00 pm
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Library hours are subject to change, particularly on holidays, and you are urged to check the Library's Web site.

The Library's staff members are available to help you with your course work and other professional needs. Library Orientation sessions are offered throughout the semester. A schedule of sessions is posted on the Library Web site. In addition, the staff have created pathfinders and online research guides for your use. At your convenience, you may seek out or call the Reference Librarian (212-875-4456) for help. Reference hours are:

Monday – Thursday	9:00 am – 7:30 pm
Friday	9:00 am – 5:00 pm
Saturday	10:00 am – 5:00 pm

In order to use the Library, you must present your Bank Street ID card. IDs are available from the Lobby Security Desk. You will need to update your Library account each year.

Children's books circulate for 4 weeks; graduate-level books circulate for 2 weeks. Renewals are possible in person, by telephone, or online, unless someone else has requested the item. Overdue fines, posted at the Circulation Desk, are charged, so please keep track of due dates. Reserve books and articles are available at the Circulation Desk and can be borrowed for use in the Library. Journals, reference books, and archival material cannot be borrowed, but photocopy machines are available for printing, scanning and copying.

To find professional or children's books in the Library, you may use the online catalog. To find articles, you can search the databases from on campus or at home. Speak to a librarian for more information about using any of these resources. The Library catalog, research databases, help materials, and children's book lists are available on the Library's Web site

If the Library does not have something that you need, you may speak to a librarian about initiating an Interlibrary Loan request or about a METRO Card for access to another local library that owns the material.

Periodic exhibitions of books and other material are set up in the Library lobby. Library and education-related information are displayed on our bulletin

boards—stop by and look at them from time to time. Students’ suggestions are welcome!

The Library is a place for both silent studying and group work. Some areas are designated “quiet zones,” while other spaces allow quiet talking. There is also a quiet reading room at the rear of the Library. Food and drink are not permitted in the Library itself. If necessary, you may eat in the lobby near the elevators on the fifth floor.

The Library’s Web site contains extensive information about the Library’s collections and policies, and provides access to electronic resources and instructional materials: [www.bankstreet.edu/library](http://www.bankstreet.edu/library).

## Graduate School Resource Rooms

The books, materials, and computers in the College’s resource rooms are for the benefit of all students. Therefore, make full use of the resources, and please be sure to leave the rooms in good order.

- **Computer Lab:** C Level: Room C12. Hours are posted outside the Lab. Monday through Thursday 9:00 am – 10:00 pm; Friday 9:00 am – 4:00 pm; Saturday 9:00 am – 5:00 pm. Computers are also available for students to use in the Library during Library business hours.
- **Reading Resource Room:** C Level: Room C8. Students must check with reading faculty to schedule times.
- **Math Resource Room:** C Level: Room C8. Students must check with math faculty to schedule times.
- **Multimedia Lab:** Seventh Floor: 701. Drop in hours are Monday through Friday 3:00 – 5:00 pm.

## Student Life at Bank Street

You will find that, in addition to your courses and supervised fieldwork/ advisement, it is in the informal interactions you have with other students and with faculty and staff that much of the excitement and growth occur. Because we share values and commitments about teaching and learning, we are able to learn from one another in many and varied ways. In addition, there are periodic lectures and public events that will also stimulate your learning at Bank Street. Be sure to check bulletin boards for announcements.

## Student Lounge

A Graduate School lounge, located on the C Level – Room C7, is available for student use during all hours the main building is open. The lounge features a refrigerator, microwave, comfortable seating, and a quiet respite.

## **Bookstore**

Named the best children's bookstore by New York Magazine's Best of the Best Annual Review, the Bank Street College Bookstore, located at the corner of 112th Street and Broadway, houses one of the best collections of children's books in the country. It also has a rich supply of professional books, teacher supplies, and some unique books of general interest (on the second floor). You can find books written and edited by Bank Street staff, including classic materials by Barbara Biber, one of the earliest and most influential of the Bank Street teachers and researchers.

## **Textbooks and Course Packets**

Look for information about how to order books on our Web site and at registration. Students may order books for courses online at [www.bankstreet.textbookx.com](http://www.bankstreet.textbookx.com). Course packets are ordered separately, through Village Copier (Broadway between 111th and 112th Streets).

## **Bulletin Boards**

There are bulletin boards located around the College. Each has its own topic and rules for posting. Be sure to check the bulletin board next to the elevator on the first floor for up-to-date Graduate School announcements. If you want to post an announcement or flyer, please check with the staff in the Graduate Suite about the correct location for your material or call 212-875-4467.

## **Communications**

Once a student has matriculated, they are given a Bank Street email address. Official messages announcing school closings, special events, Web updates, and other important information are sent to your Bank Street email address. Please check your Bank Street email account regularly. The telephone system at Bank Street allows you to leave messages for faculty and staff through the voice mail system. The staff in the Graduate Suite is available for questions (212-875-4467). We have found that Wednesday afternoons are particularly good times to contact faculty directly. In emergencies, you may call the Security Desk (212-875-4411).

## **Cafeteria**

Located on the C-Level, the cafeteria has an array of wholesome food.

## **The Council of Students**

The Bank Street Council of Students offers an opportunity for students to work together on issues relating to student life and learning at the College.

The Council meets regularly with the Dean, as well as with the Coordinator of the Graduate School. Check out the Council's Web site at [www.bankstreet.edu/gs/cos](http://www.bankstreet.edu/gs/cos). The site provides up-to-date information for students, frequently asked questions, and information on meetings and other ongoing projects. Please contact the Coordinator at 212-875-4424 for additional information.

## **Student Trustee**

The student trustee attends all scheduled meetings of the Bank Street College of Education Board of Trustees. S/he will be expected to provide a student perspective when pertinent issues are in front of the Board. The student trustee also gathers and shares information from and for the graduate student body by reporting to and hearing from students. In addition, s/he will work with the Council of Students (COS); the Coordinator; and the Dean of the Graduate School. The student trustee is elected to a one-year term. Elections are held every spring for the following academic year.

## **Qualifications for Student Trustee**

Applicants must be in good standing with a minimum of one year of study remaining at Bank Street. S/he should be interested in issues of governance and in advocacy on behalf of fellow students. Excellent speaking and organizational skills are essential.

## **Gym**

The ninth floor gym is used mostly by the School for Children. If you wish to use the gym, check in the Office of the Chief Operating Officer (Room 705) for scheduling.

## **Health Care**

Bank Street College does not provide medical or dental insurance to students; however, we recommend that all students obtain some kind of policy. For more information, domestic students should visit The Official Health Plan Marketplace for New York State at <https://nystateofhealth.ny.gov/>. International students are required to purchase a health insurance plan. For more information, international students should visit [www.travelinsure.com..](http://www.travelinsure.com..)

## **Immunizations**

Prior to attending courses, all students born on or after 1/1/57 must submit proof of immunity to measles, mumps, and rubella. In addition, all New York City public schools and some independent schools, including the School for Children at Bank Street, require evidence of a recent tuberculin test.

## **ID Cards**

Students require a Bank Street issued photo ID card to enter the College. Photo IDs are taken for new students during In-Person Registration and Orientation. To obtain or replace an ID card, students should report to the Security Desk located in the Lobby of the Main Building.

## **Lost and Found**

If you find something that belongs to someone else or if you have lost something, please return it to or notify any of the following locations:

Graduate School Suite Staff, Room 603

Guard Desk, Lobby

School for Children Lost and Found Box, Room 203

## **Safety**

The College publishes an annual security report, Campus Safety and Law Enforcement. It contains safety tips, emergency procedures, and campus crime statistics. Whenever possible, travel in pairs, especially at night, and use common sense. A copy of the security report is available from the Director of Security, the Registrar's Office, and the Graduate Suite (Room 603). In accordance with New York State Education Law Chapter 597, Article 129-A, Section 6432, Laws of 2003, Bank Street College of Education provides information, counseling, and support services for students and staff concerning sexual assault prevention. The Advisory Committee on Campus Safety will provide upon request all campus crime statistics as reported to the United States Department of Education.

General information about campus crime statistics may also be found on the United States Department of Education's Web site at [www.ope.ed.gov/security](http://www.ope.ed.gov/security).

## **Tech Fellows**

Work study students, known as Tech Fellows, are available by appointment to assist with my.Bankstreet, software-related issues (such as Word, PowerPoint, Excel, iMovie, iPhoto, etc.), and to facilitate student technology projects. When you request a Tech Fellow appointment via e-mail or voice mail ([techfellow@bankstreet.edu](mailto:techfellow@bankstreet.edu), 212-875-4524), it is helpful if you are as detailed as possible regarding your technological needs. As a general rule, you may expect to be contacted by a Tech Fellow within 24 hours. Their hours vary each month. Their schedule is always posted on their door, room 637. If you cannot reach them, please feel free to contact Amy Kline at [akline@bankstreet.edu](mailto:akline@bankstreet.edu) or 212-875-4442.

# Policies of Conduct and Standards

## Code of Conduct

Bank Street College of Education prepares teachers, administrators, supervisors, museum educators, and child life professionals. The Graduate School makes every attempt to admit students whose values and behavior reflect the humanistic and reflective values of the institution. All members of the academic community are expected to behave in ways that are consistent with thoughtful understanding of the needs and interests of others.

The Code of Conduct and a due process procedure are meant to ensure the protection of students and their rights. Accordingly, Bank Street College of Education construes the following acts to be violations of the Graduate School Code of Conduct:

- Acts that recklessly or intentionally endanger mental or physical health;
- Acts that are harmful to others, including intentional obstruction of others' rights, sexual assault, abuse, discrimination, or harassment;
- Willful destruction of College property;
- Appropriating College property;
- Disturbing the peace;
- Violations involving illegal possession, use, or sale of alcohol or drugs;
- Language indicative of strong disregard of a group; and
- Inappropriate or punitive actions toward children or adults, including verbal or physical abuse.

If a member of the College community observes any of these violations, s/he is expected to report them in writing to the Dean of the Graduate School. The statement should specify the allegations, the person(s) involved, and provide a brief description of the circumstances. The Dean will respond with the formation of an Individual Review Committee (description found in this handbook), which will be convened as soon as possible but in no case more than thirty days after the written complaint is received. Violations of the Code of Conduct may result in suspension, expulsion, or other appropriate disciplinary action in addition to any penalty pursuant to the penal law. Violations for illegal drug or alcohol use may result in loss of financial aid. (For more information about what constitutes sexual harassment, see Bank Street College: Campus Safety and Law Enforcement on the College's Web site.)

# **Bank Street College of Education**

## **Drug-Free Schools and Communities Policy**

In full recognition of the detrimental effect substance abuse can have on both work and studies, Bank Street College has established this policy in order to reaffirm its longstanding prohibition against the unlawful use of controlled substances. This policy is also issued in accordance with the Federal legislation known as the Drug-Free Schools and Communities Act Amendments of 1989. Additional information can be obtained in the Office of Human Resources.

### **Policy Statement**

Bank Street College prohibits employees and students from the unlawful manufacture, distribution, dispensation, possession, or use of illegal drugs and/or alcohol on School property or while conducting College business. This policy includes School activities taking place on or off Bank Street property, including driving to and from College-related activities.

Alcoholic beverages may be served at Bank Street College events/activities on or off School premises, but are not to be served to anyone under 21 years of age.

### **Penalties**

Students who violate this policy will be subject to appropriate disciplinary action. Depending on the nature and severity of the violation, possible sanctions may include reprimand, written warnings, probation, suspension, discharge, expulsion, and/or possible loss of financial aid eligibility.

Graduate students should refer to the Code of Conduct and due process procedure for addressing alleged violations of the code, which is described in this handbook.

This policy will undergo a biennial review by an appointed committee to determine its effectiveness, implement needed changes, and ensure that disciplinary sanctions are consistently enforced.

### **Legal Sanctions**

Local, State, and Federal law prohibit the unlawful possession, use, or distribution of illicit drugs. The possession or use of alcohol by students or staff under 21 years of age is prohibited by New York State. No student, staff, or faculty will illegally manufacture, sell, possess, or use controlled substances as defined by New York State or Federal law. The introduction of drug paraphernalia including, but not limited to, bongs, water pipes, roach clips, or hypodermic needles (not specifically for the administration of prescribed medications) is specifically prohibited on the premises.

Copies of Federal Trafficking Regulations and New York State violations

and regulations are on file in the Office of Human Resources.

### **Alcohol: Uses and Effects**

Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol also increase the incidence of a variety of aggressive acts, including spousal and child abuse. Moderate to high doses of alcohol cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described.

Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life-threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs, such as the brain and the liver.

Women who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk of becoming alcoholics than other youngsters.

### **Student Assistance**

Below are some of the counseling and rehabilitation programs available in this area. For further information or other drug counseling, rehabilitation, and related programs available, see the Director of Human Resources.

#### **Inter-Group Association of Alcoholics Anonymous of New York**

307 Seventh Avenue, Room 201

New York, NY 10001

212-647-1680 (meeting information) [www.nyintergroup.org](http://www.nyintergroup.org)

#### **Alcohol Treatment and Referral Network**

800-ALCOHOL (24-hour hotline)

[www.800alcohol.com](http://www.800alcohol.com)

#### **Daytop Village-Manhattan Adult Outpatient Medical Services**

500 Eighth Avenue

New York, NY 10018

**National Drug Information Treatment and Referral Hotline**

800-662-4357 (24-hour hotline)

**Stuyvesant Square Chemical Dependency  
Services at Beth Israel Medical Center**

212-420-4545

[www.wehealny.org/services/bi-stuysq](http://www.wehealny.org/services/bi-stuysq)**The Addiction Institute of New York**

1000 Tenth Avenue

New York, NY 10019

212-523-6491

[www.addictioninstituteny.org](http://www.addictioninstituteny.org)**Confidentiality**

All discussions with students and records related to the Drug-Free Schools and Community Act will be kept strictly confidential.

**Professional Standards**

In the Graduate School, instances may arise in which one or more faculty members judge that a student lacks the academic and/or personal qualities necessary for continuing course work or completion of studies leading to a degree, program of study, or course work on a non-matriculated basis. The College reserves the right to dismiss the student or suspend his/her enrollment in supervised fieldwork/advisement and/or course work for nonacademic, as well as, academic performance reasons. The problem may be one of plagiarism, verbal or physical abuse, excessive absences, inappropriate classroom or fieldwork setting behavior, violations of the Code of Conduct, or other questions regarding a student's professional conduct. The faculty or staff reports such problems to the Associate Dean of Academic Affairs (or in his/her absence the Associate Dean of Administration), who will review the circumstances with colleagues and the student and take action. One outcome may be that a student is asked to discontinue his/her studies. If the student is dismissed s/he has the right to request that the Dean of the Graduate School convene an Individual Review Committee (IRC) to review the case. This appeal must be made in writing to the Dean of the Graduate School within 60 days of the date of the dismissal letter. The IRC reviews the circumstances and allegations and makes a recommendation to the Dean of the Graduate School. The Dean of the Graduate School makes the final decision concerning student dismissal, reinstatement, or possible disciplinary action.

## Plagiarism

Plagiarism is the use of another person's ideas, words, or theories as one's own—or without citation—in an academic submission. All scholarship must rest on honest academic effort:

- All work submitted must be original
- Any reference to another person's work (including ideas, theories, or concepts) must be cited explicitly
- Work presented as actual experience cannot be invented or fabricated

Since academic honesty is a central institutional value to Bank Street College of Education, any direct or indirect infringement to this value by means of plagiarism is taken seriously. In an instance where an instructor suspects that the work submitted by a student is entirely or partially plagiarized, the following steps will be followed:

**Step 1:** The instructor will report the suspected academic violation, with appropriate evidence, to the Associate Dean for Academic Affairs.

**Step 2:** The Associate Dean will confer with the instructor to review the evidence and make a determination as to whether the incident warrants further investigation. The Associate Dean may make a determination at this point that no further action need be taken.

**Step 3:** If the Associate Dean determines that further action is warranted, s/he will meet with the student as well as the instructor and the advisor, program director and chair to discuss the allegation and to provide the student with an opportunity to describe his/her process of research and writing of the material in question.

**Step 4:** Following a review of the evidence and deliberation described in Step 3, the Associate Dean will make one of the follow determinations:

**Option 1:** The student may be required to redo the paper or complete an additional assignment. Should this process extend beyond the final session of the course, the student may request a grade of Incomplete. In this case, all policies and procedures related to a course grade of Incomplete shall apply. Students may appeal this decision to the Committee on Academic Standing;

**Option 2:** The student may be given a grade of No Pass (NP). In this case, all policies and procedures related to a course grade of NP shall apply. Students may appeal this decision to the Committee on Academic Standing;

**Option 3:** The Associate Dean may determine that the student's behavior has violated the Professional Standards of the College as described in the Student Handbook, and that the student should be dismissed from his/her academic program. The Associate Dean will provide notification of this decision, in writing, to the student and the Registrar of the College. The student may appeal this decision by requesting that the Dean convene an Individual Review Committee following procedures described in the Student Handbook.

## **Individual Review Committee**

When an Individual Review Committee (IRC) is convened, it is generally composed of a member of the administrative staff and one to two faculty members. The Dean appoints the IRC, selects a date for a review of the case, and informs the individual to expect to hear from the Committee. An IRC will be convened within thirty days after a written report alleging a violation of the Code of Conduct, or within thirty days after a request from a student to convene an IRC.

It is the task of the Committee to read the report, meet with the individual(s) who wrote it, and meet with the person alleged to have violated the Code of Conduct or Professional Standards expectations. The person accused may bring another person to the meeting with the IRC. The Individual Review Committee then decides whether the Code of Conduct or Professional Standards expectations have been violated. At the conclusion of their deliberations, the IRC meets with the Dean to report its findings; the Dean then makes and implements the final decision about violation and disciplinary action. The Dean will notify the affected individual within five working days from the date s/he meets with the IRC to discuss findings.

## **Academic Grievances**

Occasionally, differences occur between graduate students and advisors or course instructors about course grades, evaluation of supervised fieldwork, or participation in advisement. Students are encouraged to resolve such problems directly with the individual advisor or instructor. If the difficulty cannot be resolved in this way, the following formal grievance procedure should be followed:

1. The student discusses the problem with the program director or chair of the department (if discussed with the program director, the program director alerts the chair).
2. The program director or chair discusses the issue with the involved faculty member (and the student's advisor, if appropriate). The director or chair prepares documentation and notifies the student in writing of

his/her recommendation.

3. If the student deems the problem still unresolved, the student may write a report and submit it to the Chair of the Committee on Academic Standing. The report should include:
  - A one-page maximum description identifying the grievance, including date and place where applicable
  - Name of person against whom the grievance is being filed
  - Evidence to support grievance
  - Outcome desired by student
4. The Committee on Academic Standing reviews the report and the issue with the student (and an outside person if desired) either together or separately with the faculty member.
5. The Committee on Academic Standing makes a decision and shares it in writing with the student, the faculty member, the program director, department chair, Associate Dean for Academic Affairs, and Dean. The written notification will be issued within 10 working days of the meeting. The Associate Dean for Academic Affairs is responsible for retaining records for six years. The decision of the Committee on Academic Standing is deemed final.

## Other Student Complaints

Difficulties with program structures, schedules, or other issues should first be discussed informally with a student's advisor or program director. If unresolved, they should then be communicated in writing to a student's program director with copies to the department chair and the Associate Dean for Academic Affairs. Written responses documenting the complaint and its resolution will be shared with the student within thirty days, and records will be maintained by the Associate Dean for Academic Affairs who will also create an annual summary of these formal complaints and the responses to them.

## A Guide to the Community and Beyond

Although Bank Street is a small school, it has one of the world's largest and most varied campuses—New York City. The City has parks, rivers, and more museums, theaters, concert halls, and cabarets than any other city in the world. Its uniquely broad range of neighborhoods attests to the City's exciting diversity.

Bank Street College of Education's Main Building is located on 112th Street on the Upper West Side of Manhattan in a largely residential neighborhood, where aspects of small-town life coalesce with big-city living. The College is only half a block away from the hustle and bustle of one of the City's broadest thoroughfares—Broadway.

Bank Street's location offers proximity to some of the City's other major academic institutions and an array of cultural organizations. A block away is St. John the Divine, the largest Gothic cathedral in the world, which sponsors frequent concerts and lectures, boasts a fascinating architectural history, and has a wonderful herb garden on its grounds. Only short bus or subway rides from the College are Lincoln Center, the theaters of Broadway, and the shops and restaurants of Greenwich Village. But if you tire of the city streets, you can get a feel of the country by strolling through nearby Riverside Park, which stretches along the Hudson River from 59th Street to 190th Street and is only a block west from Bank Street. The following pages offer a guide to the restaurants and stores in Bank Street's immediate neighborhood, and a partial listing of the city's museums. This is by no means a complete guide to New York. There are countless shows, concerts, plays, and other exciting activities going on practically 24 hours a day. Whatever your pleasure, schedule, or budget, coming to Bank Street will introduce you to a promise New York makes and keeps: You'll never be bored!

## Online Resources

Any information you need is just a click away. Below is a list of useful links to help guide you in the right direction.

### Entertainment & Culture

New York Times Arts	<a href="http://www.nytimes.com/pages/arts">www.nytimes.com/pages/arts</a>
Time Out	<a href="http://www.timeout.com/newyork">www.timeout.com/newyork</a>
Village Voice	<a href="http://www.villagevoice.com">www.villagevoice.com</a>
Observer	<a href="http://www.observer.com">www.observer.com</a>
Yelp online reviews	<a href="http://www.yelp.com">www.yelp.com</a>
Fandango movie ticket purchasing	<a href="http://www.fandango.com">www.fandango.com</a>
Moviefone	<a href="http://www.moviefone.com">www.moviefone.com</a>
New York City Culture Guide and Calendar	<a href="http://www.allianceforarts.org">www.allianceforarts.org</a>
The Paperless Guide to New York	<a href="http://www.ny.com">www.ny.com</a>
NYC Bloggers	<a href="http://www.nycbloggers.com">www.nycbloggers.com</a>
Broadway & Off-Broadway tickets and discounts	<a href="http://www.tdf.org">www.tdf.org</a>

### Food

Zagat Guide to Restaurants	<a href="http://www.zagat.com">www.zagat.com</a>
Online Menus & Take-out	<a href="http://www.menupages.com">www.menupages.com</a>

**Directions and Transportation**

Hop Stop	<a href="http://www.hopstop.com">www.hopstop.com</a>
NYC Transit	<a href="http://www.mta.info">www.mta.info</a>
Google Maps	<a href="http://www.google.com/maps">www.google.com/maps</a>

**Exercise**

Fitness Clubs	<a href="http://www.ny.com/health/fitness">www.ny.com/health/fitness</a>
YMCA	<a href="http://www.ymcanyc.org">www.ymcanyc.org</a>
Yoga	<a href="http://www.yogafinder.com">www.yogafinder.com</a>
Columbia University’s gym facilities	<a href="http://www.gocolumbialions.com">www.gocolumbialions.com</a>
Bank Street students, staff, and faculty are considered “Neighbors” and may choose to purchase a membership.	
NYC Bicycle Routes	<a href="http://www.nycbikemaps.com">www.nycbikemaps.com</a>
NYC Parks and Recreation	<a href="http://www.nycgovparks.org">www.nycgovparks.org</a>

**Centers of Worship**

<a href="http://www.yelp.com/c/nyc/religiousorgs">www.yelp.com/c/nyc/religiousorgs</a>
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## Museums

Most museums are closed one day a week; be sure to call ahead. Bring your Bank Street ID—student discounts may be available

### **American Museum of Natural History**

Central Park West  
at 79th Street  
212-769-5100

### **Bronx Museum of the Arts**

1040 Grand Concourse  
at 165th Street  
718-681-6000

### **Brooklyn Historical Society**

128 Pierrepont Street  
at Clinton Street  
718-222-4111

### **Brooklyn Museum of Art**

200 Eastern Parkway  
at Washington Avenue  
718-638-5000

### **Children's Museum of Manhattan**

212 West 83rd Street  
at Amsterdam Avenue  
212-721-1223

### **Cooper-Hewitt Museum**

2 East 91st Street  
at Fifth Avenue  
212-849-8400

### **El Museo del Barrio**

1230 Fifth Avenue  
at 104th Street  
212-831-7272

### **Frick Collection**

1 East 70th Street  
at Fifth Avenue  
212-288-0700

### **Guggenheim Museum**

1071 Fifth Avenue  
at 89th Street  
212-423-3500

### **International Center of Photography**

1133 Sixth Avenue  
at 43rd Street  
212-857-0000

### **Intrepid Sea, Air & Space Museum**

Pier 86, Twelfth Avenue  
at 46th Street  
212-245-0072

### **Jewish Museum**

1109 Fifth Avenue  
at 92nd Street  
212-423-3200

### **Metropolitan Museum of Art**

1000 Fifth Avenue  
at 82nd Street  
212-535-7710

### **Museum of Arts and Design**

2 Columbus Circle  
212-299-7777

### **Museum of Modern Art**

11 West 53rd Street  
at Sixth Avenue  
212-708-9400

### **Museum of the American Indian**

1 Bowling Green  
212-514-3700

### **Museum of the City of New York**

1220 Fifth Avenue  
at 103rd Street  
212-534-1672

### **New Museum of Contemporary Art**

235 Bowery at Prince Street  
212-219-1222

### **The Paley Center for Media**

25 West 52nd Street  
at Sixth Avenue  
212-621-6600

### **Whitney Museum of American Art**

945 Madison Avenue  
at 75th Street  
212-570-3600

## Area Basics

Bank Street is in a largely residential neighborhood, where there are stores of every size, shape, and variety. Fresh fruit and vegetables can be found on practically every block in the area—keep your eyes open!

### Drugstores

#### **Duane Reade**

2864 Broadway  
212-316-5113

#### **Hartley Chemists**

1219 Amsterdam Ave.  
212-749-8480

#### **Rite Aid**

2833 Broadway  
212-663-3135

#### **Town Drug**

501 West 113th Street #1  
212-678-0636

### Grocery Stores

#### **D'Agostino**

2828 Broadway  
212-663-9895

#### **Milano Market**

2892 Broadway  
212-665-9500

#### **Samad's**

2867 Broadway  
212-749-7555

#### **Morton Williams University Food Market**

2941 Broadway  
212-666-4190

#### **Westside Market**

2840 Broadway  
212-222-3367

### Restaurants

#### **Amigos**

2888 Broadway  
(212) 864-1143

#### **Amir's Falafel**

(Middle Eastern)  
2911 Broadway  
212-749-7500

#### **Bistro Ten 18**

1018 Amsterdam Ave.  
212-662-7600

#### **Chipotle**

2843 Broadway  
212-222-1712

#### **Crepes on Columbus**

990 Columbus Ave  
(212) 222-0259

#### **Deluxe**

2896 Broadway  
212-662-7900

#### **Famiglia Pizzeria**

2859 Broadway  
212-865-1234

#### **The Heights Bar & Grill**

2967 Broadway  
212-866-7035

#### **Hungarian Pastry**

#### **Shop**

1030 Amsterdam Ave.  
212-866-4230

### **Koronet Pizzeria**

2848 Broadway  
212-222-1566

#### **Le Monde** (French)

2885 Broadway  
212-531-3939

#### **Mel's Burger**

2850 Broadway  
212-865-7100

#### **Mill Korean**

2895 Broadway  
212-666-7653

#### **Nussbaum & Wu**

2897 Broadway  
212-280-5344

#### **Ollie's** (Chinese)

2957 Broadway  
212-932-3300

#### **Oren's Daily Roast**

2882 Broadway  
212-749-8779

#### **Symposium** (Greek)

544 West 113th Street  
212-865-1011

#### **Starbucks Coffee**

2853 Broadway  
212-280-7268

2929 Broadway

212-932-0300

**Thai Market**

960 Amsterdam  
212-280-4575

**Tom's Restaurant  
(Diner)**

2880 Broadway  
212-864-6137

**V & T (Italian)**

1024 Amsterdam Ave.  
212-663-1708

**Vareli**

2869 Broadway  
212-678-8585

**Vine Sushi**

2955 Broadway  
212-222-3568

**Noteworthy****Book Culture**

536 W 112th St  
212 865-1588

**The Cathedral Church  
of Saint John the  
Divine**

1047 Amsterdam Ave  
212-316-7540

**Miller Theater**

2960 Broadway  
212-854-1633

**Mondel Chocolates**

2913 Broadway  
212-864-211

**Riverside Park: NYC  
Dept. of Parks and  
Recreation**

475 Riverside Drive  
212-690-7485

**The General Grant  
Memorial**

Riverside Dr & 122nd St  
212-666-1640

**The Riverside Church  
of New York**

490 Riverside Drive  
212-870-6700

**University  
Housewares**

2901 Broadway  
212-882-2798