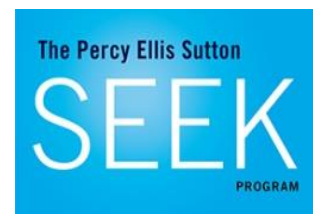
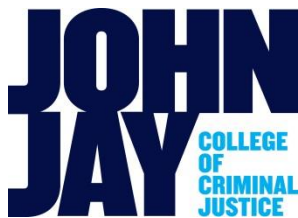


# PERCY Ellis Sutton SEEK Program

## Student Handbook

*Aspiring to promote, maintain, and graduate individuals who strive to further their education and professional success within a social justice framework*



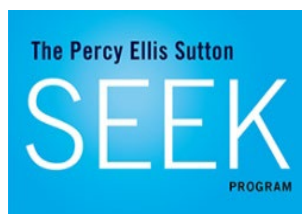
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## ***Handbook Introduction***

*You might think that college is just a continuation of your high school days, but in reality, it's not. College will open the doors for you that high school didn't. There is no comparison as to what you will experience while you are a college student. College changes the way you see things, and it shapes your perspective about life. College offers you the opportunity to become lifelong learners by providing opportunity for intellectual and personal growth in your journey to become life long learners. You will unlock opportunities with the knowledge, skills and expereinces you'll gain in college. You will become more independent, in that your level of maurity, and responsibilities and the like will increase, as you progress through college. You wouldn't be alone on this journey, as you have the dedication and compassion of your counselors, staff and peers. College offers you the opportunity to explore your academic interest, where you are able to choose courses that peaks your interest. Exploring outside of the classrooms is another plus. College is not about the course work, it's about exploration outside of the classroom, researching opportunities studying in other countries, and getting to know people from other cultures. Whatever your goals and aspirations or your final destination, college can help you get there. Reach for the pinnacle of success students!*



*“As you discover what strength you can draw from your community in this world from which it stands apart, look outward as well as inward. Build Strong bridges instead of walls”- Sonia Sotomayor*

*"There are no secrets to success. It is the result of preparation, hard work, and learning from failure" - Colin Powell*

Dear SEEK Students:

Welcome to the SEEK Program at John Jay College. We pride ourselves in welcoming you and offering you the opportunity to connect and feel part of the Department and the College Community. Moreover, the success of our newly created peer mentoring program, Furthering Leadership Academic Growth and Success (FLAGS) and the engagement and collaboration of students, faculty and staff on numerous projects made this an extraordinary year. Our SEEK Alumnae includes: Judges, Lawyers, Mayors, McNair & Thurgood Marshall Scholars,

The strong connection to you and the quality of service we provide, including interventions by the Academic Support Center makes it all the worthwhile in your academic progress. Our Counselors are highly trained and skilled professionals. Our Academic Support Center prides itself on the following “Academic Support is not only for catching up, It’s Best for Getting Ahead!” Academic Support is one of three pillars of assistance that students receive in becoming a member of the SEEK Department; Counseling and Financial Aid are the other two.

This handbook was created with you in mind. I encourage you to take the time to read it thoroughly, and ask questions if you must. After you have completely read this handbook, sign the agreement which is on **page 49** and return it to your counselor on the first day of classes. You are expected to be familiar with the contents and your obligations as a SEEK student. The SEEK Program prides itself and is committed to elevating, cultivating and empowering all students by the way of academic support, financial aid, counseling and teaching to produce lifelong learners and advocates of positive social change

Sincerely,

Dr. Erica King-Toler Chair/Director

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## General Program Information

### Mission

*"The Percy Ellis Sutton SEEK Department aspires to promote, maintain, and graduate individuals who strive to further their education and professional success within a social justice framework. We are committed to elevating, cultivating and empowering such individuals by way of academic support, financial aid, counseling and teaching to produce life-long learners and advocates of positive social change".*

### What Is SEEK?

SEEK (Search for Education, Elevation and Knowledge) is a New York State program at CUNY's senior and comprehensive colleges designed to assist students who are academically and financially disadvantaged. The program was renamed to, The Percy Ellis Sutton **SEEK** Program, is a four-year program established by the New York State Legislature for the senior colleges of the City University of New York to provide access to higher education for promising high school graduates who are not fully prepared, but have demonstrated the potential to pursue undergraduate degrees at John Jay College of Criminal Justice

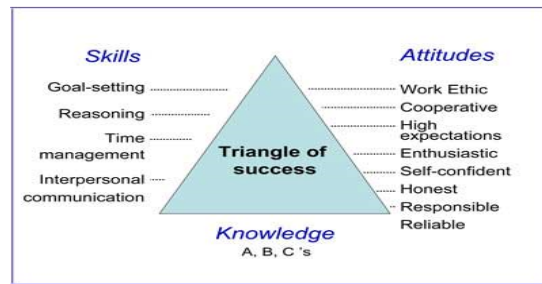
### History of SEEK Program

The SEEK (Search for Education, Elevation, and Knowledge) Program began as a pre-baccalaureate program at The City College of New York in 1965. It was signed into law by the New York State legislature in 1966 as the City University's higher education opportunity program in the senior colleges. The legislation was a result of the efforts of social activists and progressive politicians whose vision was to provide access to CUNY for poor students, then largely African-American and Puerto Rican, who graduated from high schools that had not prepared them for the rigors of college. Today there are eleven SEEK Programs across the University: one Program in each of the seven senior and four comprehensive colleges.

In over forty years of existence at the City University, the SEEK and CD Programs have enrolled approximately 230,000 low-income students. Without University access through these Programs, many would not have been able earn a college degree which provided entry into the professions and the middle class. Program students have been recipients of the Gates Millennium Scholarship Award, the Woodrow Wilson Fellowship, the Mellon Minority Fellowship, and other national, State-wide, and local awards.

[Click here for the SEEK Website](#)

## **Responsibilities of SEEK Students**



All accepted SEEK students are welcomed to a community of learners and must adhere to the established SEEK Program Standards. Students are responsible for fulfilling the admission, course and program prerequisites and the degree and graduation requirements. It is your responsibility for observing the college deadlines, attendance dates, rules and regulations which are published in the college's undergraduate bulletin.

### **SEEK PROGRAM STANDARDS:**

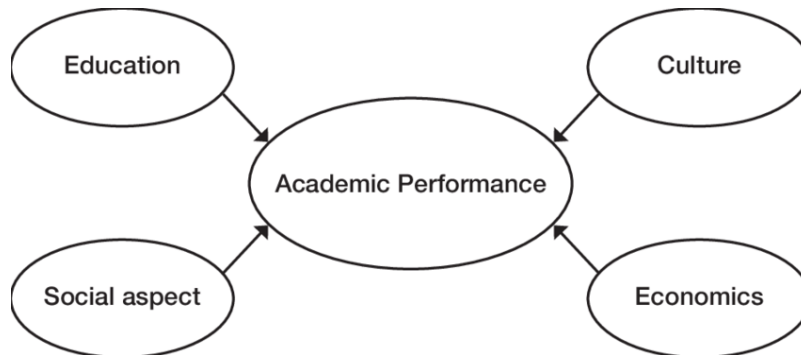
1. Register as a full-time, day-time student each semester. Students must register for a minimum of 12 billable credits (equated credit) each semester to maintain program status.
2. Pursue degree requirements for the baccalaureate degree.
3. Pass appropriate basic skills classes within the **first academic year**.
4. Maintain a grade point average of C or better. Failure to maintain a cumulative GPA of 2.0 or better may result in dismissal from the College and the SEEK program.
5. Attend classes. Students who receive "WU/WN" grades consistently are in danger of being in non-compliance with the program guidelines and may be dismissed from the SEEK program and the College.
6. File the appropriate FAFSA and financial aid forms annually. Once students are coded SEEK, they will continue to receive benefits as long as they follow all other guidelines. However, it is the responsibility of students to file the appropriate financial aid forms every academic year. Failure to update financial aid forms will delay the release of funds or result in non-receipt of financial aid benefits.
7. Enroll in the 3 credit SEEK Freshman Seminar class (**EDU100**) during the first academic year. The instructor teaching the class shall be the student's counselor.
8. Meet with your counselor a minimum of 3 times each semester for academic advisement.
9. Attend academic support sessions/tutoring. All SEEK students who do not have a cumulative of 3.9 or better and all SEEK students who have not earned 24 credits **MUST** sign up for academic support for at least one class per semester. Students who do not sign up for and attend tutoring may lose their SEEK benefits.

*Failure to comply with these Requirements and Standards will jeopardize my SEEK benefits including any and all financial enhancements provided by the Office of Special program*



## **Academic & Support Services**

### **Counseling & Advising**



The SEEK program at John Jay College prides itself in providing much-needed support to its students. As a SEEK student, you can feel confident and at ease discussing your career aspirations and mapping a road map towards your graduation. The counselors hold graduate and doctoral degrees in Social Work, Mental Health Counseling, Psychology and Counseling; and have extensive training in their fields.

A wide range of counseling and referral services are available to SEEK students. During freshman advising and orientation, students are assigned a counselor who provides personal counseling and information on program and college services, regulations and resources. SEEK Counselors will advise students to make informed decisions about their goals and assist them to make corresponding choices about courses and majors. There are also workshops on Test anxiety, stress management, and other personal and academic success skills.

### **Career Counseling**

One of the most important decisions you as a student will make is deciding on what major to pursue, which will ultimately lead to your desired job. Your SEEK Counselor can aid in this process by offering you the guidance you need to make the best-informed decision.

### **Academic Advisement**

SEEK Counselors assist students in planning your course selection and monitoring your academic progress. Seeing your SEEK Counselor is an important part of your academic journey, where you will be provided with the requirements for your degree and the academic policies of the college etc.

Your counselor can assist you in the following areas:

- ✓ Choosing a major and a minor
- ✓ Find out about prerequisites for your major
- ✓ Confirm your progress towards reaching degree requirements
- ✓ Address any issues that may affect your academic success
- ✓ Discuss any opportunities that are available to you as a college student such as (Study abroad, which can enhance your college experience
- ✓ Discuss Internship opportunities

- ✓ Plan your major courses so that there are no surprises in the future as you approach graduation
- ✓ Confirm your progress and completion of your degree in a timely fashion
- ✓ Discuss graduate school and career opportunities



*Even though your SEEK Counselor can assist you with the advising process, please remember that for **major** and **minor** advising you may need to talk with the department coordinator for that area!*



***"Academic Support is not only for catching up, It's Best for Getting Ahead!"***

Academic Support is one of three pillars of assistance that students receive in becoming a member of the SEEK Department; Counseling and Financial Aid are the other two. Through the use of academic support, students' opportunity to attain a college degree has been demonstrated to improve. Utilizing our services throughout the college years, from freshmen year to the senior year, students enrich their understanding of concepts and procedures which enhance their chance to be successful.

Two Centers, the Humanities & Social Sciences and the Math & Science, provide support to students in their academic pursuits. Both Centers are staffed by trained Learning Facilitators who are invested in student success.

Facilitators begin work with students on the first day of classes. In gateway English and Math courses, appointments are made for students. For non-gateway English and Math courses, students may schedule appointments either in the Centers or online. Whether the appointment is made by the Centers or by the student, the expectation of starting on the first day of classes remains the same. Students who use assistance prior to having a need for assistance are generally more successful in their studies than those who do not.

The Center for Humanities and Social Sciences supports students in the writing process for a variety of subjects. From idea development to the completion of the assignment, Learning Facilitators support students throughout the process. In addition, the staff assists students in understanding syllabi from various courses, understanding the requirements of courses, and provides assistance with content of several courses.

Similarly, the Center for Math & Science supports students enrolled in math and science courses. The Facilitators guide the students in understanding the requirements for each course, share success strategies, and motivate students to complete the course requirements.

For scheduling or rescheduling appointments, arranging walk-in visits (on-site or online), or answering your questions, concerns, etc.

- On-Campus Locations: Haaren Hall, 4th Floor, Room 438 (Humanities & Social Sciences) and Room 439 (Math & Science)

- Primary Email: SEEK Academic Support Front Desk - [seeklab@jjay.cuny.edu](mailto:seeklab@jjay.cuny.edu)
- Secondary Email: Nelson Bermudez, SEEK Academic Program Manager - [nbermudez@jjay.cuny.edu](mailto:nbermudez@jjay.cuny.edu)
- Primary Phone Number: SEEK Academic Support Center - (212) 237-8883
- Secondary Phone Number: Nelson Bermudez, SEEK Academic Program Manager - (212) 393-6389

All students who are on Academic Probation must report to the Center for Academic Support assistance. Attendance is monitored by the Academic Support Manager as well as your SEEK Counselor.



Students who apply to the SEEK Program must also file the FAFSA application (FREE Application for Federal Student Aid and the New York State TAP award).



- ✓ You must reapply every academic year to be considered for financial aid, including, SEEK, TAP and Federal Pell grants
- ✓ Students are retained for up to 10 semesters and are eligible for 10 semesters of funding
- ✓ If an eleventh semester is needed to finish your final credits, your counselor may request that you receive an additional semester of SEEK funding. The Financial Aid Administrator will process a payment on your behalf.
- ✓ If a student with 12 or more credits or equated credits drops a course with the advice of his/her counselor, he or she may be entitled to the SEEK book stipend as long as the number of credits or equated credits does not fall below nine).
- ✓ Students enrolled in their graduating semester may register for less than nine credits with permission from their counselor.
- ✓ If you are registering Part-Time (11 credits or less) you must first get permission by seeing your SEEK Counselor. Failure to do so will affect your eligibility for a full Federal Pell grant or a New York state award.

***If you have questions concerning Financial Aid as a SEEK student, please contact Ms. Janice Bravo, the designated SPECIAL PROGRAM COORDINATOR at [jbravo@jjay.cuny.edu](mailto:jbravo@jjay.cuny.edu)***



**Types of financial aid available for SEEK students:**



- ✓ SEEK Book Allowance (SEEK students receive a grant for Books and Supplies)
- ✓ Student Activities fees (SEEK student receive a grant to cover their activity fees)
- ✓ Federal Work Study Award
- ✓ Federal Pell Grant
- ✓ New York State Tuition Assistance Program (TAP) (This is applied towards your tuition)
- ✓ Federal Direct Student Loan
- ✓ Federal Supplemental Educational Opportunity Grant (SEOG)
- ✓ Emergency Loan Fund



## Important Information

### **Academic Requirements for Financial Aid**

Certain academic standards must be maintained for continued receipt of financial aid. At present, there are two sets of requirements, one for TAP (Tuition Assistance Program) and another for Title IV Financial Aid, which includes Federal Pell, Federal SEOG, Federal Work Study and Federal Direct Loans.

**Under the following circumstances, academic standards may be modified:**

- [Financial Aid Waiver](#)
- [Students on Academic Probation](#)
- [Readmit Students with a GPA Below 2.0](#)
- [Federal Financial Aid Regulations on Students who Withdraw from All Courses](#)
- [Financial Aid Census](#)

### **Financial Aid Suspension Appeal (Formerly Financial Aid Waiver)**

Students who believe they are unable to meet the academic standards because of extraordinary extenuating circumstances, which can be documented, may request a waiver from the regulations in order to receive their financial aid payment. Suspension Appeals are granted through the Financial Aid Suspension Appeal Committee. Information on how to submit a request to this committee is available in the Financial Aid Office.

### **Students on Academic Probation**

Students with grade point averages that fall below the required minimum will be placed on academic probation. They will also be placed on financial aid suspension and lose their eligibility to participate in federal student aid programs. Students on financial aid suspension will remain ineligible for Title IV federal student assistance until they take actions that once again bring them into compliance with the appropriate progress standard.

### **Readmit Students with a GPA Below 2.0**

Students with grade point averages below 2.0 who are readmitted to the College are not eligible to receive student loans until their GPA is again above 2.0. Students who have extenuating circumstances, which can be documented, may apply for a waiver from this regulation. Information on how to submit a request for a waiver is available in the Financial Aid Office.

- [Academic Qualifications for TAP](#)
- [Satisfactory Academic Progress for Federal Title IV Financial Aid Programs](#)

## **Federal Financial Aid Regulations on Students who Withdraw from All Courses**

If a student completely withdraws from school during a term, the school must calculate according to a specific formula the portion of the total scheduled financial assistance the student has earned and is therefore entitled to receive up to that point in time. If a student receives (or the College receives on the student's behalf), more assistance than the student has earned, the unearned excess funds must be returned to the U.S. Department of Education. If, on the other hand, the student receives (or the College receives on the student's behalf) less assistance than the student has earned, the student may be able to receive those additional funds.

The portion of the federal grants and loans a student is entitled to receive is calculated on a percentage basis by comparing the total number of days in the semester to the number of days completed before the student's withdrawal. For example, if a student completes 30 percent of the semester, the student earns 30 percent of the assistance he/she was originally scheduled to receive. This means that 70 percent of the scheduled awards remain unearned and must be returned to the federal government. A student has to complete more than 60 percent of the semester, in order to earn all (100 percent) of the scheduled assistance. If a student withdraws (either officially or unofficially) before this point, the student may have to return any unearned federal monies that may have already been disbursed to the student.

The College shares responsibility with the student for any excess funds, which must be returned. The College's portion of the excess funds to be returned is equal to the lesser of:

- the entire amount of the excess funds, or
- the student's total tuition and fee charges multiplied by the percentage of the unearned funds.

If the College is not required to return all of the excess funds, the student must return the remaining amount. Any loan funds that are returned by the student must be paid according to the terms of the promissory note. If a student returns any grant funds, the law provides that the amount to be repaid is reduced by 50 percent. This means that a student only has to return half of any excess funds received.

Any amount a student returns is considered a federal grant overpayment. The student must either return that amount in full or make satisfactory arrangements with either the College or the Department of Education to repay the amount. These arrangements must be completed within 45 days of the date of the College's notifying the student of overpayment. Any student failing to do so risks loss of eligibility for further federal financial assistance.

## **Financial Aid Census**

Financial Aid Census Date (or Financial Aid Certification Date), is the date that John Jay College will take a snapshot of your enrollment for the semester. This snapshot is taken considering the classes for which a student is enrolled at the beginning of the day (12:00am Eastern Time) on the Census Date in CUNYfirst. All class enrollment changes must be made prior to the Financial Aid Census Date for the semester, in order for classes to be counted toward a student's Financial Aid enrollment level.

## **Academic Qualifications for TAP**

The academic guidelines are divided into two areas: Program Pursuit and Rate of Progress. Students must follow both sets of rules in order to receive a TAP award each semester.

## Program Pursuit

Program Pursuit requires all students to complete a certain number of courses each semester. A course is considered completed when a grade of A, A-, B+, B, B-, C+, C, C-D+, D, D-, P (Passing) or F (Failing), is awarded at the end of the semester. Grades of W (Withdrawal), WU (Unofficial Withdrawal), WA (Administrative Withdrawal) or INC (Incomplete) indicate that a course has not been completed. Students enrolled for their first semester at the College must be enrolled for at least 3 credits and 12 equated hours to qualify for TAP. During their second semester at the College, students must be enrolled for at least 6 credits and 12 equated hours to qualify for TAP. Students who are receiving a first or second semester TAP award must complete at least 50 percent (6 credits or the equivalent) of a full-time load in order to receive a TAP award for the next semester. Students who are receiving a third or fourth semester award must complete at least 75 percent (9 credits or the equivalent) of a full-time load in order to receive a TAP award for the following semester. Students who are receiving a fifth through eighth payment must complete a full-time load (12 credits or the equivalent) in order to receive the next TAP payment. (Note: Students who have received four semesters of TAP awards as undergraduates must complete a minimum of 12 credits per semester in order to be eligible for the next TAP award.) Before withdrawing from any course, students should see a financial aid counselor in order to learn what effect the withdrawal will have on the next TAP award.

## Rate of Progress

The Rate of Progress rules are in addition to the Program Pursuit rules. Students must follow both sets of rules in order to receive a TAP award each semester. Rate of Progress requires that a student earn (pass) a certain number of credits before receiving each TAP award. In addition, students must also maintain a certain grade point average (GPA).

These academic standards must be maintained for continued receipt of aid.

To receive each TAP payment:

- credits counted must meet degree requirements you are enrolled in
- you must have completed a specific number of credits in prior term
- you must meet a specific number of total credits
- you must maintain a minimum GPA.

### Undergraduate Students receiving first state aid in Summer 2007 through Spring 2010, and SEEK students

To receive payment number:	1	2	3	4	5	6	7	8	9	10
You must have completed at least this many credits in the previous payment semester:	0	6	6	9	9	12	12	12	12	12
You must have total accumulated credits towards your degree of at least:	0	3	9	21	33	45	60	75	90	105
You must have a GPA of:	0	1.1	1.2	1.3	2.0	2.0	2.0	2.0	2.0	2.0

**Undergraduate Students receiving first state aid in Summer 2010 and thereafter and are not SEEK students**

To receive payment number:	1	2	3	4	5	6	7	8	9	10
You must have completed at least these many credits in the previous payment semester:	0	6	6	9	9	12	12	12	12	12
You must have total accumulated credits towards your degree of at least:	0	6	15	27	39	51	66	81	96	111
You must have a GPA of:	0	1.5	1.8	1.8	2.0	2.0	2.0	2.0	2.0	2.0

**Please note:** Payments 9 and 10 apply to SEEK students only.

### **“C” Average Requirement**

In addition, a student who has received four semesters of TAP payments must maintain a grade point average (GPA) of 2.0 or better. This requirement is in effect for each semester that a subsequent TAP payment is made.

### **CUNY’s Title IV Satisfactory Academic Progress Requirements for Title IV Financial Aid**

The guidelines that follow were first published by the Office of the Vice Chancellor for Student Affairs on May 19, 1995 and have been subsequently revised to satisfy the requirements of the revised SAP regulations set forth in 34 CFR 668.34 which took effect July 1, 2011.

In order to be making satisfactory academic progress toward a degree, for purposes of receipt of Title IV student financial assistance (Federal Pell Grant, Federal Work Study, Federal Perkins Loan, Federal Direct Loans and Federal SEOG), an undergraduate student must meet the minimum standards specified below:

### **Minimum GPA**

Achieve at least the GPA required to meet the college’s minimum retention standard, or successfully appeal to be placed on academic probation; if enrolled in a program of more than two years, achieve at least a “C” average, or its equivalent, at the end of the second academic year, or have an academic standing consistent with the requirements for graduation.

<b>Credits Attempted</b>	<b>Minimum GPA</b>
0.5–12	1.50
13–24	1.75
25–upward	2.00



## Maximum Time-Frame

May not attempt more than 150% of the credits normally required for completion of the degree.

## Pace of Progression

For baccalaureate programs, accumulated (or earned) credits must be equal to or greater than a certain percentage of the total credits attempted according to the following:

<b>Attempted Credits</b>	15	30	45	60	75	90	105	120	135	150	165	180
<b>Earned Credits</b>	0	5	16	27	42	50	63	72	84	95	111	121

All undergraduate students (whether aid recipients or not) will be measured against each of the three SAP components at the end of the spring term to determine eligibility for receipt of Title IV student financial assistance in the upcoming year.

All undergraduate students (whether aid recipients or not) will be measured against each of the three SAP standards at the end of the spring term to determine eligibility for receipt of Title IV student financial assistance in the upcoming year.

Students who fail to meet the college's minimum retention standard but successfully appeal to be placed on academic probation are considered to be meeting the qualitative standard of progress for receipt of Title IV student financial assistance.

## Financial Aid Suspension

Undergraduate students who do not meet the minimum undergraduate standard and graduate students who do not meet the minimum graduate standard will be placed on financial aid suspension and lose their eligibility to participate in federal student aid programs. Students on financial aid suspension will remain ineligible for Title IV federal student assistance until they take actions that once again bring them into compliance with the appropriate progress standard.

## Right to Appeal

Students who have been placed on financial aid suspension may appeal through the normal institutional academic appeals process to retain eligibility for Title IV assistance. Students may appeal any component of the SAP standard they have not been able to meet including not meeting the minimum GPA and exceeding the maximum timeframe for program completion.

An appeal must be based upon mitigating circumstances resulting from events such as personal illness or injury, illness or death of a family member, loss of employment, or changes in the academic program. The student's appeal must include a) the reasons why the student failed to make SAP and b) what has changed in his or her situation that will allow the student to demonstrate SAP at the next evaluation.

The appeal may be granted if the school:

- Determines that the student will be able to meet the appropriate SAP standard by the end of the next payment period (semester); **OR**
- Develops an academic plan for the student that, if followed, will ensure that the student will be able to meet the appropriate SAP standard by a specific point in time.

Title IV appeals will be reviewed by a college committee, made up of representatives from **Counseling, SEEK, Student Affairs, Financial Aid and Registrar's Offices**, who can make an accurate academic assessment of the student's capability to meet the appropriate SAP standard by the next payment period/semester. If the committee determines that the student should be able to meet the SAP standards by the end of the next semester, the student may be placed on financial aid probation without an academic plan.

If the committee determines that the student will require more than one payment period to meet SAP, it may develop an individual academic plan that outlines a detailed strategy for the student to regain SAP eligibility within a certain probationary timeframe. The plan can be for one payment period/semester or longer. The academic plan should specify conditions that must be met for the period covered by the appeal such as: the specific coursework that must be taken, the minimum GPA that must be attained, and the number of credits that must be successfully completed.

## **Financial Aid Probation**

A student who has been granted an appeal will be placed on financial aid probation. Students in this status have their eligibility for Title IV program assistance reinstated for one payment period (semester). At the end of the probationary semester, the college will review the student's academic progress to determine whether the student has met the appropriate SAP standard or has fulfilled the requirements specified in the student's academic plan. A student who once again meets the appropriate progress standard after the probationary semester will continue to receive Title IV assistance until the next scheduled progress evaluation. Students who meet all the conditions of their academic plan at the end of the probationary semester will continue to receive Title IV assistance on a monitored, semester by semester basis until the next scheduled progress evaluation.

There is no limit on the number of times a student may follow the financial aid appeals procedure. Although a student may file only one appeal per payment period (semester), additional appeals to extend financial aid probation to subsequent semesters are allowed. As in the original appeal, the student would indicate the mitigating circumstances, the reasons why SAP was not achieved, and what has changed that will ensure the student will be able to meet SAP at the next evaluation. If a student fails to meet the conditions of an approved academic plan, he or she may submit an additional appeal to modify or adjust the plan for the subsequent payment period(s) documenting any unusual circumstances that prevented them from meeting the goals established by the original plan. The college may approve or decline the subsequent appeal and may create an updated plan based on the information submitted.

## **Re-establishing Eligibility**

Other than having eligibility restored through filing a successful appeal, a student on financial aid suspension may regain eligibility only by taking action that brings him or her into compliance with the appropriate progress standard. The mere passage of time is insufficient to restore Title IV eligibility to a student who has lost eligibility due to not meeting the SAP standard. Therefore, students may not re-establish eligibility solely by leaving the institution for at least one year because this action, by itself, would not bring the student into compliance for Title IV SAP.

Students who choose to remain enrolled without receiving Title IV aid may request a review of their academic record after any term in which they were on financial aid suspension to determine if they were able to re-attain the appropriate standard.

If a student is on financial aid suspension at the beginning of the academic year for not meeting one or more components of the school's SAP standard but meets them at some point later in the academic year, the student may regain Title IV eligibility.

## **Federal Pell Grant/Campus-based Funds**

For Pell Grant and campus-based programs, the student regains eligibility retroactively to the beginning of the most recent payment period during which the student once again met the school's satisfactory academic progress standards, unless the school's satisfactory progress policy provides for reinstatement of eligibility at some later point.

## **Academic Standards & Requirements**

### **From the Desk of the Registrar's Office**



You are responsible for fulfilling the admission, course and program prerequisites and the degree and graduation requirements. You are also responsible for observing the college deadlines, attendance dates, rules and regulations published in this undergraduate bulletin which includes the following:

### **Registration and Student Information:**

All registration is dependent upon course availability and sufficiency of enrollment. All first-time freshmen must attend a freshman Advisement and Registration session after they have completed their immunization requirements and taken the CUNY Assessment Tests.

- [Official Class Standing](#)
- [Retention Standards](#)
- [Academic Integrity](#)
- [Bibliographic Documentation Styles](#)
- [Attendance](#)
- [Credit for Prior Learning](#)
- [Grades](#)
- [Graduation](#)

## Official Class Standing

Each matriculated (degree candidate) student is considered to enroll in one of eight classes, according to the number of credits that have been earned.

**Please Note:** Students in the BA/MA program are classified as undergraduate students until they earn 120 credits.

<u>Level</u>	<u>Class Credits</u>
Lower Freshman	0 – 14.9
Upper Freshman	15 – 29.9
Lower Sophomore	30 – 44.9
Upper Sophomore	45 – 59.9
Lower Junior	60 – 74.9
Upper Junior	75 – 89.9
Lower Senior	90 – 104.9
Upper Senior	105 or more

## Retention Standards

### Good Academic Standing

Students must meet specific grade point average requirements at specific levels of credit to remain in good academic standing.

Credits Attempted	Minimum Cumulative GPA Required
0–12	1.50
13–24	1.75
25 and above	2.00

### Academic Probation

Students with grade point averages that fall below the required minimum will be placed on academic probation. During this probationary period, students who make satisfactory academic progress will continue to maintain their academic standing with the College and their concurrent eligibility for financial aid.

Students should meet with their SEEK Counselors several times during the semester. Your Counselor will support you in making good academic progress in your classes, prepare you for registration, and help you in planning your course of study. Students should contact the SEEK Department (212 237-8168)

## Dismissal

The academic records of students who fail to meet the minimum retention standards are reviewed each year by the Academic Review Committee, which determines whether there has been satisfactory progress toward meeting required standards. Students who, in the judgment of the committee, have not made adequate progress are dismissed from the College. Upon dismissal, a student may not enroll at John Jay College for at least one year. There is no presumption that students will be readmitted after one year.

Students who receive three Fs, FINs, WUs, Rs or WNs, or any combination thereof in remedial or developmental courses are not permitted to continue at the College. (For a list of these courses, see the Remedial and Developmental Courses section of this chapter.) Students may not appeal the denial of registration. Students may apply for readmission after completing the equivalent remedial or developmental course at a community college.

## Reinstatement after Dismissal

Students who have been dismissed from the College because of poor academic performance may seek reinstatement after one year. The process for reinstatement is initiated by the submission of an application for readmission. Deadline dates are available on the [academic calendar](http://www.jjay.cuny.edu) on the College's home page, <http://www.jjay.cuny.edu>.

Deadlines are strictly enforced. Students are encouraged to reapply as early as possible. The application is reviewed by the Readmissions Committee, a decision is made, and the student is notified in writing.

Students who are considered appropriate candidates are referred to an academic advisor (SEEK counselor for SEEK students). A student approved through this process is admitted to the College on academic probation and must follow the plan developed in the advising session. Students on probation have a hold on their registration until they meet with an advisor. Failure to meet the conditions of this agreement may result in permanent dismissal.

## Second Chance Policy

John Jay College of Criminal Justice recognizes a student's progress toward an undergraduate degree may often be interrupted for a variety of reasons. This Second Chance Policy applies to former John Jay students and allows individuals in the following situations to request permission to be readmitted to the College and begin with a new grade point average.

After a minimum absence of **at least two (2) consecutive years**, matriculated students who have been dismissed for academic reasons (other than academic dishonesty), or who have voluntarily "stopped-out" on academic probation, may seek readmission to John Jay College through this policy. Students whose cumulative GPA does not meet John Jay College's good academic standard and who earned **no more than forty-five (45) credits** during their initial enrollment at the College may be permitted to readmit under this policy and have none of their previous John Jay College coursework counted toward the computation of their cumulative reentry GPA.

Students will be screened for eligibility for the Second Chance Policy when they apply for readmission (the form to file for Readmission can be found on the [J Stop](#) webpage). Students who meet the criteria for the Second Chance Policy will be provided with a Second Chance application along with their readmission decision. Second Chance applicants will be required to present a thoughtful educational plan that includes

academic and career goals, strategies for achieving them, and evidence of personal growth and change since their previous enrollment at John Jay. The plan may also include evidence of preparedness to succeed such as documentation of learning through previous or current work experience and/or community service or transcript(s) of college-level courses completed at other accredited institutions. The College Readmission Committee will assess the students' circumstances and plan in order to make a final decision on their Second Chance application. Please note that after the conclusion of the readmission process, students may not apply for Second Chance retroactively.

Upon reentry under this policy, all previously earned grades will be removed from the calculation of the student's GPA index but will continue to remain visible on the transcript along with a notation indicating the student's readmission date. Additional terms and conditions of this policy include:

- **Academic Status:** The student is subject to all existing academic policies and practices at the time of readmission.
- **Advisement:** The student may not register for classes until the student meets with an academic advisor to select an appropriate course load and schedule.
- **GPA:** The student's GPA will be recalculated using only grades earned from the point of their readmission to John Jay College. All previous coursework and grades will continue to remain visible on the student's transcript along with a notation indicating their readmission date under the policy.
- **Graduation:** The student must earn at least thirty (30) credits in residence at John Jay College after being readmitted under this policy and meet all other graduation requirements.
- **Other Requirements:** The student must complete all current, published College-wide and program-specific matriculation requirements in effect at the time of their readmission under this policy.
- **Usage:** This policy may be implemented only once during the student's academic career at John Jay College.

## Academic Forgiveness Policy for CUNY Justice Academy Students

Matriculated students who leave John Jay College either on academic probation or as the result of an academic dismissal, for reasons other than academic dishonesty, who then transfer to a Justice Academy Program at a CUNY community college, and complete at least 30 credits, earn a GPA of at least 2.50, and receive an associate degree (AA or AS only) from a CUNY Justice Academy partner, will have the grades of their prior coursework at John Jay College treated as if it were transfer credit, just as is the coursework that is being transferred from the Justice Academy community college. These students would, therefore, begin their second career at John Jay College with a clear GPA slate, that is, with a GPA of 0.00. CUNY Justice Academy students who return to John Jay but do not meet the standards described above, may still apply under the general Second Chance policy if they meet the specified criteria. Students must file an application by the end of their first semester back at the college to be considered.

## Academic Integrity

*The following information is excerpted from the CUNY Policy on Academic Integrity. The complete text of the CUNY Policy on [Academic Integrity](https://www.cuny.edu/about/administration/offices/legal-affairs/policies-resources/academic-integrity-policy/) can be accessed at:*  
<https://www.cuny.edu/about/administration/offices/legal-affairs/policies-resources/academic-integrity-policy/>.

Academic dishonesty is prohibited in The City University of New York. Penalties for academic dishonesty include academic sanctions, such as failing or otherwise reduced grades, and/or disciplinary sanctions, including suspension or expulsion.

## Attendance

### Standard Courses

Students are expected to attend all class meetings as scheduled. Excessive absence may result in a failing grade for the course and may result in the loss of financial aid. The number of absences that constitute excessive absence is determined by the individual instructor, who announces attendance guidelines at the beginning of the semester in the course syllabus. Students who register during the Change of Program period after classes have begun are responsible for the individual course attendance policy, effective from the first day of the semester.

## Grades

### Letter Grades

Grade Explanation	Numerical Percentage	Value Equivalents
A Excellent	4.0	93.0–100.0
A–	3.7	90.0–92.9
B+	3.3	87.1–89.9
B Good	3.0	83.0–87.0
B–	2.7	80.0–82.9
C+	2.3	77.1–79.9
C Satisfactory	2.0	73.0–77.0
C–	1.7	70.0–72.9
D+	1.3	67.1–69.9
D Passing	1.0	63.0–67.0
D–	0.7	60.0–62.9
F Failure/Unsuccessful	0.0	Below 60.0





### **Grade of WA (Administrative Withdrawal)**

The grade of WA is assigned by the Office of the Registrar when a student fails to comply with the Proof of Immunization Policy of the College. The grade of WA is not computed in the grade point average. WA grades may affect student eligibility for financial aid.

### **Grade of WU (Withdrew Unofficially)**

The grade of WU is assigned by the instructor when a student has never attended class or has ceased attending class before the tenth week of the semester and has not submitted an Application for Resignation to the Office of the Registrar. The grade is computed as a failure (0.0) in the grade point average, which may result in the adjustment of financial aid funds. Students who want to withdraw from a class are therefore advised to submit an official Application for Resignation in the Office of the Registrar prior to the tenth week of classes.

### **Grade of PEN (Pending)**

The PEN grade is recorded when a faculty member suspects or determines that an academic integrity violation has taken place that warrants formal intervention. The faculty member submits a *Faculty Report of Alleged Violation of Academic Integrity Policies* to the Academic Integrity Officer of the College, who notifies the Registrar so that the Registrar can record a PEN grade to prevent withdrawal from the course by the student in question. A PEN grade is removed or changed when the applicable consultation, appeal, and/or adjudication processes are complete. In the event that the alleged violation is withdrawn in the student's favor, the student will have the right to withdraw from the course based on the date that the violation form was filed. For further details on the PEN grade, see the John Jay College Policy on Academic Integrity in the Appendix of the Undergraduate bulletin.

### **Grade of R (Repeat)**

This grade is assigned to students who have attended class regularly and completed course requirements but have not demonstrated sufficient progress to justify a passing grade. The grade is awarded only for remedial or developmental courses. This grade is not computed in the grade point average. Students who receive the grade of R must repeat the course in the very next semester of attendance.

### **Pass/Fail Option**

Upon completion of 60 credits, students with a grade point average of 2.0 and higher may take one course a semester under a Pass/Fail Option, for a total of four such courses. The Pass/Fail Option may be applied to all courses except courses satisfying the College's general education requirements and courses in the student's major. Application for the Pass/Fail Option must be made at the Office of the Registrar before the conclusion of the second week of classes; in summer session, at the end of the first week of classes; and in winter session before the third class. Once granted, this option is irrevocable. Grades of P received for a Pass/Fail Option are not computed in the grade point average. Grades of F are computed as a zero in student grade point averages.

### **Change of Grades**

Application for a change of grade assigned by a member of the faculty may be made at any time within one year from the end of the semester in which the course was taken. This request may be made by either the student or the instructor. The procedures outlined below apply to the change of grades of A, A-, B+, B, B-, C+, C, C-, D+, D, D-, F, WU and P.

- [Change of Final Grade](#)
- [Change of INC to Administrative FIN](#)
- [Appeal by Student](#)
- [Appeal by Faculty](#)

## **Change of Final Grade**

Faculty members who initiate such a change must file a Change of Grade Form, including the reason for the change, have the application countersigned by the department chairperson, and forward the completed form to the Office of the Registrar, which will process the change and notify the student. Undergraduate grade change request over one academic year requires the approval of the Dean for Undergraduate Studies. Graduate change of grades over one year requires the approval of the Dean of Graduate Studies.

## **Change of INC to Administrative FIN (Undergraduate Students)**

The grade of FIN is assigned by the Office of the Registrar when an INC (Incomplete) remains unresolved at the end of the semester following the term in which the course was taken. This administrative action may be appealed by the student or the instructor.

## **Grade Point Average (GPA)**

The grade point average is computed by multiplying the numerical value of grades A, A– B+, B, B–, C+, C, C–, D+, D, D–, F and WU with the number of credits of each course, which yields the number of quality points. The number of quality points is then divided by the total number of attempted credits to yield the grade point average.

## **Repetition of Failed Courses and the Grade Point Average**

Beginning in the fall 1990 semester and in any semester thereafter, the grade of F or WU is not computed in the grade point average when a student repeats the failed course and receives a grade of C or better. The original F or WU, however, remains on the student's official transcript. The number of failing credits that can be omitted from the grade point average in this manner is limited to 16 for the duration of the student's undergraduate enrollment in the institution.

## **Dean's List**

The Dean's List recognizes full-time and part-time matriculated undergraduate students who have achieved distinguished academic records in a semester or year. The Dean's List is published on the college's web site and a notation is made on the student's transcript.

## **Dean's List for Full-Time Students**

The full-time Dean's List is issued by the Office of the Registrar at the end of each fall and spring semester, one month after the last day of finals. It recognizes students who have met the following requirements at the time the list is generated:

- Enrolled as a matriculated student in a baccalaureate degree-granting program
- Passed or been exempted from all three assessment exams (reading, writing and mathematics)
- Completed a full-time program of at least 12 credits, in addition to any courses taken as P/F, which must be successfully completed (P).
- Earned a semester GPA of 3.5 or better
- All grades are C (2.0) or better (grades of C– or below will disqualify the student)
- Any marks of Incomplete, NGR, PEN, R, W, WA, WN, or WU, if any are present when the dean's list is run for the academic year, will disqualify the student.

Once the Dean's List is published, it is final. Students who later attain a qualifying average through a grade change or removal of an Incomplete will not be included on the dean's list for that semester. Students who get grade changes due to instructor error or late submission will not be subject to this exclusion.

## **Graduation**

Students are encouraged to use Degree Works, an online tool, to track their academic progress towards graduation. Degree Works is accessed via CUNY at <http://www.cuny.edu>. Click on *Log In* and choose *Degree Works*.

## **Graduation Requirements**

Candidates for the baccalaureate degree must complete at least 120 credits to obtain a degree. All degree candidates must have completed all required courses, fulfilled the requirements of their majors, achieved at least a cumulative grade point average of 2.00, a grade point average of 2.00 in their majors, and cleared all accounts with the College. Students are required to complete at least 30 credits at John Jay as well as 50 percent of their major. Students earning a minor or certificate must also complete those requirements with a minor/certificate GPA of at least 2.00 and must complete 50 percent of the programs at John Jay. To earn a Bachelor of Arts (BA) degree, students must complete at least ninety credits of liberal arts and sciences. To earn a Bachelor of Science (BS) degree, students must complete at least sixty credits of liberal arts and sciences. Students may NOT take more than 50 percent of the courses used to fulfill their degree requirements online.

Candidates for degrees are reminded that grades of INC assigned during the last semester of attendance in courses required for graduation may result in the postponement of graduation.

When a degree is posted to the student's record, that record is sealed. Any requests for further updates or changes (such as grade changes) will be denied. It is the student's responsibility to inform the Office of the Registrar if he or she is expecting any grade changes or any other updates before any degrees are recorded.

## **Application for Graduation**

Students submit applications for graduation through the Self-Service Student Center area of CUNYfirst. For assistance, see Jay Express Services. Applications must be submitted by the date prescribed in the [academic calendar](#). Spring semester candidates must demonstrate the potential for satisfying the requirements of the degrees for which they apply. Lower seniors are encouraged to submit applications for their degrees at least one semester before they are expected to graduate. If you don't see the application link on your CUNY First, you might have holds or special circumstances preventing you from applying for graduation, please contact the registrar's office at 212-663-7867 or email them at [registrar@jjay.cuny.edu](mailto:registrar@jjay.cuny.edu).

## **Commencement**

The annual commencement ceremony is held following the close of the spring semester.

Students who have applied for graduation whose degree requirements will be completed by the end of the summer session may attend commencement if all of the following conditions are met at the time the Office of the Registrar certifies the graduation list:

- At the end of the spring semester, the student will have no more than two courses remaining to complete their degree requirements
- The student has registered for and paid for the required course(s) during the summer session immediately following commencement
- The student has a minimum overall GPA of 2.00 and a minimum GPA in their major of 2.00

Students who are prospective summer graduates will be listed as such in the commencement program.

Participation in commencement does not necessarily indicate the completion of degree requirements. The transcript is the official academic record and will indicate any degrees that have been conferred.

## Diplomas

Students are notified via their John Jay College student email account when their diplomas are ready to be picked up. Prior to picking up their diplomas, students must clear all outstanding obligations to the College including exit interviews for loan programs. Outstanding obligations to the College will prevent students from receiving their diplomas or obtaining verification of graduation.

## Graduation with Honors/Latin Honors

Baccalaureate students can qualify for three levels of Latin Honors awarded at graduation:

- Summa cum laude (with highest distinction), awarded to students whose cumulative grade point average is at least 3.9
- Magna cum laude (with great distinction), awarded to students whose cumulative grade point average is at least 3.75
- Cum laude (with distinction), awarded to students whose cumulative grade point average is at least 3.5

This distinction will be noted on the student's transcript. To be eligible for graduation with honors, a student must complete at least 56 credits at the College. Students who entered the College with an associate degree qualify for these honors with a minimum of 52 credits earned at the College. All courses and earned grades obtained at John Jay and elsewhere enter into the computation of the GPA.

The eligibility of students who transfer into John Jay from other college(s) for such important academic recognition as Latin Honors (summa, magna, cum laude), valedictorian and salutatorian status, and other graduation awards shall include their cumulative GPA at their previous college(s), which shall be averaged in with the grades they have earned at John Jay.

## Academic Integrity

The definitions and examples of Academic Dishonesty listed below are excerpted from the CUNY Policy on Academic Integrity.

For the complete text of the CUNY Policy on Academic Integrity and the John Jay College Policy on Academic Integrity, see the [John Jay Undergraduate Bulletin](#).

- [Cheating](#)
- [Plagiarism](#)
- [Internet plagiarism](#)
- [Obtaining Unfair Advantage](#)
- [Falsification of Records and Official Documents](#)



## Scholarships, Awards, and Special Opportunities for SEEK Students

SEEK students are encouraged to apply for scholarships and awards administered by John Jay College and other outside sources. More information can be accessed at the John Jay College scholarship page

<http://www.jjay.cuny.edu/scholarships> and click on the [Scholarship Search link](#) to search for a scholarship based on specific criteria and requirements.

**Contact the Scholarship Office, Michael Scaduto**, Assistant Director, Scholarship Coordinator at: 212-237-8872 or Email: [mscaduto@jjay.cuny.edu](mailto:mscaduto@jjay.cuny.edu), Room 607 BMW

### **Refund Eligibility**

Understand your financial obligations as a John Jay student and determine your eligibility for a refund from overpayments, financial aid disbursements or third-party payments. Also learn how refunds are distributed through CUNY First and the various ways you can receive the funds.

### **Student Financial Obligation/Course Liability**

If you have registered for courses and change your mind about attending, please be sure to drop all classes. Do not assume John Jay College will run a cancellation process absolving you of charges. You must withdraw from your classes prior to the first day of the semester to avoid tuition and fee drop charges. Any student that does not officially withdraw from classes prior to the start of the term will be charged tuition and fees based upon the City University academic calendar. The official drop/withdrawal date processed on CUNYfirst determines the percentage of the refund due student. Failure to attend class, giving notice to the instructor, or stopping payment on a check is not considered an official drop or withdrawal.

### **Cancelled/ Dropped/ Withdrawn/ Resigned**

- **Cancelled:** Students are entitled to full refunds in the event that course registration is cancelled by the College.
- **Dropped:** Students who drop a portion or all of their classes online through CUNY First prior to the first official day of classes receive a 100% refund of all tuition and fees, excluding non-refundable application fees. Students who drop a class online through CUNY First during the first three (3) weeks of classes may be eligible for a partial refund. If the student is paying a full-time rate and they are still enrolled full-time after the drop, no refund is due.
- **Withdrawn:** Refunds are not issued for official withdrawals (W grades), unofficial withdrawals (WU, WN grades), no-credits (NC grades) and failing grades (F)
- **Medical Withdrawal:** Medical withdrawals, which must include documentation from a physician, should be addressed to the Registrar. Medical withdrawals may be subject to the regular College refund policy.
- **Resigned:** A Retroactive Resignation is for students who would like to withdraw from all courses taken in a prior semester due to extenuating circumstances. All refunds of tuition and fees are done in accordance with John Jay College Tuition & Fee Schedule and the City University of New York. In addition, if the retroactive resignation is approved, students who received financial aid for the semester in question may be required to return any financial aid monies received. Processed retroactive resignations may also affect future financial aid eligibility.

**Forms you should be familiar with: Are accessible from the JAY Stop Website** <http://jstop.jjay.cuny.edu/>

**ACADEMIC DISMISSAL APPEAL FORM:** Undergraduate students who fail to meet the minimum retention standards and are dismissed from John Jay College of Criminal Justice may file a petition to appeal their Academic Dismissal

**COURSE WITHDRAWAL APPLICATION:** Students are academically and financially responsible for all courses in which they are registered. A student who is unable to meet attendance requirements may request to resign (withdrawal) from a course. Resignation or withdrawal from courses is done electronically at the Jay Stop web page. Students should be aware that any resignation may affect financial aid loan deferment eligibility and dependent health insurance

**COURSE SUBSTITUTION APPLICATION:** Course substitution is valid for the award of the degree approved on this application. Undergraduate students should seek assistance from their SEEK Counselor and approval from department Chairperson.

**DECLARATION OF MAJOR:** Declarations of major can be made once per semester. Changing majors can result in the loss of financial aid. Students who have accumulated between 45 –100 credits by the end of the current semester, must declare or reconfirm their major before registering every fall semester.

**DECLARATION OF MINOR:** Students must complete a minimum of 18 credits within the list of minor eligible classes. Please refer to the most recent version of the Undergraduate Bulletin to see the requirements for each minor. **Once a degree is conferred, minors cannot be applied to the academic record.**

### **REQUEST FOR REMOVAL OF REGISTRATION RELATED FEES AND**

**PENALTIES:** This form is for students who would like to appeal for the removal of fees related to registration. NON-ATTENDANCE IN CLASSES DOES NOT WAIVE THE TUITION LIABILITY INCURRED AT REGISTRATION.

**RETROACTIVE RESIGNATION APPLICATION:** The Retroactive Resignation process is for students who would like to withdraw from all courses taken in a prior semester due to extenuating circumstances.

## **Undergraduate Tuition & Fees**



Tuition and fees vary according to your classification as a continuing student, new student, matriculated student or non-degree student, and whether or not you are a resident of New York State. All tuition and fees are determined by the City University of New York (CUNY) Board of Trustees and are subject to change without notice.



You may contact the [Bursar Office](#) to ask questions about tuition:  
Office Location: 524 West 59th Street Room L70.00 New York, NY 10019  
Phone: 212.237.8555 / Fax: 212.484.1163,  
Email: [bursar@jjay.cuny.edu](mailto:bursar@jjay.cuny.edu)  
Office Hours: Mon-Thu: 8:45AM - 4:45PM, Fri: 8:45AM - 2:45PM

## DEGREE REQUIREMENTS

### Baccalaureate Degrees

#### Degree Requirements

John Jay College of Criminal Justice candidates for the baccalaureate degree (Bachelor of Arts or Bachelor of Science) must complete at least 120 credits, composed of the general education requirements, a major and electives (no more than 4 credits of physical education activities courses may be applied in this last category). To receive a baccalaureate degree from John Jay College, students must complete at least 30 credits of coursework in residence and at least 50 percent of their major at the College. Students may not take more than 50 percent of the courses used to fulfill their degree requirements online. In order to earn a Bachelor of Arts degree, at least 90 of the 120 required credits must be in Liberal Arts and Sciences. The Bachelor of Science degree requires a minimum of 60 Liberal Arts and Science credits.

#### General Education

In the fall 2013 semester, John Jay introduced new general education requirements, offering students greater flexibility in selecting courses that meet the broad goals of a liberal arts education. The 42-credit program consists of the Common Core (30 credits) and the College Option (6-12 credits). In the Common Core, students take required courses in English composition, mathematics, and science, and select additional courses from each of five thematic areas. The College Option consists of a 6-credit Justice Core encompassing issues of justice that are at the heart of the college's mission as well as courses in two additional thematic areas. See [General Education](#) for detailed information about the general education program.

#### Baccalaureate Majors

Students select a major upon application to the College. Majors may be changed at any time before graduation. To change a major, a student should fill out a [Declaration of Major Form](#).

In Summary: You must complete:

- 120 credits (including transfer credits)
- Minimum 2.0 GPA (cumulative and major)
- 30 credits in residence
- Half of your major in residence

Your John Jay degree is comprised of [General Education](#) requirements, [Major](#) requirements, and most likely [Elective](#) courses. Review the [General Education Guidelines for Transfer Students](#).





## **SEEK Transfer Program**

### **Information for Special Program Transfer Students**

The SEEK Transfer Program provides participants with academic and counseling assistance that facilitate the process of transfer students' transition into John Jay College. During Transfer Orientation, transfer students have the opportunity to familiarize themselves with the campus and the different kinds of opportunities that are available to them as a new student transitioning into John Jay College. The college's academic policies and graduation requirements are reviewed to build the connections around academic advisement, selection of a major and registering for courses.

The goals of the SEEK Transfer Program are:

- To integrate participants into John Jay College
- To ensure that transfer students understand the College's policies and SEEK Program policies
- To review the college's graduation and requirements for the continued receipt of Financial Aid, as it pertains to the transfer student population
- To provide participants with Counseling, Academic Support services, Financial Aid and Career Support services

Please Note: Students who are transferring from a Special Opportunity Programs (i.e. SEEK, HEOP, EOP, CD), must submit a Special programs Transfer Request form and it must be completed prior to the beginning of the intended transfer semester, in order to officially transfer your Special Opportunity Programs status to the John Jay SEEK Department.

The SEEK Department provides additional orientation support, financial aid, personal and academic counseling, academic support for all levels, peer mentor support, and referral services to the broader college community. To contact a member of the SEEK department, Fay Williams at [fwilliams@jjay.cuny.edu](mailto:fwilliams@jjay.cuny.edu).

For inquiries about general admissions and Transfer Credit Evaluation Workshops, by invitation for new transfer students, students must contact the Office of Admissions at 212.237.8873. Prior to registering, students must receive a preliminary evaluation of academic work completed at previous colleges.

As you begin the transfer process, please consider the following guidelines.

Please refer to the following link: <https://www.jjay.cuny.edu/admissions/undergraduate-admissions/apply/transfer-students>



Make sure to submit the Counselor Recommendation form to the John Jay College SEEK Program and UAPC by the CUNY-Wide priority deadline (September 15th for the Spring and February 1st for the Fall);

Complete the Free Application for Federal Student Aid (FAFSA) and the Tuition Assistance Program (TAP);

John Jay College Financial Aid Codes: FASFA - 002693; TAP - 1414

For inquiries about the SEEK Department, please contact Fay Williams at [fwilliams@jjay.cuny.edu](mailto:fwilliams@jjay.cuny.edu) and [seek@jjay.cuny.edu](mailto:seek@jjay.cuny.edu).

### **Common links you should know about**

- 1) [How to Choose a Major](#)
- 2) [Major & Minors FAQs](#)
- 3) [Registrar](#)
- 4) [First Year Advisement](#)
- 5) [SEEK Freshmen Year Guidelines](#)
- 6) [Academic Planning](#)
- 7) [Electives](#)
- 8) [Career Professional Development](#)
- 9) [Academic Resources Services](#)
- 10) [Honors Achievement Programs](#)
- 11) [Student Travel Program](#)
- 12) [Class Schedule & Course Registration](#)
- 13) [Commencement](#)
- 14) [Grades](#)

## **SEEK Student Opportunities**

Academic Honors and Achievement Programs for Undergraduates Scholarships, Awards, and Special Opportunities for SEEK Students.

John Jay has many opportunities for students to push themselves to higher levels of academic achievement and leadership.

### **Ronald E. McNair Post-Baccalaureate Achievement Program**

The Ronald E. McNair program supports low-income and first-generation students (as well as students from underrepresented populations) to pursue graduate study for a Ph.D. by providing academically enriching experiences and mentoring that help prepare them for graduate school admission and eventual doctoral study.

### **Study Abroad Programs**

Academic courses taken abroad enrich and accelerate the learning process. Students live and learn in the host culture where every interaction is an opportunity to learn, and to share your culture with others.



### **Honors & Awards**

SEEK students are eligible for membership in the Chi Alpha Epsilon National Honor Society and a number of awards given at the annual Commencement ceremony.



### **Chi Alpha Epsilon National Honor Society**

National Honor Society for SEEK Students. The Chi Alpha Epsilon National Honor Society was founded by Dr. Elbert Saddler in 1989 at West Chester University of Pennsylvania. It was organized in response to an increased need to acknowledge the continuing success of students in the Academic Development Program. Dr. Saddler recognized that these students could serve as significant models to others who shared similar experiences.

In 2000, John Jay College was the first CUNY College to establish two chapters of Chi Alpha Epsilon, a national honor society whose purpose is to promote high academic standards and honor academic excellence among students admitted to colleges through nontraditional criteria.

### **Selection Criteria:**

- Students may be elected to a chapter when they have completed two semesters of full-time, non-developmental work with at least a 3.0 Grade Point Average
- Students admitted to John Jay College through the Percy Ellis Sutton SEEK Program

### **SEEK Peer Mentor Program:**

The SEEK PEER Mentor program supports the goals, expectations, and mission of the SEEK Department from a PEER perspective. A group of student facilitators who develop mentoring relationships with SEEK students and serve as role models and advocates. Peer mentors must have earned at least 30 college credits, enroll in and complete a minimum of twelve credits each semester, have a minimum cumulative GPA of 2.5 and be knowledgeable about SEEK and actively involved in the department.

### **The Role of a Peer Mentor:**

- A knowledgeable guide for new students
- A thoughtful facilitator who provides access to people and resources
- A role model and advocate
- Provide academic coaching and support
- Serve as peer advisor on academic and personal matters
- Represent SEEK on campus tours, at college and career fairs, community events, and other campus events.

For more information you may contact Ms. Teleisha Stewart at [tstewart@jjay.cuny.edu](mailto:tstewart@jjay.cuny.edu) and put SEEK PEER Mentoring Opportunity in the Subject Line.



### **SEEK Society**

Club Mission Statement - The purpose of this organization is to promote community building among SEEK and non-SEEK students, alumni and professionals in the John Jay community. The SEEK Society will host events to provide opportunities for networking, cultural, educational, and professional development, as well as providing a forum for the exchange of information workshops for students at John Jay.

For more information you may contact the Club at Social Media Channels - Instagram: [jjayseeksociety](https://www.instagram.com/jjayseeksociety); Facebook: SEEK Society at John Jay; Email: [Seek.Society@jjay.cuny.edu](mailto:Seek.Society@jjay.cuny.edu)

## **Student Mentoring and Leadership Programs**

### **Urban Male Initiative Peer Advocates Mentoring Program**

The UMI Peer Advocates Mentoring Program is committed to ensure academic success while increasing retention and graduation rates amongst men of color. Through participation in mentoring activities and support programs, mentors encourage academic excellence, self-esteem and personal growth.

## **Academic Honors Societies**

**Alpha Phi Sigma: Eta Phi Chapter** - National Criminal Justice Honor Society

- **Chi Alpha Epsilon** - National Honor Society for SEEK Students
- **Omicron Delta Epsilon** - International Honor Society in Economics
- **Phi Eta Sigma** - National Freshman Honorary Society
- **Pi Alpha Alpha** - National Honorary Society for Public Affairs and Administration
- **Pi Sigma Alpha** - National Political Science Honor Society
- **Psi Chi** - National Honorary Society for Psychology
- **Sigma Tau Delta** - International English Honor Society

## SEEK Awards

### Arthur C. Logan Award

This award is presented to the graduating senior who has persevered in the face of extreme adversity and has used his/her John Jay College experience to actively “give back” to the community. The counseling faculty selects the recipient.

### John Jay SEEK Honor Awards

These awards are given to students who have a sophomore standing or above and who have maintained a cumulative grade point average of 3.0 or better.

### SEEK Medal

This award is presented to the graduating SEEK senior with the highest cumulative grade point average.

### Carl Williams Service Award

The Carl A. Williams Student Service Award is awarded to a graduating senior who, like the late Carl A. Williams, has dedicated significant time and energy to being of service to others. Each year the recipient will be given a monetary award in Carl’s memory.

## Student Resources

### John Jay Student Email

To initially claim your John Jay Student e-mail address, please do the following:

- Please go to <https://reset.jjay.cuny.edu/>
- Click the STUDENT button
- Click the PASSWORD RESET button
- Enter Last Name / EMPLID / Date of Birth
- Click ‘I’m Not a Robot’
- Click SUBMIT button

Passwords must now adhere to the following:

- Minimum of 8 characters
- Not contain the user's account name or parts of the user's full name in excess of 2 Consecutive characters
- Must contain 3 of the following 4 categories:
- English Uppercase characters (A - Z)
- English Lowercase characters (a - z)
- At least 1 number
- Special Character(s) (i.e. ! #, %, &)

Once you claim your John Jay E-mail, go the John Jay webmail page: <https://webmail.jjay.cuny.edu/owa> to login to your John Jay E-mail.

Please Note: Your John Jay e-mail password will expire every 180 days. To reset your John Jay e-mail password, please go to <https://reset.jjay.cuny.edu/>

For John Jay e-mail inquiries, please contact the DoIT HelpDesk at 212-237-8200 or e-mail [helpdesk@jjay.cuny.edu](mailto:helpdesk@jjay.cuny.edu).

## **Student Wi-Fi Access**

To access the John Jay Student Wi-Fi, please do the following:

- Go to your device's Wi-Fi settings
- Select John Jay Students from the available Wi-Fi Networks
- Enter your John Jay e-mail username (ex: John.Doe) and e-mail password

For further assistance with connecting to the John Jay Wi-fi, please contact the DoIT HelpDesk at 212-237-8200 or go to room L2.73.00NB.

## **Zoom Video Conferencing**

To access your John Jay zoom account, please click on this link: <https://jjay-cuny.zoom.us>  
Once you get to the zoom website, please click on the sign in button. Please use your John Jay e-mail address and password to access your account.

## **Laptop Loan**

The SEEK Department has technology availability as well. We have a limited number of laptops to loan to students in need on a first-come-first-served basis. We will create a wait list to secure more resources.

For further Laptop Loan inquiries, please e-mail the SEEK Department at [seek@jjay.cuny.edu](mailto:seek@jjay.cuny.edu) and Tenaria McKoy at [tmckoy@jjay.cuny.edu](mailto:tmckoy@jjay.cuny.edu)

In the case, all SEEK laptops are reserved, please e-mail the DoIT HelpDesk at [helpdesk@jjay.cuny.edu](mailto:helpdesk@jjay.cuny.edu) with the following information:

- Name:
- John Jay E-mail address:
- EMPLID:
- Contact Number:
- Full Mailing Address (Please make sure to include the city, state, and zip code. If applicable, indicate the floor or apt.)

## **Brightspace/Blackboard**

To access your Brightspace/Blackboard account, please click on this link: [Brightspace/Blackboard](#). Please use your CUNYfirst username and password (i.e. [jane.doe64@ogin.cuny.edu](mailto:jane.doe64@ogin.cuny.edu)).

## **Microsoft Office 365**

Students can access Microsoft Office 365 at home by visiting <https://www.office.com>. Please use your CUNYfirst username and password (i.e., [jane.doe64@ogin.cuny.edu](mailto:jane.doe64@ogin.cuny.edu)).



### ***What is the SEEK Summer Academy?***

The SEEK Summer Academy Program is a tuition free five-week, academic program for incoming freshmen who have been admitted through the SEEK Program. The program provides participants with rigorous course work in English, Mathematics, and Writing.

### ***How long is the SEEK Summer Academy Program?***

The SEEK Summer Academy Program is a five-week program which runs through the month of July.

### ***Is the SEEK Summer Academy Mandatory?***

The SEEK Summer Program is mandatory for all incoming freshmen. Under extreme circumstances some students are exempt with prior approval from the Director. An acceptable excuse is that if a student is required to be in summer school in order to fulfill the requirements for high school graduation before they can obtain their diploma. Books are purchased by the Program and students are also provided with a stipend upon the completion of the mandatory Summer Program.

### ***Do SEEK Students Have to Take Special Courses?***

SEEK students at John Jay College have the same academic requirements for their major and electives as other students. Students select a major from each of the disciplines offered at John Jay College. Each student enrolls in the required, rigorous general education curriculum that provides a strong foundation for Academic and personal success.

### ***How do I withdraw or resign from a course?***

Before dropping any courses, you must consult with your SEEK Counselor before dropping a course. You can withdraw or resign from a course electronically at the [Jay Stop web page](#). Students should be aware that resigning may affect financial aid.

### ***How do I declare a major?***

Students can declare a major by completing the [Declaration of Major form](#). You can find it on the JStop webpage: <https://jstop.jjay.cuny.edu/registrar.php> under the Registrar Forms section.

## ***What is Degree Works?***

Degree works is a computerized degree audit program and academic advising tool designed to assist you and your SEEK Counselor in reviewing your degree progress. It easily identifies courses you have completed and what courses you still need in order to fulfill your degree requirements. More information about degree works can be found at the following link: <https://www.jjay.cuny.edu/academics/academic-resources-services/registrar/degree-works>

## ***How do I access Degree Works?***

It is very simple! Go to the CUNY Portal login at [www.cuny.edu](http://www.cuny.edu) If you do not have a CUNY portal account, follow the directions given.

## ***What are the requirements for graduation?***

Candidates for the degree are required to complete 120 credits. All degree candidates must have completed all required courses, fulfilled the requirements of their majors, and achieved at least a cumulative grade point average of 2.0.

In order to graduate, you must apply for graduation via your CUNYFirst account. Below is a step-by-step procedure on how to apply for graduation. For further information regarding when you should apply, academic status and your eligibility please refer to the "Apply for Graduation" information page.

1. Log into your [CUNYFirst](#) account
2. Go to Student Center
3. Under Academics, click the "Other Academics" drop-down box near your class schedule.
4. Click "Apply for Graduation."
5. Make sure you are applying for the correct program
6. Select the term you want to apply for, then click continue
7. After that click "Submit Application"

If you don't see the application link on your CUNYfirst account, you might have holds or special circumstances preventing you from applying for graduation, please contact email the office of the registrar at [registrar@jjay.cuny.edu](mailto:registrar@jjay.cuny.edu).

\*Please note: To apply for graduation, undergraduate students must have completed at least **105 credits** and Graduate students must have completed at least **24 credits**. Students who fail to file an application for their degree, will not be eligible to participate in the Commencement Ceremonies. In addition, all students who have filed for graduation must be CLEARED by the Registrar. Please check your [jjay.cuny.edu](http://jjay.cuny.edu) email for any correspondence from the Registrar's Office. \*\*

## ***I was in Good Academic Standing when I left the college; how do I apply for readmissions?***

All undergraduate students with a cumulative grade point averages of 2.00 or higher in a 4.00 scale are automatically processed for readmission provided they do not have disciplinary stops or testing stops for either placement tests or the CUNY Proficiency Examination. You may apply for readmissions by logging into the [Graduate/Undergraduate Readmission website](#).

## ***I was not in Good academic standing when I left the college; how do I apply for readmissions?***

Undergraduate students, who have earned a grade point average less than 2.00 on the 4.00 scale, must have their academic records reviewed for readmission consideration by the Undergraduate Readmission Committee. If the Committee is in favor of your readmission, you must then meet with your SEEK Counselor. You will be notified by mail to schedule a mandatory readmission interview where the course schedule for the subsequent semester is discussed, along with academic and personal planning. You may apply for readmissions by logging into the [Graduate/Undergraduate Readmission website](#). Applications for readmission may also be submitted in person at the Office of Jay Express Services. Completed applications, with the appropriate fee in cash (in-person only), check, or money order can be submitted to the Office of Jay Express Service. For mail applications, student will be notified of the status of their readmission and registration date.

## ***How Can I Find Out Who My Counselor Is?***

SEEK Counselors are assigned to every student at the beginning of their freshman year. Counselors will provide the academic, personal and career support which facilitates a student's success. If you are not sure of your Counselor's name, you may check contact the SEEK department at [seek@jjay.cuny.edu](mailto:seek@jjay.cuny.edu).

## ***I Don't Have Any Problems. Do I Have to See My Counselor?***

Counseling is an integral part of the SEEK Program. Our SEEK Counselors are committed to providing you with the attention, guidance, and structured support to assist you in meeting the demands of college.

## ***How Often Must I See My Counselor?***

SEEK Students must see their counselor at least three times per semester.

## ***When Do I apply for Financial Aid?***

Students must apply, and then reapply, for Financial Aid every academic year. You are encouraged to start the application process as early January, for the following Fall semester. Students should apply as early as possible using their most accurate tax filing information.

## ***How much Financial Aid Can I receive?***

The amount of financial aid that a student receives is determined by the availability of funds as well as "financial need". Financial need is determined by the following formula: Cost of Attendance - Expected Family Contribution = Financial Need

## ***How will I receive my financial aid payments?***

Student can receive their financial aid funds in one of two ways:

1. A check is mailed to the student's home address as listed on your Financial Aid records.
2. A student can arrange to have their financial aid awards directly deposited into their accounts. Students are encouraged to enroll in [Direct Deposit](#) to obtain their refunds safer, faster and more conveniently.

## ***What is Financial Need?***

"Financial Need" determines your eligibility for various state and federal aid programs.



### **What is Cost of Attendance?**

Cost of Attendance is an amount that includes average living expenses, tuition and fees, books and supplies, transportation.

### **What is Expected Family Contribution"(EFC)?**

It is determined by the information reported on the FAFSA. It is calculated using a formula established by the U.S. Congress.

### ***What are the Academic Requirements to qualify for Financial Aid?***

There are academic requirements that must be met in order to qualify and to remain eligible for Federal and New York State Financial Aid. Students must maintain the required Grade Point Average, and complete the required number of credits per semester.

### ***I am planning on transferring but was not in an opportunity program at my previous college. Can I apply for an opportunity program now?***

No. You must have been accepted into and participate in an Opportunity Program when you first began college.

### ***How many semesters of SEEK Financial Aid and services am I eligible for?***

SEEK students are eligible to receive a maximum of ten (10) semesters of Tuition Assistance Program and up to (12) semester of Federal Pell Grant. Students may receive SEEK to cover the cost of the CUNY fees. SEEK students may receive a grant for books and supplies.

### ***How many semesters can I be out of college and still be eligible for my SEEK Status?***

The maximum length of time for a leave of absence shall not exceed three consecutive semesters. Where special circumstances warrant, requests for exceptions, along with appropriate justification, shall be transmitted by the SEEK director to the University's Office of Special Programs.

### ***What is the maximum number of semesters are SEEK students placed on probation?***

The standard probationary period for all SEEK Program students shall be a maximum of two consecutive semesters. Students who fail to achieve the required standards after the probationary period shall be dropped from the Program.



### **TERMS You Should Know**

**Academic Advisement-** The process where you are giving academic guidance to track your academic progress until the completion of all of your required course work.

**Academic Probation-** All colleges require students to maintain a minimum cumulative grade point average (GPA) to remain in school. Any student not maintaining satisfactory progress toward his/her educational objectives will be placed on Academic probation. During this probationary period, students who make satisfactory academic progress will continue to maintain their academic standing with the College and their concurrent eligibility for financial aid. If you are on academic probation, it means that you are on restrictions as to the number of credits you can register for, since your GPA falls below the established CUNY retention Policy Academic Probation

**Alumni** – A student who have graduated from the institution.

**Attendance** Students are expected to attend all class meetings as scheduled. Excessive absence may result in a failing grade for the course and may result in the loss of financial aid. The number of absences that constitute excessive absence is determined by the individual instructor, who announces attendance guidelines at the beginning of the semester in the syllabus for the course.

**Bursar-** The Office of the Bursar is responsible for collection tuition on behalf of the college. It manages most financial aspects of John Jay College students. This includes accepting payments for tuition and fees, deferring billing and processing refunds due to overpayments. They also maintain and reconcile student accounts.

**Cheating-** is the unauthorized use or attempted use of material, information, notes, study aids, devices or communication during an academic exercise. The following are some examples of cheating, but by no means is it an exhaustive list:

- Copying from another student during an examination or allowing another to copy your work
- Unauthorized collaboration on a take home assignment or examination
- Using notes during a closed book examination
- Submitting someone else's work as your own

**CLEP** - The College Level Examination Program can be administered to students who desire to obtain college credit by taking proficiency tests in selected courses. If the student scores high enough on the test, college credit can be awarded. There is a charge for each test taken. Information concerning an individual institution's policies toward CLEP Tests can be found in the institution's catalog.

**College** - A College is an institution of higher education that grants degrees and certificates

**Course Pre-Requisite**-A prerequisite is defined as the required course (s) as preparation for coursework at a more advanced level. (E.G, Eng 101 is a prerequisite for all courses at the 200 level, while ENG 201 is a prerequisite for all courses at the 300 level..

**College Bulletin**-An official document of the college which contains information about college courses, procedures etc.

**Commencement:** Usually another name for graduation.

**Convocation:** On some campuses, each year starts with a convocation ceremony where the new class is officially welcomed and the academic year formally begins.

**Credits**- A unit given for an assigned course towards your degree

**Credit Load**-The number of credits or equated credits a student carries each semester. A full-time credit load is 12 credits or more. Part time credit load, is less than 12 credits.

**Curriculum**- Is the set of courses you register for in order to earn your degree

**Dean's List**- The Dean's list recognizes students who have excelled in the academic. Students must have completed specific requirements and must have earned a semester GPA of 3.5 or better. Learn about the policy and eligibility for the dean's list [here](#)

**Degrees** - Degrees are rewards for the successful completion of a prescribed program of study. There are three basic types of degrees: Associate - obtainable at a two-year college. Baccalaureate or Bachelor's - offered by four-year colleges and universities, and Graduate - Obtained after the bachelor's degree, i.e., Masters or Doctorate.

**Degree Requirements** - Those requirements prescribed by the college (University) for completion of a program of study. Requirements may include a minimum number of hours, required GPA, prerequisite and elective courses within the specified major, and/or minor areas of study.

**Degree Works** – is a computerized degree audit program and academic advising tool designed to assist you and your counselor in reviewing your degree progress. A Web-

based program, DEGREEWORKS re-organizes your transcript chronologically and categorically, easily identifying courses you have completed and what courses you still need in order to fulfill your degree requirements.

**Dismissal-** A student on Academic Probation may be placed on Academic Suspension if he/she fails to maintain or achieve the minimum cumulative GPA required. A student placed on suspension will be dismissed from the college for a specified time period - Specific requirements may be placed on the student's re-entry into college. The academic records of students who fail to meet the minimum retention standards are reviewed each semester by the Academic Review Committee, which determines whether there has been satisfactory progress toward meeting required standards. Students who, in the judgment of the committee, have not made adequate progress are dismissed from the College. Upon dismissal, a student must remain separated from the University for a least one year. There is no presumption that students will be readmitted after one year.

**Drop and Add** - Students are generally permitted to drop courses from their class schedules and/or add other courses before the start of each semester. Colleges allow varying lengths of time for students to add and drop classes. A small fee is often required.

**Enrollment** - This is the procedure by which you choose classes each semester. It also includes the assessment and collection of tuition a student is charged. SEEK students are pre-advised so that they select the right courses well in advance of the official enrollment date of the next term.

**Extra-Curricular Activities** - These are non-classroom activities that can contribute to a well-rounded SEEK student. SEEK students can participate in such activities such as SEEK Society, athletics, clubs, student government, recreational and social organizations and events hosted by the SEEK Department or the college.

**FAFSA** –Is the Free Application for Federal Student Aid. It is the universal application for financial aid, including loans, grants, college work-study and other federal and state programs. This is the application you must every January of each year to be considered for Financial Aid.

**Financial aid-** Monies available to matriculated students to assist them for paying for college. Loans, scholarships, grants, work awards, and any other resource you use are all considered part of your financial aid.

**Final Exams (Finals)** - These are exams (test) which is usually given during the last week of classes each semester. Final exams are given on specified dates that may be different than the regular class time, and are usually listed in each semester's class schedule. **(Please read your class syllabus or ask your professor)**

**Full-Time Enrollment/Part-Time Enrollment** - A full-time student is enrolled in 12 or more credit hours in a semester (full-time status for a summer term is usually 6-9 credit hours). A part-time student is enrolled in less than 12 credit hours in a semester

**Grants**- Are financial aid awards that does not have to be repaid.

**Loans**- Are financial aid awards that must be repaid in regular installments over a prescribed period.

**Scholarships**- Funds granted based on academic excellence

**Grade Point Average** The grade point average is computed by multiplying the numerical value of grades A, A-, B+, B, B-, C+, C, C-, D+, D, D-, F and WU with the number of credits of each course, which yields the number of quality points. The number of quality points is then divided by the total number of attempted credits to yield the grade point average.

**Graduation Requirements**- Candidates for the baccalaureate degree must complete at least 120 credits to fulfill the degree requirements. All degree candidates must have completed all prescribed courses, fulfilled the requirements of their majors, achieved at least a C average (2.0 GPA), and cleared all accounts with the College

**I.D.** - A student ID is usually required in college to gain access to the campus, and other CUNY campuses, including the college libraries. It is a document which generally includes a photograph of you the student, a student number (ID number), your name, the name of the college. A sticker will be affixed to the ID every semester that you are in attendance or enrolled.

**INC (Incomplete)** The grade of INC (Incomplete) is given by an instructor only when there is reasonable expectation that a student will successfully complete course requirements. If this grade is unresolved by the end of the following semester, it will automatically convert to the grade.

**Jay Express Services**- The Jay Express Service Center at John Jay College provides Admissions, Bursar, Registrar, as well as Financial Aid, and Testing services and functions in one convenient location. It is a consolidation of services for all student information queries. The basic information you need on class schedules, registration, transcripts, academic resources and more. The goal is to provide an informal, personal student space to help you navigate through the many facets of life on campus at John Jay College.

**Learning Facilitator (Tutor)** is a person or (student) who has completed and/or demonstrated proficiency in a course or subject and is able to provide instruction to another student. Learning Facilitators help students better understand course material to get better grades

**Major/Minor** - A major is the field (subject area) of study. It usually requires the successful completion of a specified number of credits. A minor is designated as a specific number of credit hours in a secondary field of study.

**Matriculated**-A matriculated student is accepted and recognized by the College as working toward a degree.

**Mid-Term Exams** (Midterms) - During the middle of each semester, professors or instructors may give mid-term exams that will test your knowledge on the materials covered during the first half of the semester. Some classes have only two tests, a midterm and a final.

**Pass/Fail Option** - Using a system of grading in which the grades “pass” and “fail” are used instead of traditional grades like “A,” “B,” and “C”. Application for the Pass/Fail Option must be made at the Office of the Registrar before the conclusion of the second week of classes; in summer session, at the end of the first week of classes; and in winter session before the third class. Once granted, this option is irrevocable.

**Permit** - A permit course is a course taken at another college for which students receive credit at John Jay College. Students must adhere to the permit guidelines and approval process.

**Placement Test** - a test usually given to a student entering an educational institution to determine specific knowledge or proficiency in various subjects for the purpose of assignment to appropriate courses or classes.

**Plagiarism** - is the act of presenting another person’s ideas, research or writings as your own. The following are some examples of plagiarism, but by no means is it an exhaustive list:

- Copying another person’s actual words without the use of quotation marks and footnotes attributing the words to their source
- Presenting another person’s ideas or theories in your own words without acknowledging the source
- Using information that is not common knowledge without acknowledging the sources;
- Failing to acknowledge collaborators on homework and laboratory assignments

**Registrar** - The registrar of an institution is responsible for keeping records of all students’ academic records and may include such duties as: maintenance of class enrollments, providing statistical information on student enrollment, class certification, eligibility and student eligibility for honor students. This office is also responsible for verifying the completion of degree requirements for graduation.

**Readmission** - A student in good academic standing who has demonstrated skills proficiency and who has not registered for one or more semesters is required to file an application for readmission at least one month before the beginning of the registration period.

**Schedule of Classes** - The Schedule of Classes lists the class meeting hours and instructors teaching each course at the college. It is available online at some point during the current semester for the following one (e.g., end of the fall semester for the next spring). This schedule can be accessed online through CUNYfirst.

**Syllabus** - The syllabus is a "contract between faculty members and students, designed to answer students' questions about a course, it usually includes important dates, assignments, expectations and policies specific to the course or courses enrolled in.

**TAP** - Is a Tuition Assistance Program which is administered by the State of New York. Any monies that the college receives on your behalf from TAP apply directly towards your tuition.

**Textbooks** - Books required of students enrolled in any course. You will be advised by the professors at the beginning of each semester/class or the first day of classes which books you must purchase.

**Tuition** - Tuition is the amount paid for each credit hour of enrollment. Tuition does not include the cost of books, fees, or room and board.

**Grade of R (Repeat)** - This grade is assigned to students who have attended class regularly and completed course requirements but have not demonstrated sufficient progress to justify a passing grade. The grade is awarded only for remedial or developmental courses. This grade is not computed in the grade point average. Students who receive the grade of R must repeat the course in the very next semester of attendance.

**Schedule of Classes** - The Schedule of Classes lists the class meeting hours and instructors teaching each course at the college. It is available online at some point during the current semester for the following one (e.g., end of the fall semester for the next spring). This schedule can be accessed online through CUNYfirst.

**W (Withdrawal)** - The grade of W indicates withdrawal without penalty. It is assigned by the Office of the Registrar upon approval of an Application for Resignation filed by the deadline as indicated in the Undergraduate Academic Calendar (usually in the tenth week of classes). A grade of W is not computed in the grade point average. W grades may affect student eligibility for financial aid.

**WA (Administrative Withdrawal)** - The grade of WA is assigned by the Office of the Registrar when a student fails to comply with the Proof of Immunization Policy of the College. The grade of WA is not computed in the grade point average. WA grades may affect student eligibility for financial aid.

**WU (Withdrew Unofficially)** - The grade of WU is assigned by the instructor when a student has never attended class or has ceased attending class before the tenth week of the semester and has not submitted an Application for Resignation to the Office of the Registrar.

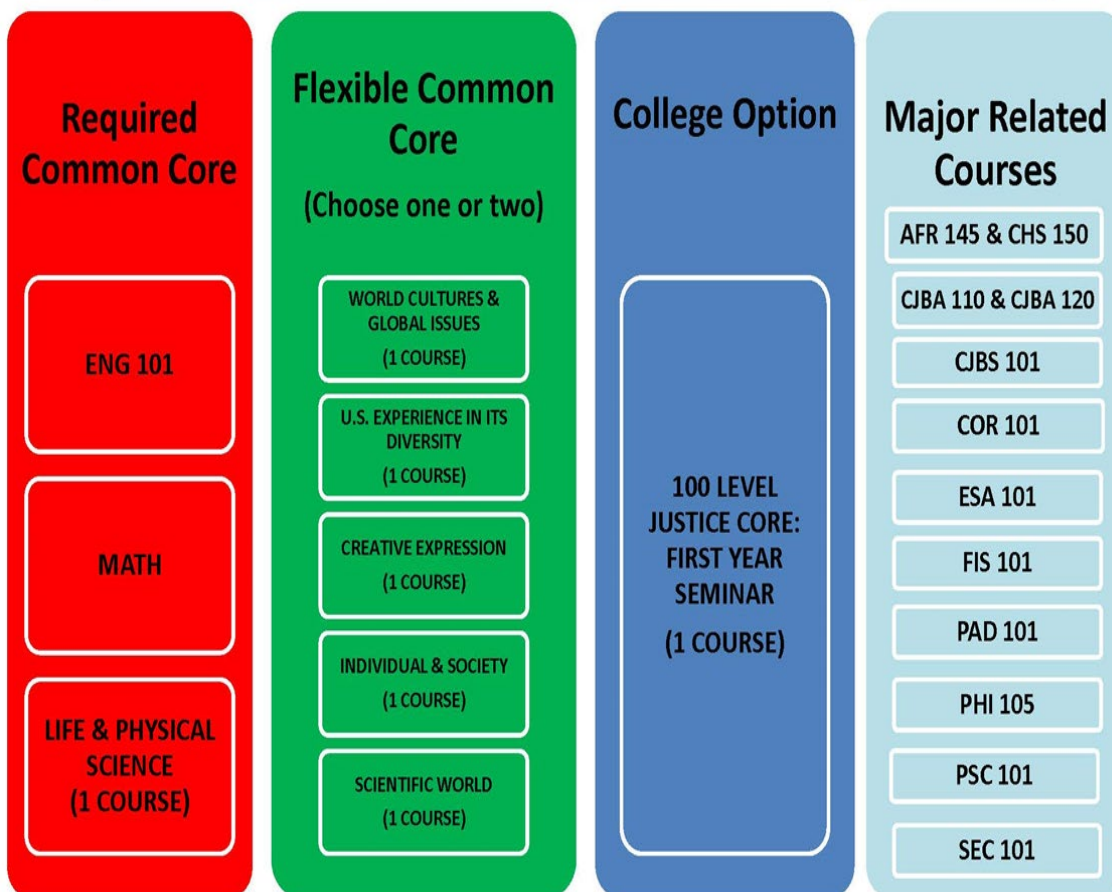


**PLEASE**

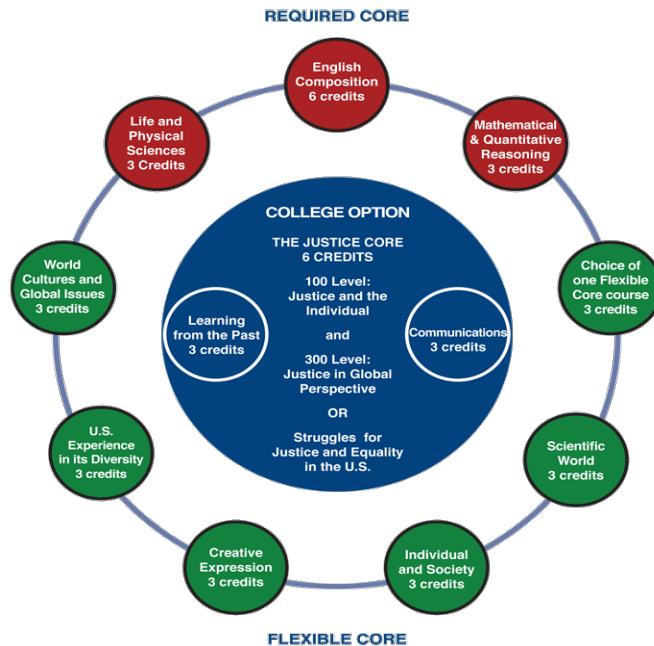
**CONSULT WITH YOUR SEEK COUNSELOR FOR PROPER GUIDANCE  
ABOUT THE AMOUNT OF CREDITS YOU SHOULD REGISTER FOR**



## First Semester Course Options



See flyer in folder for more information.



### **FLEXIBLE CORE:**

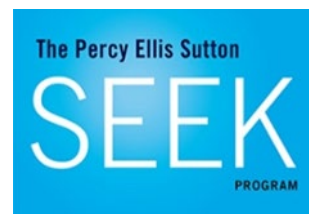
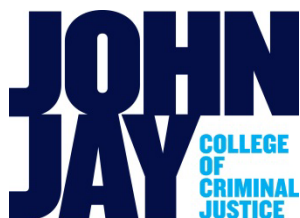
World Cultures and Global Issues 3 Credits  
 U.S. Experience in its Diversity 3 Credits  
 Creative Expression 3 Credits  
 Individual and Society 3 Credits  
 Scientific World 3 Credits  
 Choice of One Flexible Core Course 3 Credits

### **REQUIRED CORE:**

English Composition 6 Credits  
 Mathematical & Quantitative Reasoning 3 Credits  
 Life and Physical Sciences 3 Credits

### **JOHN JAY COLLEGE OPTION CREDITS**

\*Only One 300 Level College Option Course Required  
 Justice & the Individual 100 Level (1 Course)  
 Struggle for Justice & Equality in the U.S. (1 Course)  
 Justice In Global Perspective 300 Level (1 Course) \*  
 Learning from the Past 3 Credits  
 Communications 3 Credits



John Jay College of Criminal Justice of CUNY  
Percy Ellis Sutton SEEK Department  
**Freshman Student CONTRACT**  
Academic Year 2025-2026

I \_\_\_\_\_ agree to actively participate and engage in the activities of SEEK. I fully understand and will adhere to the John Jay College Requirements and SEEK Program's *Standards* to the best of my ability. In addition, I am aware that failure to comply with these *Requirements* and *Standards* will jeopardize my SEEK benefits including any and all financial enhancements provided by the office of Special programs.

SEEK is designed to provide continuous assistance to students who otherwise would not have access to higher education because of economic and academic disadvantages. To ensure that students receive this assistance, they must agree to adhere to the following standards.

SEEK PROGRAM STANDARDS:

1. Register as a full-time, day-time student each semester. Students must register for a minimum of 12 billable credits (equated credit) each semester to maintain program status.
2. Pursue degree requirements for the baccalaureate degree.
3. Pass appropriate basic skills classes within the **first academic year**.
4. Maintain a grade point average of C or better. Failure to maintain a cumulative GPA of 2.0 or better may result in dismissal from the College and the SEEK program.
5. Attend classes. Students who receive "WU/WN" grades consistently are in danger of being in non-compliance with the program guidelines and may be dismissed from the SEEK program and the College.
6. File the appropriate FAFSA and financial aid forms annually. Once students are coded SEEK, they will continue to receive benefits as long as they follow all other guidelines. However, it is the responsibility of students to file the appropriate financial aid forms every academic year. Failure to update financial aid forms will delay the release of funds or result in non-receipt of financial aid benefits.
7. Enroll in the 3 credit SEEK Freshman Seminar class (**EDU100**) during the first academic year. The instructor teaching the class shall be the student's counselor.
8. Meet with your counselor a minimum of 3 times each semester for academic advisement.
9. Attend academic support sessions/tutoring. All SEEK students who do not have a cumulative of 3.9 or better and all SEEK students who have not earned 24 credits **MUST** sign up for academic support for at least one class per semester. Students who do not sign up for and attend tutoring may lose their SEEK benefits.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_