

Services and Policies



Admissions

Amy Greenstein, *Director*
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Office of Graduate Admissions: 212-875-4404
gradcourses@bankstreet.edu
Located on the first floor on the east side of the Lobby

The Graduate School welcomes applications from individuals who have strong academic records and who have experience and interest in education or related fields. We believe that professions in education require intelligent, reflective, flexible, and creative individuals with strong ethical standards. Those interested in applying are encouraged to visit the College. Prospective students can learn about Bank Street at one of the Open Houses held periodically throughout the year, as well as through individual appointments with admissions counselors or program directors. Admissions and financial aid materials are available by mail, on our Web site (www.bankstreet.edu), or in the Office of Graduate Admissions.

Criteria For Admissions

The criteria described here apply to applicants for all graduate degree programs. Applicants should consult specific program descriptions in this catalog for additional requirements and prerequisites.

- Bank Street College seeks applicants with a GPA of 3.0 (B average) or higher who demonstrate the preparation needed for successfully completing graduate courses and a culminating master's degree project and for making positive contributions in their professional lives.
- We seek applicants who demonstrate sensitivity to others, flexibility, self-awareness, and a willingness and capacity to engage in self-reflection.
- We seek applicants who demonstrate clear evidence of positive interpersonal skills and relationships with both children and adults.
- We seek applicants who demonstrate evidence of healthy motivation and commitment to learning and to children.

Applicants for a Master of Science in Education degree or for a Master of Science degree must have a bachelor's degree from a regionally or nationally accredited college or university. Undergraduates who are in the process of completing degrees are welcome to apply for admission to these programs, but full acceptance into a master's degree program will be contingent upon completion of a baccalaureate degree.

For many of our programs leading to an initial New York State

Certification, applicants must meet breadth and depth distribution requirements in the liberal arts and sciences. Applicants are expected to have breadth across the liberal arts curriculum, as well as an undergraduate concentration (ten courses or thirty credits) in one of the liberal arts or sciences. Some programs require that applicants have a prior certification in a related classroom certification area (see the section on New York State certification on page 123).

Students missing an undergraduate course requirement must successfully complete any undergraduate or graduate level course in the subject(s) required, as outlined in the acceptance letter, prior to graduation from Bank Street. Students are encouraged to complete these additional courses early on in their programs. See page 117 for details about potential transfer of these credits, provided they are taken at the graduate level.

Applicants for the advanced Master of Education (Ed. M.) in Special Education, Advanced Literacy Specialization, Studies in Education, Leadership for Educational Change, Principals Institute, or Future School Leaders Academy must have a prior master's degree in education. See specific program descriptions for more information.

Applicants should send completed application forms and all supporting materials to:
The Office of Graduate Admissions
Bank Street College of Education
610 West 112th Street
New York, NY 10025

The Application Process

Application Requirements and Deadlines

Admissions applications may be submitted at any time and are evaluated in the order in which they are completed. An application is considered complete upon receipt of the following:

- the completed application form
- the nonrefundable application fee (\$65), payable to Bank Street College
- three letters of reference
- reflective essays and autobiography
- official transcripts of all prior work in higher education

Although we evaluate applications throughout the year, there are three priority deadlines:

For spring 2014 enrollment:

Submit completed applications by November 1, 2013.

For fall 2014 enrollment:

Submit completed applications by February 18, 2014.

For summer 2014 residency program enrollment:

Submit completed applications by April 1, 2014.

Financial Aid Deadline

By April 15, applicants for financial aid must submit the completed FAFSA (Free Application for Federal Student Aid) form to the Federal Processor (see page 106).

If, after initial review of the application, the Admissions Committee wishes to proceed in considering an applicant, a faculty member from the appropriate program will contact the applicant to schedule an admissions interview. Applicants to most programs are also asked to come to the College to respond to essay questions asked by the program. This program essay, usually written at the College, must be completed before the admissions interview. At the discretion of the program, applicants who live at a distance from the College may be able to arrange to have an interview by phone instead of in person. Arrangements will similarly be made for completing the program essay.

Admissions Decisions

Admissions decisions are made throughout the year. Generally, applicants are notified about the admissions decision within four to eight weeks after the application is complete. For those applicants who meet the priority deadlines, the Office of Graduate Admissions will reach an admissions decision prior to registration for the next academic term.

Provisional Acceptance

Occasionally, applicants are admitted to Bank Street on a provisional basis. This means that the applicant is accepted

to a degree program, but with the proviso that he or she meet specific conditions as indicated in the letter of acceptance.

One such proviso is that the official basis of admission transcript (such as the official final undergraduate transcript) must be received by the Office of Graduate Admissions before the end of the student's first term. If it is not, the student may not be able to continue to register for classes.

Application Requirements for International Students

Students from countries other than the United States are welcome at Bank Street. International students must meet the admissions criteria listed above; they must also provide translations of transcripts and records and validate that they have completed the equivalent of a United States undergraduate degree from a regionally or nationally accredited institution. All documents in languages other than English must be accompanied by certified English translations. International students must also complete an "Application for Form I-20." This document, which can be obtained from the Office of Graduate Admissions, affirms that a student has the financial resources to attend Bank Street. Unfortunately, financial aid is not available for our international students.

All students whose first language is not English or who have taken their prior education in a non-English-speaking university must demonstrate proficiency in English by attaining a score of at least 100 on the TOEFL Internet-based test (iBT), 600 on the TOEFL paper-based test (pBT), 250 on the TOEFL computer-based test (cBT) or 7.0 on the IELTS. For more information, prospective students should visit the TOEFL Web site at www.ets.org/toefl.

Students without permanent residency status or work authorization in the United States are generally not eligible for professional teacher certification in New York State, though they may be eligible for time-limited certifications such as initial teacher certification.

Financial Aid

Lou Palefsky, *Director*
Adrienne King, *Associate Director*
Kaisha Lopez, *Financial Aid Counselor*
Christopher Ballantine, *Administrative Assistant*

Office of Financial Aid: 212-875-4408
fnaid@bankstreet.edu
Located on the sixth floor in Room 639

The Office of Financial Aid understands that graduate students are investing in their careers and their future goals. Our financial aid professionals provide applicants and students with information and counseling about how they can finance the next steps in their education. Financial aid awards may take the form of scholarships (not to be repaid), federal loans (to be repaid), and/or federal work-study opportunities. Bank Street participates in the William D. Ford Federal Direct Loan Program which enables our students to borrow directly from the U.S. Department of Education, rather than from a lending institution such as a bank.

Eligibility for Financial Aid

All students, continuing and prospective, apply for financial aid by completing and filing the Free Application for Federal Student Aid (FAFSA) in order to be considered for all forms of financial aid (scholarships, loans, and/or work-study). Eligibility for most of our scholarships is based on need as determined by federal guidelines. If and when any scholarships that are not need-based become available, applications are posted on the Web site. **In order to receive any type of financial aid, a student must be admitted into a degree-granting program and all credits/courses taken must be part of the degree requirements.**

Timeline

All students, continuing and prospective, are encouraged to begin the financial aid application process early each year, preferably as soon as federal taxes are completed. To be considered for Bank Street College scholarships, the FAFSA must be completed and submitted to the federal processor by April 15 prior to the fiscal year (July through the following June) for which the student is seeking support.

New Graduate School candidates who missed the priority deadline should complete and file the FAFSA as soon as possible to be considered for possible aid.

The financial aid application process must be repeated for each academic year. Both part-time and full-time students are eligible to apply for financial aid.

New Students

We urge prospective students who think they might seek financial aid to file the FAFSA early in their process of applying to a graduate school program at Bank Street; applicants should follow the priority timeline given above, if possible. New students will be considered for financial aid once

they have received formal admission to the College. Applicants who begin their application process after the priority timeline will be eligible for loans and may be eligible for scholarships pending the availability of funds. All financial aid materials and information are available in the Office of Financial Aid (Room 639) or may be found using links provided on our Web site. When applying for aid using the FAFSA form, you will be asked for the Title IV Code, which for Bank Street College is Go2669.

Receiving Financial Aid

The Office of Financial Aid sends an Estimated Financial Aid Award Notice to eligible students who have been accepted into a graduate program. An Award Notice indicates the combination of unsubsidized loan(s), scholarship(s), and all other awards for which the student is eligible. In addition, a Disclosure Statement is sent to the student from the U.S. Department of Education Loan Origination Center, confirming the amounts of unsubsidized loans requested by the student for the relevant fiscal year (e.g., Summer 2—Summer 1).

Financial aid awards from scholarships, grants, and loans are applied first to institutional charges (tuition and fees). Any excess funds are refunded to students to meet other educational expenses.

First-time borrowers at Bank Street College must complete online Entrance Counseling for Borrowers in order to be eligible to receive loan funds. Students applying to receive aid in subsequent years must demonstrate continued financial need and good academic standing, including satisfactory progress toward their degree.

All students should remain in contact with the Office of Financial Aid in order to receive the most current information about financial aid awards. For further detailed/updated information please visit our Web site at www.bankstreet.edu/graduate-school/student-resources/financial-aid.

Scholarships/Fellowships/Stipends

All applications for financial aid are reviewed for eligibility for these funds, and separate applications are not required for these awards. The exceptions to this policy are the Bank Street Incentive Scholarship, the Wallace Foundation Scholarship, the Neuberger Scholarship, the Spiegler Scholarship, the Peter Greeman Scholarship, and the Cathy Bose Math Leadership Scholarship, which require a separate application through the Office of Admissions. In general, applica-

tions for financial aid are reviewed for eligibility using the general criteria of:

- Enrollment as a matriculated student
- At least half-time enrollment
- Demonstration of need as indicated through the FAFSA processing

Subject to annual funding, the following financial aid awards are provided through the generosity of the many supporters of Bank Street College and may be based upon criteria designated by the donor:

Acorn Scholarship

This scholarship is available to students in the Early Childhood Special Education program who are doing supervised fieldwork in a New York City public school.

African–American Scholarship

This scholarship is available to students who are U.S. citizens or eligible noncitizens and who identify themselves on the admissions application and the financial aid questionnaire as being African American and thus a member of a federally recognized U.S. ethnic minority group.

Alumni Opportunity Fund Scholarship

This scholarship is available to students who are U.S. citizens or eligible noncitizens and who identify themselves on the admissions application and the financial aid questionnaire as being a member of a federally recognized U.S. ethnic minority group. The scholarship is made possible by the generosity of Bank Street College alumni.

Bank Street College Scholarship

This scholarship is available to students who meet the general eligibility criteria stated above. Bank Street Scholarships are applied to tuition only; students should expect to provide additional funds for tuition/fee balances.

Bank Street Incentive Scholarship

This scholarship is available to highly promising applicants to Bank Street College who demonstrate an exceptional commitment to children and to education. Applicants must demonstrate academic accomplishment, commitment to service, and a vision for working with children. This scholarship is intended to encourage students from underrepresented racial and ethnic groups to become outstanding educators.

Cathy Bose Math Leadership Scholarship

This scholarship is available to students in the Leadership in Mathematics Education program.

Lucy Burrows Scholarship

This scholarship is available to mature women who meet the general eligibility criteria stated above and who are career changers.

Ruth Saltzman Deutsch Scholarship

This scholarship is available to students in the Early Childhood Special Education program who are doing supervised fieldwork in a New York City public school.

Joyce and David Dinkins Endowed Scholarship

This scholarship is available to students who are U.S. citizens or eligible noncitizens and who identify themselves on the admissions application and the financial aid questionnaire as being a member of a federally recognized U.S. ethnic minority group.

Diversity Fund

This scholarship is available to students who are U.S. citizens or eligible noncitizens and who identify themselves on the admissions application and the financial aid questionnaire as being a member of a federally recognized U.S. ethnic minority group.

Harry Doehla Scholarship

This scholarship is available to students who meet the general eligibility criteria stated above.

Myra Ferguson Scholarship

This scholarship is available to students in either a Special Education or Child Life program.

Glickenhau Foundation Scholarship

This scholarship is available to students who meet the general eligibility criteria stated above.

Goldberg-Ruberman Scholarship

This scholarship is available to students who meet the general eligibility criteria stated above.

Peter Greeman Scholarship

This scholarship is available to students who are U.S. citizens or eligible noncitizens and who identify themselves on the admissions application and the financial aid questionnaire as being a member of a federal recognized U.S. ethnic minority group. Recipients must demonstrate a clear commitment to teach in a New York City public school or in a public district located in an urban area within 30 miles of the borders of New York City. Recipients must be accepted into a program leading to certification to teach and must be a resident of New York City, or live within 50 miles of New York City. Upon graduation, recipients must commit to teaching in a high-needs public school in New York City, or in a public school district located in an urban area within 30 miles of the borders of New York City for at least two (2) years.

Hearst Minority Scholarship

This scholarship is available to students who are U.S. citizens or eligible noncitizens, who identify themselves on the admissions application and the financial aid questionnaire as being a member of a federally recognized U.S. ethnic minority group, and who plan to reside in the United States after graduation.

Iscol Scholarship

This scholarship is available to students who have a commitment to public schools through teaching or related activities and who will continue that commitment in city schools after graduation.

Augusta Kappner Scholarship

This scholarship is available to students who are U.S. citizens or eligible noncitizens, who identify themselves on the admissions application and the financial aid questionnaire as being a member of a federally recognized U.S. ethnic minority group, and who plan to reside in the United States after graduation.

Elaine Katz Memorial Fund Scholarship

This scholarship is available to mature women who are career changers, who meet the general eligibility criteria stated above, and who are in an Early Childhood Education program.

H. Thomas Langbert Scholarship

This scholarship is available to students in a Museum Education program.

Minority Assistant Fellowship/Bank Street School for Children

This scholarship is available to students who are U.S. citizens or eligible noncitizens, who identify themselves on the admissions application and the financial aid questionnaire as being a member of a federally recognized U.S. ethnic minority group, and who are accepted as an assistant teacher at the Bank Street School for Children.

Minority Education Scholarship

This scholarship is available to students who are U.S. citizens or eligible noncitizens and who identify themselves on the admissions application and the financial aid questionnaire as being a member of a federally recognized U.S. ethnic minority group.

Neuberger Scholarship

This scholarship is available to students in the Leadership in Mathematics Education program.

Charlotte W. Newcombe Foundation Scholarship

This scholarship is available to mature women who are career changers.

Priscilla E. Pemberton Memorial Scholarship

This scholarship is available to students who are U.S. citizens or eligible noncitizens and who identify themselves on the admissions application and the financial aid questionnaire as being African American and thus a member of a federally recognized U.S. ethnic minority group.

Elsbeth Pfeiffer Scholarship

This scholarship is available to students in the Child Life program who also meet the general eligibility criteria stated above.

Russ Rosenfield Literacy Scholarship

This scholarship is available to students who are specializing in literacy or in the teaching of reading. The award is to be applied exclusively to the purchase of textbooks.

Rust Family Scholarship Fund

This scholarship is available to students who are U.S. citizens or eligible noncitizens and who identify themselves on the admissions application and the financial aid questionnaire as being a member of a federally recognized U.S. ethnic minority group. Recipients must demonstrate a clear commitment to teach in underserved, high-needs schools.

Joan Shapiro Scholar's Initiative

This scholarship is available to students who are U.S. citizens or eligible noncitizens and who identify themselves on the admissions application and the financial aid questionnaire as being a member of a federally recognized U.S. ethnic minority group.

Spiegler Scholarship

This scholarship is available to students in the Leadership in Mathematics Education program.

Starr Foundation Scholarship

This scholarship is available to students who are U.S. citizens or eligible noncitizens and who identify themselves on the admissions application and the financial aid questionnaire as being a member of a federally recognized U.S. ethnic minority group.

Stone Foundation Scholarship

This scholarship is available to students who meet the general eligibility criteria stated above.

Straus Infancy Scholarship

This scholarship is available to students who are in an Infant and Family Development and Early Intervention program.

Tree Scholarship

This scholarship is available to students who are U.S. citizens or eligible noncitizens, who identify themselves on the admissions application and the financial aid questionnaire as being a member of a federally recognized U.S. ethnic minority group, and who will have a commitment to city schools after graduation.

Waisman Family Endowment

This scholarship is available to students in a Museum Leadership program.

Wallace Foundation Scholarship

This scholarship is available to students who are U.S. citizens or eligible noncitizens and who identify themselves on the admissions application and the financial aid questionnaire as being a member of a federally recognized U.S. ethnic minority group. Recipients must demonstrate a clear commitment to teach in a New York City public school and must be accepted into a program leading to certification to teach. Recipients must sign a commitment to teach in urban schools for three years following graduation from Bank Street College.

Weisberg Graduate Endowed Scholarship

This scholarship is available to students who meet the general eligibility criteria stated above.

Yellow Ribbon Program

Bank Street College is participating in The Yellow Ribbon GI Education Enhancement Program (Yellow Ribbon Program). This program is a provision of the Post-9/11 Veterans Educational Assistance Act of 2008. This program allows institutions of higher education (degree-granting institutions) in the United States to voluntarily enter into an agreement with the VA to fund tuition expenses that exceed the annual maximum cap for private institutions. Bank Street will contribute up to \$12,000 of those tuition expenses that exceed the above per academic year, and the VA will match the amount contributed by the institution. For additional information, visit <http://gibill.va.gov/benefits/post-911-gi-bill/yellow-ribbon-program.html>.

Federal Loans

Federal educational loans play an important role in each student's financial aid package. As Bank Street College scholarships are first applied to tuition, students should expect to provide additional funds for tuition/fee balances and living expenses, usually by borrowing funds through the William D. Ford Federal Direct Loan Program, which is an unsubsidized loan program. The Office of Financial Aid reviews each student's eligibility for the William D. Ford Federal Direct Loan Program. Students may borrow funds to offset the total cost of their education, which includes tuition, fees, books, and living expenses.

Students must be registered for a half-time minimum of 5 credits (or the equivalent) during the Fall or Spring semester to be eligible to receive a Direct Loan for that semester. Students enrolling in either the Summer 1 or Summer 2 term must be registered for a half-time minimum of 2 credits to be eligible to receive a Direct Loan. **Eligibility for any type of financial aid will only cover those credits/courses that are part of the degree requirements.**

As with all financial aid programs, students requesting loans must be in good academic standing, including making satisfactory progress toward their degree. As with other financial aid, students must complete and file the Free Application

for Federal Student Aid (FAFSA). Students may apply for a Direct Loan throughout the year; the April 15 deadline does not apply to the Federal Direct Loan Program.

The William D. Ford Federal Direct Loan (Direct Loan) is an unsubsidized loan. Repayment of the principal is deferred until six months after a student ceases to be enrolled at least half-time (5 credits or the equivalent in the Fall or Spring; 2 credits in Summer 1 or Summer 2). An unsubsidized loan begins to accrue interest as soon as the funds are disbursed to the student's account at Bank Street College. The FAFSA information and the number of credits taken each semester determine eligibility.

The maximum amount a student may borrow from the Direct Loan Program is \$20,500 per fiscal year (or the student's individual cost of education, whichever is less). The interest rate for an unsubsidized loan is fixed at 6.8%. A 1% processing fee is withheld from the loan proceeds prior to disbursement to the student.

Students who are first-time borrowers at Bank Street College must complete Online Entrance Counseling for Borrowers in order to be eligible to receive loan funds. An Exit Interview is required of all borrowers prior to graduation or when the student falls below half-time status. Students not able to complete Exit Interviews online should contact the Office of Financial Aid.

Other Loan Options

Students who need to borrow funds to bridge the gap between the financial aid awarded and their cost of attendance can choose the Federal Direct Graduate PLUS (Grad PLUS) Loan.

Federal Direct Graduate PLUS (Grad PLUS) Loans. Matriculated graduate students may be eligible to borrow funds from the Federal Direct Grad PLUS Loan Program. The Grad PLUS loan has a fixed 7.9% interest rate and all of the federal student loan benefits of the William D. Ford Federal Direct Loan Program during the life of the loan. Unlike the Direct Loan, the Grad PLUS loan requires a credit approval and charges a 4% origination fee. This loan is available for students who meet the following criteria:

- Student is a matriculated student at the Graduate School;
- Student is at least half-time in attendance; and
- Student has a financial aid package/award that does not meet the full cost of attendance for the semester(s) for which the student is/will be enrolled. The Grad PLUS loan may be borrowed in lieu of an alternative/private educational loan. For more detailed information please refer to our Web site at www.bankstreet.edu.

TEACH Grant

The Teacher Education Assistance for College and Higher Education (TEACH) Grant is a merit-based Federal Title IV program designed to encourage highly qualified teachers to

serve in low-income schools in high-need fields. The TEACH Grant Program will provide up to \$4,000.00 per year (for up to \$8,000.00 total for graduate studies) in grants to students who plan to teach a high-need subject area full-time in schools that serve students from low-income families. Students who are enrolled in their second postbaccalaureate program are not eligible for the TEACH Grant.

TEACH Grant recipients agree to teach for at least four years within eight years of finishing their teacher preparation program.

If the student does not complete the four-year teaching obligation, the grant will convert to an unsubsidized loan, which the student will have to repay with interest calculated back to the date the funds were disbursed. The field the student teaches in must be a high-need field in the state where the student teaches in order to satisfy the service requirement.

As with all financial aid programs, students applying for the TEACH Grant must be in good academic standing, including making satisfactory progress toward their degree. Students must also maintain at least a 3.25 cumulative GPA. (For first-year graduate students, their undergraduate cumulative GPA will be used.)

Students must complete and file (as with other financial aid) the Free Application for Federal Student Aid (FAFSA); be enrolled in course work, or plan to complete course work, toward a career in teaching in a high-need subject area; complete TEACH Grant counseling; and sign a TEACH Grant Agreement to serve each year he or she receives a TEACH Grant. Students should submit the application for the TEACH Grant (which can be downloaded from the Web site below) to the Office of Financial Aid.

For more detailed information, please refer to our Web site at: www.bankstreet.edu.

Federal Work-Study Program

The Federal Work-Study (FWS) program enables students to meet part of their educational expenses by working in various positions on campus and in community-service locations approved by the College. Matriculated students who are enrolled at least half-time (5 credits in the Fall or Spring semesters, or 2 credits in either the Summer 1 or Summer 2 term) and are interested in FWS positions must submit a written request for consideration to the Office of Financial Aid. The current compensation for FWS positions is \$20 per hour. After the FWS award has been received, students should contact the Office of Human Resources (9th Floor) for available FWS assignments.

Other Aid Sources

In order to support the maximum number of students with financial need, the Office of Financial Aid encourages matriculated students to explore other financial aid oppor-

tunities. To this end, the Office of Financial Aid maintains a small library of external financial aid resources, both printed and electronic. A listing of electronic sources of financial aid information can also be found on the Bank Street College Web site at www.bankstreet.edu.

Students may be employed as research/project assistants or in other offices within the College. Students who are interested in part-time employment are encouraged to review job announcements in the Office of Human Resources on the 9th floor.

Private tutoring position listings are available to matriculated students in the Office of Career Services (Room 108).

Title IV Loan (Employees) School Code of Conduct

Bank Street College of Education, as a participant in federal loan programs, is required to develop, administer, and enforce a financial aid code of conduct applicable to the College's officers, employees, and agents. The code of conduct requirements are set forth in the Higher Education Opportunity Act (HEOA) signed into law on August 14, 2008. Bank Street College of Education's Code of Conduct Related to Student Loan Activities fulfills these requirements and applies to certain transactions and activities related to student lending and financial aid matters. Furthermore, Bank Street College of Education also adheres to the Student Lending, Accountability, Transparency and Enforcement (SLATE) Act under New York State law, which applies not only to the College's officers, employees, and trustees, but also to the College's agents and contractors.

In addition, the financial aid professional at Bank Street College of Education is expected to always maintain exemplary standards of professional conduct in all aspects of carrying out his or her responsibilities, specifically including all dealings with any entities involved in any manner in student financial aid, regardless of whether such entities are involved in a government-sponsored, -subsidized, or -regulated activity.

Revenue Sharing Prohibition—Bank Street College of Education employees are prohibited from receiving anything of value from any lending institution in exchange for any advantage sought by the lending institution.

Gift and Trip Prohibition—Bank Street College of Education employees are prohibited from taking anything of more than nominal value from any lending institution. This includes a prohibition on trips paid for by lenders for financial aid officers and other college officials.

Advisory Board Compensation Rules—Bank Street College of Education employees are prohibited from receiving anything of value for serving on the advisory board of any lending institution.

Staffing Assistance/Call-Center Prohibition—Bank Street College of Education employees are prohibited from accepting from any lender any assistance with call-center staffing or financial aid office staffing, except that a lender may provide professional development training, educational counseling materials (as long as the materials identify the lender that assisted in preparing the materials), or staffing services on a short-term, nonrecurring basis during emergencies or disasters.

Consulting/Contracting Arrangement Prohibition—Bank Street College of Education employees are prohibited from accepting from any lender or affiliate of any lender any fee, payment, or other financial benefit as compensation for any type of consulting arrangement or other contract to provide services to a lender or on behalf of a lender relating to education loans.

Assigning of Lender to First-Time Borrower Prohibition—Bank Street College of Education Office of Financial Aid will not, for any first-time borrowers, assign, through award packaging or other methods, the borrower's loan to a particular lender or refuse to certify, or delay certification of, any loan based on the borrower's selection of a particular lender or guaranty agency.

Preferred Lender Lists—If Bank Street College of Education uses a preferred lender list, the following standards shall be observed and maintained:

1. A preferred lender list, if offered, will be based solely on the best interests of the students who may use the list, without regard to the financial interests of Bank Street College of Education.
2. A preferred lender list, if offered, will have at least three (3) or more unaffiliated lenders.
3. A preferred lender list, if offered, will clearly and fully disclose the criteria and process used by Bank Street College of Education to select the lenders on the list. Students will be told that they have the right and ability to select the lender of their choice regardless of the preferred lender list.
4. Lenders listed on a preferred lender list, if offered, must first disclose if they have any agreement to sell their loans to another lender. No lender will be listed if the lender bargains to be on the list with respect to a certain type of loan by providing benefits to Bank Street College of Education with respect to another type of loan.
5. A preferred lender list, if offered, will provide comparative information on borrower benefits offered by all lenders, including, but not limited to, lenders' interest rates and loan terms and conditions.
6. Bank Street College of Education will endeavor to select lenders with the best borrower benefits, including, but not limited to, lenders' interest rates and loan terms and conditions, for its preferred lender list, if offered.
7. Bank Street College of Education will annually update its

preferred lender list, if offered.

8. Bank Street College of Education will not be involved with any lender who undertakes philanthropic activities in exchange for federal student loan applications, volume, or placement on a school's preferred lender list.

Incentive Compensation

Bank Street College of Education under statutory language will not provide a commission, bonus, or other incentive payment based in any part, directly or indirectly, on success in securing enrollments or financial aid to any person or entity engaged in any student recruiting or admission activities or in making decisions regarding awarding Title IV funds.

In addition, Bank Street College of Education is prohibited from making adjustments to compensation for any employee engaged in any student recruiting or admission activities or in making decisions regarding awarding financial aid.

An annual adjustment in a calendar year is acceptable if the institution (Bank Street College of Education) can document that said adjustment is not based upon enrollments.

Multiple adjustments in a calendar year are considered to have been made based upon success in securing enrollments or awarding financial aid if those adjustments create compensation based in any part, directly or indirectly, on securing enrollment or awarding financial aid.

Bank Street College of Education, its contractors, and other entities may make acceptable compensation in the form of profit-sharing payments so long as such payments are not provided to any person who is engaged in student recruitment or admission activity or in making decisions regarding the award of Title IV funds.

Commission, bonus, or other incentive payment is defined as a sum of money or something of value, other than a fixed salary or wages, paid or given to a person or entity for services rendered.

Enrollment is defined as admission or matriculation of a student into an eligible institution.

Securing enrollment or the award of financial aid is defined as activities a person/entity engages in at any point in time through completion of an educational program for the purpose of admission or matriculation of students for any period of time or the award of financial aid to students.

Entity/person engaged in any student recruitment or admission activity or in making decisions about the award of financial aid means any institution or organization that undertakes the recruiting or the admitting of students or that makes decisions about and awards Title IV funds, any person who undertakes recruiting or admitting of students

or who makes decisions about and awards Title IV funds, and any higher-level employee with responsibility for recruitment or admission of students or for making decisions about awarding Title IV funds.

Misrepresentation

Bank Street College of Education is prohibited under federal regulations from making any false, erroneous, or misleading statement directly or indirectly to a student, prospective student, member of the public, accrediting agency, state agency, or the Department of Education.

Misleading statements include any statement that has the likelihood or tendency to deceive or confuse. A statement is any communication made in writing, visually, orally, or through other means. This includes student testimonials given under duress or because such testimonial was

required to participate in a program.

Federal regulations further provide that substantial misrepresentation is any misrepresentation on which the person to whom it was made could reasonably be expected to rely, or has reasonably relied, to that person's detriment.

The regulations regarding misrepresentation describe misrepresentation with respect to:

- Nature of the education program
- Nature of financial charges
- Employability of graduates
- Relationship with the Department of Education. A Title IV eligible school may not describe its participation in a way that suggests approval or endorsement by the Department of Education of the quality of its educational programs.

Registration

Sandra Sclafani, Registrar
 Ann Cox, Associate Registrar/Certification Officer
 Meghan Chvirko, Assistant Registrar
 Bettina Tillman, Administrative Assistant
 Shakira Lewis, Administrative Assistant

Registrar's Office: 212-875-4406
 registrar@bankstreet.edu
 Located on the first floor at the end of the corridor to the west of the Lobby

Matriculated students register for classes via the College's Web registration system during the official Web registration period prior to each term. Matriculated students will be notified via email of their specific appointment time to register within the Web registration period. Web appointments are generated by proximity to graduation—those students closest to graduating receive the earliest appointments.

Students must be given academic clearance on the Web by their advisor or program director in order to register for a new term. Any outstanding debts to the College or books/fines owed to the Library must also be cleared before students are permitted to register for new classes.

Matriculated students should consult the full Web registration Policies and Instructions, available on the Registrar's page of the College's general Web site, www.bankstreet.edu, and also on the Web site where Web registration takes place, my.bankstreet.edu.

New students, who have yet to matriculate and are registering for the first time, may register for classes via the College's Web registration system during the official Web registration period prior to each term. New students are sent email invitations with their specific appointment times to register within the Web registration period. Students who miss the Web registration period must register in person at the College or at the In-Person Registration times scheduled prior to each term. These times are available on the Web.

At the close of each semester's registration cycle, newly matriculated students who have registered will be given a Bank Street email address. Students are expected to use this email address for all Bank Street correspondence, and this address will be used for all notifications sent to students from Bank Street.

Nonmatriculated students must register at one of the college's In-Person Registration days scheduled prior to each term. Faculty and staff will be available to discuss course options suited to individuals' interests and needs.

All students should consult the Academic Calendar and the Course Schedule, both of which are available on the Student Services page of the College's general Web site, www.bankstreet.edu, for schedule and calendar updates.

A deferred payment plan is available for the fall and spring

semesters. Financial aid may be used toward payment for any term for matriculated students.

Tuition and Fees

Tuition and fees are subject to change during the academic year.

Application fee (nonrefundable)	\$ 65
Tuition for each course credit	\$1,354
Tuition for Supervised Fieldwork/ Advisement per credit	\$1,354
Program Reservation Fee (nonrefundable):	\$250
Registration fees per term (nonrefundable):	
3 credits or fewer	\$ 50
4 credits or more	\$100
Late registration fee	\$ 25
Transcript request	\$ 7
Each copy added to request	\$ 2
Add/Drop fee	\$ 15
Institutional Assessment Fee (nonrefundable)	\$130
Integrative Master's Project fee*	\$600
Independent Study extension fee	\$100
<i>(Students who do not complete the Independent Study within one year will be charged an additional \$100.)</i>	
Technical Assistance fee for selected Independent Studies and Portfolios <i>(Optional, see Guide to Integrative Master's Project.)</i>	\$150
New York State Internship Certification fee per semester (if enrolled in SFW/A)	\$100
New York State Internship Certification fee per semester (if not enrolled in SFW/A)	\$500
Removal of grade of Incomplete	\$ 25
ID card replacement fee	\$ 10
Diploma replacement fee	\$ 25
Returned check fee	\$ 20

*Fee is charged each time a student enrolls in this activity.

Payment of Tuition and Fees

Students may pay tuition and fees by any of the methods described below.

Fall and Spring Semesters

Full Payment. Tuition and fees may be paid in full at the time of registration with cash, check, money order, VISA or MasterCard, evidence of financial aid, or valid courtesy course voucher.

Deferred Payment Plan. Total tuition and fees may be paid in four equal installments as indicated on the Payment

Agreement form completed at registration. Deferred payments are only allowed for fall and spring semesters. There is no finance charge when payments are received in the College's Business Office according to the following schedule, but there is a \$20 processing fee each term.

Due	Fall Semester 2013	Spring Semester 2014
25%	At registration	At registration
25%	October 1	January 30
25%	October 31	February 27
25%	November 18	March 27

A finance charge of 1.33% per month (16% annual rate) will be imposed on any payment, or portion thereof, not received in the College's Business Office (Room 712) by the due date. A \$20 fee will be assessed on all returned checks. Invoices that include details of all charges will be mailed regularly by the College. When student accounts become past due, they are referred to a collection agency and students are then billed for the cost of the collection service. In addition, delinquent accounts are routinely reported to the credit bureau.

Summer Sessions

Full Payment. A student pays the full amount of tuition and fees at registration with cash, check, money order, VISA or MasterCard, evidence of financial aid, or valid courtesy course voucher.

There is no deferred payment plan available for summer sessions. (An exception to this is made for the first year of summer degree programs, for which a deferred payment plan is available. Contact the appropriate program director for details.)

Estimated Expenses

Tuition costs vary according to the time and number of credits required for program completion. During the 2013–2014 fiscal year, tuition is \$1,354 per credit or \$60,930 for a typical 45-credit program. Since Bank Street College does not provide room and board, it is suggested that students moving to New York City allow themselves ample time and funds for finding housing (see Housing, page 126). Living expenses (including room, board, transportation, and medical care) will be different for each student. Bank Street's Financial Aid budget indicates that the following costs can be expected for the 2013–2014 nine-month academic period:

Tuition (18 credits)	\$24,372
Books and Fees	\$ 1,100
Living Expenses	\$16,200

Late Registration, Add/Drop, and Withdrawal from Courses

The academic calendar specifies the dates for Late Registration, Add/Drop periods, and deadlines to withdraw from courses each term. Students who wish to add a course, or

change from one section to another of the same course, must do so before the second class session. It is the policy of the College that any class must be officially dropped through the Registrar's Office prior to its second meeting in order for a full tuition refund to apply. Registration fees are nonrefundable.

After the Add/Drop period, students can no longer drop a course from their records. However, up until the midpoint of each term (see Academic Calendar for specific dates), they may request a grade of Withdrawal from a course or courses. This option retains the course on the student's transcript and records a grade of Withdrawal (WD). The form to be filed for course withdrawal is available in the Registrar's Office.

After a student has registered, he or she has committed to a place in the course(s) and/or Supervised Fieldwork/ advisement indicated on the student's course confirmation. Students are accountable for the completion of this work unless a request to drop or withdraw from the course(s) is submitted to the Registrar's Office in writing, using the appropriate form. Students who have registered for a course, and then stop attending it without either formally dropping it or requesting a grade of Withdrawal, will receive a failing grade of No Pass (NP) and will be held responsible for the full cost of the course.

Refund Policy/Liability for Tuition and Fees

Upon registering, students become liable for the full cost of the courses and supervised fieldwork for which they have registered. When students drop or withdraw from courses, requests for tuition refunds are considered according to the date that the request is received in the Registrar's Office. Students should note that they remain fully liable for any portion of the cost of courses and supervised fieldwork that is not refunded and that registration fees are nonrefundable. Liability is the same for students who opt for the deferred payment plan as it is for those who pay in full at registration.

In the fall and spring semesters, refunds for 2- to 6-credit classes will be made according to the following schedule:

Date of Drop or Withdrawal	Refund	Remaining Liability
Prior to the 2nd session	100% of tuition	registration fees
Prior to the 3rd session	50% of tuition	50% of tuition plus registration fees
Prior to the 4th session	25% of tuition	75% of tuition plus registration fees
After the 4th session	No refund	100% of tuition plus registration fees

In the summer terms, a modified refund schedule, which is

specified on the College Web site, is implemented. In each term, refunds for 1-credit courses and courses that meet in unusual calendar configurations will be handled individually. Refunds for blended and fully online courses will follow a special refund schedule which is specified on the College Web site each term.

Students wishing to appeal the refund policy must send their request in writing to the Refund Policy Committee (RPC). The Committee will review students' requests and gather information from all involved parties. The RPC will make a decision and share it with the student. The decision of the Refund Policy Committee is final.

Title IV recipients attending Bank Street College may be eligible to receive a refund amount calculated according to the following formula: the portion of the period completed divided by the length of the payment period (if greater than 60% assume 100%) multiplied by Title IV Aid disbursed including the amount of awarded Title IV Aid that could have been disbursed if the student had established eligibility for the funds prior to withdrawing. Unearned amounts allocable to Title IV HEA programs will be returned in the following order: (1) William D. Ford Federal Direct Unsubsidized Loans and (2) Perkins Loans.

Course Cancellation

The College reserves the right to cancel a course for which there is insufficient registration. Tuition and registration fees will be refunded in full to any student who has registered and paid for a course that is subsequently canceled.

Graduate School Policies

Matriculated Enrollment

Confirming Enrollment/Beginning Matriculation

When students are admitted into a program, they are asked to pay a program reservation fee of \$250.

Accepted students become matriculated students by registering for courses. Once a student matriculates, he or she has five years to complete the program. For leave of absence information, see page 116.

Deferring Enrollment

Individuals who have been accepted into a program, but who wish to postpone their enrollment, should contact the Office of Graduate Admissions and their program director to request a deferment of up to one year. It is also important to notify the Office of Graduate Admissions and your program director if you plan to change the year in which you expect to do supervised fieldwork/ advisement. The College cannot guarantee a place in supervised fieldwork/ advisement for any student who has not kept the Office of Graduate Admissions informed of changes in plans. The College will assume that accepted students who do not register for classes and

who have not asked for a deferment are not going to pursue their programs, and they will be removed from our active files.

Status Changes for Matriculated Students

Withdrawal and Readmission

If matriculated students choose to withdraw formally from their graduate program before completing a degree, they should fill out a Withdrawal from College form available in the Registrar's Office. They are then no longer considered active matriculated students. If students have withdrawn and subsequently wish to return to their program, they must contact the Office of Graduate Admissions and complete a process of readmission. They may be asked to provide updated material to the Office of Graduate Admissions and/or the chair of the department. They may also be required to take more credits than are normally required for the completion of their program. Readmission is not guaranteed.

Matriculated students who need to interrupt their studies, but who expect to resume their work toward the degree, should contact the Registrar's Office and follow procedures to take a leave of absence (see page 116).

Transferring between Programs

On occasion, students wish to transfer from one program to another within the College. Students who wish to change their degree program must obtain a Change of Degree Program Application from the Office of Graduate Admissions. The change must be approved both by the director of the original program and by the director of the program the student wishes to enter. In most cases, changes of degree program can only occur prior to the year of supervised fieldwork/ advisement. Students transferring from one program to another may also need to take additional course work to fulfill all the requirements for the degree in the program to which they have transferred.

Upon admission, students declare their intention regarding their supervised fieldwork setting. If, prior to fieldwork enrollment, a student's fieldwork role changes (e.g., from student teacher to assistant teacher), he or she must notify the Office of Graduate Admissions and the faculty contact person identified in the admissions letter.

Enrollment for Nondegree Graduate Study

Individuals holding bachelor's degrees from regionally or nationally accredited colleges and universities are welcome to register as nonmatriculated students at Open Registration. Students who wish to apply to Bank Street graduate degree programs are encouraged to do so by the time they have completed six credits. Following this guideline helps ensure that students planning to enter a degree program are taking appropriate courses for the anticipated degree. The College reserves the right to withhold registration privileges from students who are attempting more than nine credits without entering a degree program.

All students, including those not enrolled in degree programs, are required to remain in good academic and professional standing in order to continue taking courses.

Students hoping to enter degree programs must follow the admissions procedures. For those applicants who have taken courses at Bank Street, course grades and instructor evaluations will be taken into consideration as part of the admissions process. Credits earned as a nonmatriculated student will only be counted toward a degree if they have been taken within eight years prior to the date of matriculation. Enrollment in courses does not guarantee admission to a graduate program.

Medical Requirement for Enrollment: Matriculated and Nonmatriculated Students

All students (nonmatriculated as well as matriculated) who enroll for six (6) or more credits in any term are required to comply with New York State immunization requirements. These requirements specify that prior to attending class, students must provide proof of immunity to measles, mumps, and rubella, and also to meningitis. (Those students born prior to January 1, 1957, need only provide meningitis information.) To document their immunity, students must submit the Bank Street Student Immunization Report or equivalent documentation to the Registrar's Office.

Attendance

Once enrolled, students are expected to attend all classes, fieldwork placements, and conference groups. Participation is viewed as an essential aspect of a student's course work. If a student is absent due to illness or other emergency, he or she must inform the instructor and/or advisor, who may determine how the student can complete missed work. If a student is in supervised fieldwork, it is the student's responsibility to notify the school or agency where he or she is placed of any absences. The College respects individuals' observances of religious holidays. When students anticipate absences for religious reasons, they are responsible for informing instructors and advisors of this at the beginning of the term. They are also responsible for working with faculty to develop alternative means of fulfilling missed course and field assignments.

Enrollment Status/Timetable for Completing Degree Requirements

Once a student is matriculated, continuous enrollment is expected. Students may study on a full-time (nine credits or more) or part-time basis, after consulting with an advisor or program director regarding appropriate course load. The length of time students take to complete their degrees varies depending on individual circumstances; however, all students are expected to complete the degree requirements for the M.S., M.S.Ed., or Ed.M. within five years of matriculation. After five years, if a student has not completed the requirements, he or she must apply to the Committee on Academic Standing for permission to continue work-

ing toward a degree. The Committee determines whether or not additional time will be granted. Additional course work may be required to ensure that a student's study is sufficiently current to warrant the awarding of a degree. In some instances, the Committee may require that a student reactivate his or her record by applying for readmission.

Interruptions in Study Leave of Absence

Sometimes it becomes necessary for students to interrupt their study. In these instances, students should request a formal leave of absence by completing a Leave of Absence form, available from the Registrar's Office. As already discussed, normally students have five years to complete all degree requirements. A leave of absence extends this matriculation period by the length of time for which the leave is granted. It is therefore in the student's interest to apply for a leave of absence when he or she will not be in attendance for a semester or for a year.

Each request for a leave of absence is reviewed by the Registrar's Office, and the student is then notified in writing of the approval or denial of the leave. Obtaining written approval from the student's program director is part of the process.

Leaves of absence may be granted for up to one year. If a leave is granted, a date for the student's anticipated return to the program must be established and recorded. Students who find that they need more than the one-year maximum leave of absence, and who therefore do not return to the College after that year, will be contacted by the College and granted a six-month grace period to decide whether to resume their studies or withdraw from the College. Students who do not respond to the College's inquiries as to their status will at this point be automatically withdrawn from the College. If, at a later time, a student who has withdrawn (or been withdrawn) wishes to return, he or she must apply through the Office of Graduate Admissions for readmission to the College. When students resume matriculation, they may be required to complete more course work than is normally required for the completion of their program.

Medical Leave of Absence

Students who are unable to continue courses and/or supervised fieldwork for medical reasons should write directly to the registrar requesting a medical leave of absence. Generally, students are required to apply for a medical leave during the term in which the illness begins. The student's letter should be accompanied (or followed) by a letter that provides supporting documentation of the illness from the attending health practitioner. The Registrar's Office will review the request and notify the student in writing of the approval or denial of the medical leave. The registrar will also inform the student's department chair, program director, and advisor. The registrar will also process a withdrawal from affected course and/or fieldwork currently in progress, and refund ap-

plicable tuition paid for the term (not registration fees).

If granted, the medical leave of absence extends the student's matriculation period by the length of time for which the leave is in effect. When students are ready and able to resume matriculation, they should contact the Registrar's Office. They may be required to complete more course work than is normally required for their program, depending on the duration of the medical leave.

Transfer Credit from Other Graduate Study

Matriculated students may file a request to transfer in up to six (6) graduate credits, provided they meet the following requirements:

- course(s) were taken at an accredited academic institution;
- grade of B or better was awarded;
- credits have not been applied to any prior degree; and
- credits were completed within eight years prior to student's matriculation at Bank Street.

It is the responsibility of the student to initiate any request for transfer credit, which should occur during the first semester the student is matriculated. To be granted transfer credit, a student must secure written approval from an advisor or program director and from the department chairperson, indicating that the course(s) is (are) acceptable substitutes for Bank Street College offerings toward the degree. Courses being transferred in lieu of a required course must also be approved by a Bank Street instructor in that discipline. Any petition for an exception to the transfer credit policy should be addressed to the appropriate department chair. He or she will review the request and consult with the associate dean for academic affairs. The decision of the associate dean is final. A Transfer Credit Request form is available from the Registrar's Office.

If a student takes a graduate course at another institution in order to satisfy an undergraduate deficiency (see page 104), he or she may also transfer in those graduate credits as elective credits toward his or her Bank Street degree. Students should take these additional courses as soon as possible upon matriculation.

The transfer of such credit will be subject to the usual review for approval by the appropriate academic department at Bank Street, as well as to the general policies of the College for transfer credit. Undergraduate courses are never accepted as transfer credit.

Waiving or Substituting a Course

Advisors are able to make recommendations about course waivers or course substitutions required for a student's degree. To request a course waiver or a course substitution, a student should consult with his or her advisor or program director. To be eligible for a waiver, a student must have taken either a comparable graduate level course at another

institution or at least three (3) undergraduate courses in the appropriate subject area. Part of the process of securing a waiver is a consultation with a representative of the discipline from which the student is asking to be exempted.

If a course waiver is approved by the chair, the student must submit a Recommendation for Waiver of Course Requirement form, available from the Registrar's Office. Students will not be granted any credits for waived courses.

Individual Study

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

Graduation Policies and Practices

As candidates work to complete their degrees, they should be mindful of—and adhere to—the Graduation Application deadlines posted on www.bankstreet.edu. Candidates for graduation must file a Graduation Application in order to initiate the review of their records. Forms and a timeline are available from the registrar. Students are responsible for the completion of all requirements pertaining to their degrees.

The month in which a student completes his or her degree requirements is the month indicated on the student's official transcript and diploma as that student's "date of graduation." All financial obligations must be fulfilled before a degree is conferred or a diploma or certificate is issued, and diplomas and transcripts will be withheld from any student who has an outstanding balance. Degrees are conferred by the President of the College at an annual ceremony in May.

Code of Conduct and Professional and Academic Standards

In addition to the three academic standards (GPA, Satisfactory Academic Progress, and Satisfactory Work in SFW/A), all students must comply with the College's Code of Conduct and meet Professional Standards appropriate to the educational community. Failure to comply can be grounds for dismissal. Appeals should be directed to the dean of the Graduate School within fifteen business days of the date of the dismissal letter.

Bank Street endeavors to hold its students to high academic and professional standards and to prepare them to be effective, highly skilled practitioners. The courses, whether offered face-to-face or online, and fieldwork experiences are designed to challenge students' intellectual and creative

abilities and to encourage students' personal and professional growth. Students are expected to meet the requirements specified for each course and to work closely with their advisor to establish and meet goals set for supervised fieldwork/ advisement.

The evaluation process is designed to enable each student to become aware of his or her development as a professional in the field of education, as well as to provide an assessment of his or her academic and supervised fieldwork. As a result, communication between faculty and students is essential and encouraged. The evaluations are designed to reflect students' academic and professional understanding, behavior, and competencies. Faculty may confer about students they share, and may review student records at any time.

In order to maintain good professional standing, students are expected to observe the College's Code of Conduct and demonstrate the academic and personal qualities necessary for completion of graduate studies leading to Bank Street degrees or for study on a nonmatriculated basis.

Code of Conduct

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

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

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

If a member of the College community observes any of these violations occurring face-to-face or online, s/he is expected to report them in writing to the dean of the Graduate School. The statement should specify the allegations and the person(s) involved, and provide a brief description of the circumstances. The dean will respond with the formation of

an Individual Review Committee (a description of which can be found on page 119), which will be convened as soon as possible, but in no case more than thirty days after the written complaint is received. Violations of the Code of Conduct may result in suspension, expulsion, or other appropriate disciplinary action in addition to any penalty pursuant to the penal law. Violations for illegal drug or alcohol use may result in loss of financial aid. (For more information about violations of the Code of Conduct and about what constitutes sexual harassment, see the Student Handbook.)

Professional Standards

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

Plagiarism

Students at Bank Street are expected to adhere to high standards of academic integrity. Students should be aware of the definition of plagiarism (see below); all violations will be taken seriously and may result in consequences as serious as expulsion.

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

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

APA Citation Guidelines:

- All sources cited in a paper must be included in the reference list at the end. Conversely, only sources cited in the paper should be included in the reference list.
- When a direct quotation is cited within the body of a paper, quotation marks must be used, and the author's name, year of publication, and page number must be included.
- When paraphrasing another's work, one must cite the original source, giving credit to the original author. When paraphrasing, page numbers are not necessary, but the author's name and year of publication are required.
- Electronic resources must be cited as well. Material found on the Internet is subject to copyright laws. See *The Writer's Handbook* for examples of citations of electronic resources.

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

Step 1: The instructor will report the suspected academic violation, with appropriate evidence, to the associate dean for academic affairs.

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

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

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

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

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

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

Individual Review Committee

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

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

Satisfactory Academic Achievement

There are three academic standards to which every student must adhere in order to remain in good academic standing and to maintain eligibility for financial aid programs:

- Students must achieve and maintain a minimum of a B (3.0) cumulative grade point average.
- Students whose cumulative grade point average falls below 3.0 will be placed on academic probation.
- Students must comply with the Graduate School's standard of satisfactory academic progress. This means that students must progress toward their degrees at a pace sufficient to complete all degree requirements within a five-year time frame.
- Students must maintain satisfactory work in the supervised fieldwork setting, as assessed by the advisor. For additional information and policies concerning satisfactory performance in fieldwork see page 121.

Students who do not remain in good academic standing may be placed on probation and/or be subject to academic dismissal.

Grade Point Average and Academic Probations

All students must achieve a cumulative grade point average of at least 3.0 in order to graduate. After each grading

period, the Registrar's Office reviews students' records to determine each student's academic standing. Any student whose cumulative grade point average falls below 3.0 will be placed on probation and will be required to meet with the program director to develop a written plan to restore good academic standing. The plan must be signed by the student and the program director and filed in the Registrar's Office. Minimally, the plan must meet the following criteria:

- In the next term the student enrolls (following placement on probation) he or she must complete all courses in progress (i.e., receive no grades of Incomplete) and achieve at least a B (3.0) average for that term. Due to the timing of the grading periods, students may already be registered for the next term when they are notified that they are being placed on probation. Consequently, their plans to restore good academic standing may require that students make adjustments to their course loads, including dropping or withdrawing from courses for which they have already enrolled. The College's standard policy on refunds will apply.
- At the completion of the probationary term, the chairperson of the student's department will review the outcomes of the plan with the program director. If the student has successfully addressed the points in the plan, he or she may be permitted to continue to enroll with a subsequent written and signed plan in place each term until the cumulative grade point average of 3.0 is achieved. During this period, the student must achieve at least a 3.0 average each term and complete all courses in progress (i.e., receive no grades of Incomplete). Once a cumulative grade point average of 3.0 has been achieved, the student must maintain it. If the plan has not been followed successfully in the initial or subsequent terms of probation, or if a cumulative 3.0 average is not maintained once restored, the student is subject to academic dismissal.

Satisfactory Academic Progress toward the Degree (SAP)

Students must make satisfactory progress toward their degree in order to be considered in good academic standing and to maintain eligibility for financial aid programs. Students must earn a minimum number of credits per year at a pace sufficient to complete all degree requirements within five years. To be making satisfactory academic progress, students must earn credits toward their degree according to the following schedule:

30– to 46–Credit Programs (minimum credits earned)

Year:	1 *	2	3	4	5
Credits:	4	13	25	35	36–46

47– to 58–Credit Programs (minimum credits earned)

Year:	1 *	2	3	4	5
Credits:	4	13	25	46	47–58

*Because the year is measured July 1 through June 30, a student who first takes a class as a matriculated student in either the Spring or the Summer 1 term would only be required to complete one credit rather than four credits during those terms.

A student's complete academic record will be reviewed annually (generally in July) to see if s/he is meeting each of the above standards of progress. All courses successfully completed count toward progress, and all terms are counted regardless of whether financial aid was received.

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

1. Withdrawals

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

2. Incomplete Grades

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

3. Repeated Courses

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

4. Waiving a Course Requirement

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

Treatment of Nonstandard Situations

1. Readmitted Students

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

2. Transfer Students

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

3. Second-Degree Students

A student enrolled for a second degree will be treated as a new student for measuring satisfactory academic progress.

ress; the credits accepted toward the second degree will be counted as credits completed/earned.

4. Change of Major/Change of Degree

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

SAP Appeal/Probation

If a student falls beneath the standards required for his/her degree, then he or she may appeal to the Satisfactory Academic Progress Committee (SAP Committee) to regain good standing and eligibility to receive financial aid, if applicable. The appeal will be evaluated for mitigating circumstances resulting from events such as personal illness, injury, personal tragedy, or changes in academic program. Also assessed will be the student's capability for improving his/her academic record to again meet the standard of satisfactory academic progress. If a student is in poor academic standing because s/he is not completing sufficient credits to be making satisfactory progress toward the degree, then a requirement of the appeal will be that s/he must establish a plan with the advisor/program director for earning additional credits or completing the course work that the student has attempted but not finished. The student may be ineligible to register for additional credits until the specified plan has been implemented successfully. If the appeal is granted, the student will be given a one-year probationary period to improve his/her academic record to meet the standards of satisfactory progress. There is no limit on the number of times a student may follow this appeal procedure.

SAP Reinstatement

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

Satisfactory Work in Supervised Fieldwork/Advisement (SFW/A)

The College reserves the right to determine when (and whether) a student may begin SFW/A. For most programs students begin fieldwork in the fall, and normally receive the grade of IP (In Progress) for the first semester of SFW/A; at the end of the next semester, the grade for both semesters of SFW/A is converted to P (Pass) or NP (No Pass). If, however, the student does not achieve satisfactory work in the SFW/A setting in the first term, the advisor may award a

grade of NP. Whenever a grade of NP is awarded for supervised fieldwork, the student is academically dismissed. If a student wishes to appeal his or her dismissal due to a grade of NP in SFW/A, a written letter of appeal should be made to the dean of the Graduate School within 60 days of the date of the letter of dismissal. The dean will convene an Individual Review Committee (see page 119), which will review the circumstances and report its findings to the dean. The dean makes the final decision concerning student dismissal or reinstatement.

The College also reserves the right to end a student's fieldwork experience during a term if, in the advisor's assessment, the student's performance is deemed inadequate and/or inappropriate in the setting. In some instances, after two semesters of fieldwork, it is the assessment of the advisor that additional fieldwork is required. Credit for completion of the fieldwork year may be withheld until the additional term of fieldwork is successfully completed.

Grading Policy

Grades are defined as follows (NV denotes Neutral Value):

		Value in Calculation of Grade Point Average
A	Excellent (<i>no A+ may be awarded</i>)	4.0
A-	Very Good	3.8
B+	Good	3.5
B	Acceptable achievement; minimum grade for good academic standing	3.0
B-	Below minimum for good academic standing	2.8
C+	Fair	2.5
C	Poor	2.0
C-	Very poor	1.8
NP	No Pass	0.0
ENR	Currently Enrolled (<i>appears prior to grade entry for the term</i>)	NV
P	Pass: Awarded (only) for Supervised Fieldwork/ Student Teaching/Advisement; selected seminars and practica; museum leadership courses; and selected one-credit courses	NV
IN	Incomplete (<i>An IN can become an NC [No Credit]; see below</i>)	NV
IA	IMP Attempted: IMP work attempted, but has not been sufficiently completed.	NV
IP	In Progress: Recorded at the end of the first semester of selected full-year courses and for year-long SFW/A. The IP grade is changed after completion of the full year's work to a Pass or No Pass	NV
NC	No Credit: If Incomplete work is not submitted by the required due date, the Incomplete grade is converted to a No Credit grade	NV
TR	Transfer Credit: Credit earned at another institution and applied to Bank Street College degree	NV
WD	Withdrawal: This grade must be requested by the student and the request must be submitted	NV

by a specific deadline which is no later than the midpoint of each term (see *Academic Calendar for pertinent dates*)

WDA	Administrative Withdrawal: This grade may be awarded in special circumstances at the discretion of the Administration of the Graduate School.	NV
WV	Waived: Indicates that student does not have to take the designated course to meet degree requirements	NV
AT	Attended: Awarded (only) for Continuing Professional Studies courses taken not-for-credit and for the NYS internship	NV
NT	Not Attended: awarded (only) for Continuing Professional Studies courses taken not-for-credit; for the NYS internship; and for IMP work not attempted	NV
Z	No grade submitted by the instructor. (This is a temporary indicator only. It is replaced by an actual grade when grades are submitted.)	

Auditing courses is not permitted, and there is no grade of Audit offered by the Graduate School.

Students are expected to complete the work for a course by the end of the term in which it is taken. If, however, a student finds that he or she is unable to finish assignments within the term, he or she may request a grade of Incomplete (IN) and additional time to complete the course work. Incompletes are granted at the discretion of the instructor and are only considered if the student has done satisfactory work up to that point. If a grade of Incomplete is granted, the student and instructor must agree on a final due date for submission of the outstanding work and complete an Incomplete Grade Request form. To receive credit for the course, the student must complete all requirements by the date set. Extensions are limited to June 1st of the following year for a fall semester course, or January 1st of the following year for a spring or summer course. If the work is not completed by the due date, the grade is changed to NC (No Credit). In exceptional circumstances, a student may petition the Committee on Academic Standing for additional time to make up incomplete work. The Committee, in consultation with the course instructor involved, will decide whether any additional time—not to exceed the subsequent semester—will be granted.

Students should bear in mind that excessive incompletes may interfere with satisfactory progress toward their degree and jeopardize their academic standing (see Satisfactory Academic Progress toward the Degree, above).

Grade Reports/Transcripts

Student grades are posted on my.bankstreet.edu approximately one month after the end of each semester. Requests for official or student copies of transcripts are generally processed within three to five working days after receipt of a written request, which must include an original signature. There is a \$7 fee for each transcript requested. If students

request more than one copy at a time, the charge is \$7 for the first copy and \$2 for each additional copy. The cost is the same for official and student copies. Transcript requests may take slightly longer to fulfill during registration periods. For full instructions on how to order a transcript, visit www.bankstreet.edu or call 212-875-4406.

Release of Transcripts/Access to Students' Records

Bank Street complies with the Family Educational Rights and Privacy Act of 1974 (FERPA), as amended, also known as the Buckley Amendment. The act is designed to protect the privacy of education records, to establish the right of students to inspect and review their education records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Students also have the right to file complaints with the Family Educational Rights and Privacy Act Office concerning alleged failures by the institution to comply with the Act. The policy and procedures used by the institution to comply with the provisions of the Act are available in the Registrar's Office. The Registrar's Office also maintains a Directory of Records that lists all education records maintained on students by this institution. Questions concerning the Family Educational Rights and Privacy Act may be referred to the Registrar's Office. For additional information concerning FERPA, please see the Appendix, page 139.

Institutional Test Score Annual Report for the Academic Year 2011–2012

Institutional pass rates are a key measure of the performance of teacher preparation programs in Title II of the Higher Education Act. Institutions must report pass rates on teacher assessments for all graduates and all other enrolled students.

During the 2011-2012 year (7/1/11-6/30/12), 772 students took the Liberal Arts and Sciences (LAST) exam, and 766 passed it, for a 99% pass rate. 677 students took the Assessment of Teaching Skills-Written (ATS-W), and 676 were reported as passing, for a 99% pass rate. 636 students took the multi-subject Content Specialty Test (CST), and 628 were reported as passing, for a 98% pass rate.

Academic Grievance Procedures

Faculty members in the Graduate School work very closely and effectively with their students. Occasionally, differences occur between graduate student and advisor or course instructor about course grades or evaluation of supervised fieldwork/advisement. Students are encouraged to resolve such problems directly with the individual advisor or instructor.

If the difficulty cannot be resolved in this way, the following formal grievance procedure should be followed:

- The student discusses the problem with the program director or chair of the department (if discussed with the program director, the program director informs the chair).
- The program director or chair discusses the issue with the

faculty member involved (and with the student's advisor, if appropriate). The director or chair prepares documentation and notifies the student in writing of his or her recommendation.

- If the student deems the problem still unresolved, the student may write a report and submit it to the chair of the Committee on Academic Standing, along with any pertinent information. This report must be submitted by June 1st of the following year for a fall semester course or by January 1st of the following year for a spring or summer term course.
- The Committee on Academic Standing reviews the report and the issue with the student (and an outside person if desired) and, either together or separately, with the faculty member.
- The Committee on Academic Standing makes a decision and shares it with the student, the faculty member, the program director, the department chair, and the dean of the Graduate School. The decision of the Committee on Academic Standing is final.
- Once a degree is awarded and posted to a student's record, the student's academic transcript cannot be amended or changed, with one exception: after the degree is posted, should a student wish to appeal a grade earned in the final semester, the student will have 30 days from the degree grant date to file an appeal with the Committee on Academic Standing.

Other Student Complaints

Difficulties with program structures, schedules, or other issues should first be discussed informally with the student's advisor or program director. If unresolved, they should then be communicated in writing to the student's program director with copies to the department chair and the associate dean for academic affairs. Written responses documenting the complaint and its resolution will be shared with the student within 30 days, and records will be maintained by the associate dean for academic affairs who will also create an annual summary of these formal complaints and the responses to them.

Student Handbook

A handbook for all students is available from the Graduate School Office, the Registrar's Office, or faculty advisors.

Designed to complement the catalog, it contains additional details about the academic programs, student services, and student life, and information regarding due process, the Code of Conduct, and grievance procedures. It is the responsibility of every student to obtain a copy of the *Student Handbook* and to be knowledgeable about its contents.

Campus Drug and Alcohol Policy

In accordance with the federal legislation known as the "Drug Free Schools and Communities Act Amendments of 1989," Bank Street College of Education established the following policy:

Bank Street College prohibits the unlawful manufacture, distribution, dispensation, possession, or use of illegal drugs and/or alcohol by employees and students on School property or while conducting College business. This policy includes School activities taking place on or off Bank Street property, including driving to and from College-related activities. Alcoholic beverages may be served at Bank Street College events/activities on or off School premises, but are not to be served to anyone under twenty-one (21) years of age. A security guard is on duty during all campus events.

Campus Security

Dan Benchimol, *Director of Security*
212-875-4497

The College publishes and distributes an annual security report, which contains safety tips, emergency procedures, and campus crime statistics. This publication is available from the Director of Security, the Registrar's Office, and the Graduate School Office (Room 603); it is also excerpted in this catalog (page 140). The Advisory Committee on Campus Safety will provide upon request all campus crime statistics as reported to the United States Department of Education. General information about campus crime statistics may be found on the United States Department of Education's Web site: <http://ope.ed.gov/security/>.

New York State Certification

Many of Bank Street's degree-granting programs are registered with the New York State Department of Education as programs that enable graduates to qualify for New York State initial and/or professional certification in teaching or in school building leadership. When a student graduates from a Bank Street certification program and applies for New York certification, the College recommends that student for State certification and, in effect, vouches for the student's having met the State's academic requirements.

International students or permanent residents (holders of Green Cards) should check the New York State Department of Education's Web site for detailed, updated information regarding citizenship requirements for certification: www.nysed.gov.

Students certified in Canada or in states listed under the Interstate Agreement of Qualification of Educational Personnel may qualify for Enhanced Reciprocity. Students accepted into New York State Certification programs should begin the process of working toward certification early in their master's degree program. This process includes the following requirements:

1. Testing:

- successful completion of the New York State Certification Exams (www.nystce.nesinc.com)

2. Training (free to matriculated students):

- successful completion of two clock hours of training in the identification and reporting of suspected child abuse or maltreatment
- successful completion of two clock hours in school violence intervention and prevention
- successful completion of six clock hours in harassment, bullying, and discrimination prevention training.

3. Fingerprint Clearance

- Visit www.bankstreet.edu

Internship Certificate Credential

Bank Street College offers the New York State Internship Certification Credential. This is an opportunity for graduate students who are seeking teaching positions to obtain New York State certification prior to graduation if they meet

the eligibility requirements set for them by the State. The Internship Certificate Credential is a temporary New York State teacher certification that allows a graduate student who has completed at least one-half of the credits required for the master's degree program to teach in a New York City public school. Students must be matriculated in a program that leads to certification and be in good standing. They must also have a written job offer from a particular school for a job in the same certification area as the degree program in which they are enrolled. The Internship Certificate Credential is limited to a particular school and lasts up to two years. Bank Street faculty serve as mentors to graduate students teaching under the Internship Certificate Credential.

Visit www.bankstreet.edu for details on the requirements and procedures for New York State certification.

Career Services

Susan Levine, *Director*

212-875-4657; slevine@bankstreet.edu

Located in the Office of Admissions on the first floor on the east side of the Lobby.

The Career Services Office serves as a resource and information center. Career Services are provided to alumni and to students matriculated in degree programs. Students are encouraged to take advantage of the variety of services the Office has to offer at the beginning of their matriculation at the College. Services include listings of current job openings, a reference book library, a collection of sample résumés, and school directories. Résumé and interview skills workshops are offered individually and for small groups throughout the year. Students are encouraged to meet with the Director to discuss strategies to be used during the job search process, such as how to organize a job search, networking, and researching schools, institutions, and agencies.

In addition, students can establish an updated reference file to be sent to prospective employers when applying for a position. In an effort to assist students and graduates in finding jobs, the Career Services Office produces a Job Bulletin, listing current employment opportunities, that is made available through the Bank Street Web site. Beginning in the spring semester of supervised fieldwork/ advisement, students are given a password that gives them access to current and past bulletins online. Post-SFW/A students and alumni are also eligible for this service. If interested, please email the Career Services Office.

The Career Services Office hosts the following annual events: a Job Search Support Day, which provides information on the job search process, and two Job Fairs with representatives from New York City public, charter, and independent schools. Career Services also cosponsors job-related events with the Alumni Office.

Bank Street graduates are innovative professional teachers and leaders who make wonderful contributions to the schools within which they work. Our alumni are in demand, and are the reason Bank Street has the fine reputation it does.

College Services

Office for Students with Disabilities

Olga Romero, *Coordinator*

212-875-4468; olgar@banstreet.edu

Bank Street College encourages students with visible or hidden disabilities to self-identify and to provide us with further information as soon as possible after admission to the College so that they may receive the reasonable accommodations to which they are entitled.

Nonmatriculated students who need accommodations should identify themselves as soon as they contemplate taking a course. For further information on your rights and what the Office for Students with Disabilities offers, please visit our Web page located within Graduate School Student Services.

Bank Street College does not discriminate against qualified individuals with disabilities in the recruitment and admission of graduate students, as a matter of policy and as specified by applicable laws and regulations.

Library and Archives

Kristin Freda, *Director*

212-875-4458; kfreda@bankstreet.edu

The Bank Street Library contains a wide range of materials that support instruction and independent research: books, e-books, journals, online databases, Graduate School theses and portfolios, audiovisual materials, and more. Copies of required textbooks, arranged by call number, as well as files of reserve readings, are available at the Circulation Desk for use in the Library. In addition, many faculty make use of the Library's electronic reserve system, which provides class readings online. If there are books or articles not held on site, library staff can request an Interlibrary Loan on behalf of the student.

The Children's collection of materials contains picture books, easy-to-read books, nonfiction, biographies, fiction, and young adult novels. The collection also contains many DVDs and books on CD. The Children's Librarian provides instruction to the School for Children classes and is available to assist children and adults with research and book selection.

The Bank Street College Archives contain the institutional records of the Bank Street College of Education as well as historical materials related to the College. The collection documents the history and evolution of the College from 1916 to the present.

Librarians help students and faculty identify and locate pertinent information, teaching them to conduct searches using the online catalog and databases. Librarians also offer research classes for students, which include a library tour and an introduction to research using our databases and catalog. A schedule of research class offerings each semester can be found on the library's Web site (<http://www.bankstreet.edu/library>). Individual sessions are also available during reference hours with or without an appointment. The Library houses 24 PC and Macintosh computer workstations, each equipped with Microsoft Office and which are available for word processing, email, and Internet access. Three copiers are available for printing, copying, and scanning. Ethernet and wireless connections are also available.

Library policies, including circulation rules, are available on the Library's Web site: <http://www.bankstreet.edu/library>

Council of Students (COS)

Amy Kline, *COS Advisor*

212-875-4442; akline@bankstreet.edu

COS (pronounced cuz) is the Bank Street College graduate student organization. Members meet regularly to work on issues pertaining to the quality of student life at Bank Street. The primary goal is to provide students with the opportunity to participate in and promote productive dialogues among the student body, within the Bank Street community, and beyond.

COS sponsors and organizes educational and professional development activities for students, as well as social events. COS's annual survey to students seeks to better understand and respond to student needs, while providing students with an additional voice.

The COS Web page lists upcoming events and happenings and provides information about getting involved and how to contact a COS representative.

Student Associate Trustee

One graduate student each year is selected to serve as the Student Associate Trustee, and is expected to attend the quarterly meetings of the Bank Street College of Education Board of Trustees. He or she will provide a student perspective when pertinent issues are in front of the Board. The student trustee also gathers and shares information from and for the graduate student body by reporting to and hearing from students. In addition, he or she will work with COS, the accreditation coordinator and senior administrator, and the dean of the Graduate School.

The student trustee is appointed by the board of trustees to a one-year term. Nominations are solicited in the spring for the following academic year. Qualifications: Applicants must be in good standing, with a minimum of one year of study remaining at Bank Street. They should be interested in issues of governance and in advocacy on behalf of fellow students. Excellent speaking and organizational skills are essential. Applicants cannot be in staff positions at Bank Street.

Bookstore

Andrew Laties, *Manager*

212-875-4551; alaties@bankstreet.edu

The Bank Street Bookstore, located at the corner of Broadway and 112th Street, offers two floors of books, games, and toys for children, families, and educators. Professional books are on the second floor. All books required in courses may be ordered online at <http://bankstreet.textbookx.com>.

The Bookstore is open Monday through Sunday from 8:00 am to 10:00 pm (call for holiday hours). The Bookstore's address is 2879 Broadway, New York, NY 10025; the telephone

numbers are: 212-678-1654 and 800-724-1486 (toll-free). Visit the Bookstore's Web site: www.bankstreetbooks.com.

Housing

Bank Street College does not maintain dormitory facilities. Notice of available apartments to rent or share is distributed by the Office of Graduate Admissions. Other resources for obtaining housing are local realtors, Web pages, newspapers, and various "Y" organizations. For further information and a detailed list of these resources, call the Office of Graduate Admissions at 212-875-4404.

Application for housing may be made to International House, a graduate student residence facility within walking distance of the College at 500 Riverside Drive, New York, NY, 10027-3916. Contracts run from September through mid-May and may be renewed for the summer. For more information and/or an application, call 212-316-8400, or visit <http://www.ihouse-nyc.org>. Students enrolling for summer courses may also pursue housing options at International House.

Information Technology

Christina D'Aiello, *Director*

212-875-4789; cdaiello@bankstreet.edu

The Information Technology (IT) department works to support all members of Bank Street College's community by providing robust, secure, up-to-date, and accessible technology. Details about our support services and contact information can be found below.

Help Desk

212-875-4642 or helpdesk@bankstreet.edu

The Help Desk staff, located in Room 703, are available for technical support for College hardware, software, Internet access, and telephone equipment.

Computer Labs

The computer labs located on the 7th floor and C-Level of the main building provide students with access to Mac computers and a wide variety of software applications on both the Mac and Windows operating systems. The labs are frequently scheduled for classes, so check the calendar for drop-in hours. The 7th floor Lab is reserved for drop-in student use Monday through Friday, 3:00-5:00 pm.

The two Mac labs, located on the 7th floor and C-Level, are open:

- Monday-Thursday, 9:00 am-10:00 pm;
- Friday, 9:00 am-4:00 pm;
- Saturday, 9:00 am-5:00 pm.

A cluster of PCs in the library are available:

- Monday-Thursday, 9:00 am-9:45 pm;
- Friday, 9:00 am-5:00 pm;
- Saturday 10:00 am-6:00 pm.

“Appropriate Use Guidelines,” found on Bank Street’s Web site under Information Technology, must be followed when using any Bank Street computing resources.

Teaching & Learning Support

212-875-4575 or dml@bankstreet.edu

The Teaching & Learning Support group uses a variety of tools to facilitate learning and collaboration. The group provides support for teaching technologies (delivering course content, sharing resources with students, etc.) and learning technologies (informal, learner-driven tools such as social networks, apps, games, etc.). The group provides both faculty and student support. Please contact the group to schedule a consultation.

Cafeteria

The Bank Street Cafeteria is located on the C-Level of the main building and is open to the College community. The cafeteria offers a wide selection of wholesome foods. The

Cafeteria is open from noon to 7:00 pm, Monday through Thursday, and from noon to 3:00 pm on Friday. Catering services are also available.

Business Office Services

Timothy Meyer, *Bursar*

212-875-4771; tmeyer@bankstreet.edu

Indira Mookhram, *Student Accounts Administrator*

212-875-4620; imookhram@bankstreet.edu

Mattie Campbell, *Accounting Clerk*

212-875-4624; mattie@bankstreet.edu

The Business Office is located on the 7th floor in Room 712. It is the responsibility of the College’s Business Office to collect tuition and fees and to maintain students’ financial accounts. In addition, Business Office staff work with the Office of Financial Aid and the Registrar’s Office in the administration of student loans and scholarships.

Centers, Institutional Collaborations, and Special Initiatives

The Graduate School funds several projects. Many faculty work as staff developers, consultants, evaluators, and researchers on these and other projects.

Adelaide Weismann Center for Innovative Leadership in Education

Rima Shore, Director

212-875-4478; rshore@bankstreet.edu

Allied with the Graduate School is an endowment-funded Center for Innovative Leadership in Education. Named for an alumna of the Graduate School, the Adelaide Weismann Center's primary goals are to support the enrichment of Bank Street's current activities in education leadership, developing new programs to meet pressing educational needs, and develop a body of documentation and research that will support the renewal of Bank Street's programs as well as the field of educational leadership.

Bank Street College/Lincoln Center Institute Collaborative

Harriet Lenk, Director

212-875-4580; hlenk@bankstreet.edu

The Bank Street College/Lincoln Center Institute Collaborative is designed to enhance the learning of all children through an exploration of ways to use the arts in the preparation of new teachers. The Partnership connects the Lincoln Center Institute with the graduate faculty of Bank Street College through a series of experiential workshops and performances of music, dance, opera, and the visual arts. The goal is to help future teachers understand how experiential investigations of the arts can engage children in learning about the arts and support their development of a wide range of critical, analytic, and expressive skills.

This collaboration is based on the belief that the infusion of the arts into teacher education programs yields professionals capable of important shifts in perception and creativity. In effect, drawing on the arts affords greater variety in curricula and learning. This connection has enabled us to pair "teaching-artists-in-residence" with various faculty members and groups of Bank Street students. Integration of the arts into the teacher's repertoire supports learning across the disciplines. Together we explore selected performances of theatre, dance, and music and consider how to use the insights gained and sustain the enthusiasm and depth of understanding for both students and teachers, and those who work with them.

Infancy Institute

Infants, Toddlers, Families: Supporting Their Growth

Marjorie Brickley, Director

212-875-4721; mbrickley@bankstreet.edu

Designed to meet the needs of those who work in varied settings with infants, toddlers, and families, the three-day Infancy Institute, usually offered in late June, provides a high-quality, individualized experience. Past programs have included a nationally known keynote speaker, a visit to an infant/toddler program, choices among numerous workshops, and seminars on such topics as attachment, infant/toddler development, activities for toddlers, sensory integration, early intervention, staff development, and working with families.

Kerlin Science Institute

Jenny Ingber, Director

212-875-4510; kerlin@bankstreet.edu

The goal of the Kerlin Science Institute is to strengthen the teaching of natural and environmental sciences by helping teachers think of science not merely as an established body of knowledge but also as an active process of inquiry. Institute participants take an intensive, inquiry-based science course in the summer term and then conduct their own investigations of their science teaching practice and their students' science learning in three more courses over the following three terms (one fall semester, one spring semester, and the following summer term). They learn about advanced scientific topics through their own investigations in courses designed to strengthen the knowledge of science teachers, while demonstrating the inquiry-based learning they can use in their classrooms.

The Institute is part of the Sally Kerlin Endowment for the Teaching of Natural and Environmental Sciences (established in 2002). School for Children faculty and Graduate School students, along with science teachers from area schools, are welcome to participate. Named for the late Sally Kerlin, a Bank Street alumna and life trustee of the College, the gift celebrates the Kerlin family's long relationship with Bank Street College. Mrs. Kerlin's daughter, granddaughter, and niece are also graduates.

Language Series

Luisa Costa, Coordinator

212-875-4689; lcosta@bankstreet.edu

The goals of the series are to promote an in-depth discussion about language development and methodology with a focus on applications for school and home across the ages; to support the professional growth of all classroom educators—including dual language, bilingual, ESL, special education, and monolingual teachers; and to foster the exchange of ideas and to provide opportunities for networking among teachers, parents, and leaders across schools.

Each year, participants have the opportunity to engage with experts and practitioners in the field and to brainstorm with other educators

Tiorati Workshop for Environmental Learning

Jenny Ingber, *Director*

212-875-4510; jingber@bankstreet.edu

The Tiorati Workshop for Environmental Learning is a collaborative venture between Bank Street and the Palisades Interstate Park Commission. At the laboratory and class-

room facility in Bear Mountain/Harriman State Park, New York, elementary school teachers, graduate students, and children investigate the natural world of wooded slopes, lakes, streams, meadows, and marshes around the Tiorati Workshop. The Tiorati Program for Schools offers the opportunity for teachers to bring their students to Tiorati and, with Tiorati staff assistance, design children's work in nature studies, including studies of local parks and living organisms in the classroom. We integrate across the curriculum, paying particular attention to the Common Core State Standards and the science curriculum.