

*“Bank St. will teach you more than you thought you could possibly ever want to know. It is an engaging and demanding program and one of the most worthwhile investments I have ever made in my life.”*

**Nicole, Museum Education**

# Services and Policies



# Admissions

Ann Morgan, *Director*  
Seena Berg, *Associate Director*  
Jesse Nguyen, *Assistant Director*  
LaVerne Pratt, *Administrative Assistant*  
Diana Pondt, *Administrative Assistant/International Student Advisor*

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](http://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 catalogue 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.

Many of our programs leading to an initial New York State certification require that the applicants meet breadth and

depth distribution in the liberal arts and sciences. In addition to having breadth across the liberal arts curriculum, applicants are expected to have an undergraduate concentration (ten courses or thirty credits) in one of the liberal arts or sciences. A few programs require that applicants have a prior certification in a related classroom certification area (see the section on New York State certification on page 119).

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. See page 115 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; and
- official transcripts of all prior work in higher education.

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

### For spring 2012 enrollment:

Submit completed applications by November 1, 2011.

**For fall 2012 enrollment:**

Submit completed applications by February 15, 2012.

**For summer 2012 residency program enrollment:**

Submit completed applications by April 2, 2012

**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. Occasionally, 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.

**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](http://www.ets.org/toefl).

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



# Financial Aid

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

Office of Financial Aid: 212-875-4408  
finaid@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. A student must be admitted into a degree-granting program and all credits/courses taken must be part of the degree requirements in order to receive any type of financial aid.

## 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 graduate programs. An Award Notice indicates the combination of scholarships, subsidized/unsubsidized loans, 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 subsidized/unsubsidized loans requested by the student for the relevant fiscal year (e.g., Summer 2 2011–Summer 1 2012).

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.

## Scholarships/Fellowships/Stipends

All applications for financial aid are reviewed for eligibility for the 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, and the Cathy Bose Math Leadership Scholarship, which require a separate application through the Office of Admissions. In general, applications for financial aid are reviewed for eligibility using the general criteria of:

- Enrollment as a matriculated student;
- At least half-time enrollment; and
- 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. Students who accept a Bank Street Scholarship are also required to accept a minimum of \$8,500 in the subsidized portion of the William D. Ford Federal Direct Loan Program.

#### **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 students who meet the general eligibility criteria stated above.

#### **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.

#### **Hearst Minority 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, 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 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, 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 and also 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 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, and who are accepted to intern 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 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, 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.

### **Charlotte Winsor Public School Intern Program**

This fund supports students who are enrolled in Supervised Fieldwork/Student Teaching/Advisement as interns, and who are selected to work in a public school setting.

### **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 highest public in-state undergraduate tuition rate. Bank Street will contribute up to 50% of those tuition expenses that exceed the above rate and the VA will match the same amount as the institution. For additional information, visit [http://www.gibill.va.gov/gi\\_bill/info/ch33/yellow\\_ribbon.htm](http://www.gibill.va.gov/gi_bill/info/ch33/yellow_ribbon.htm)

### **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. The Office of Financial Aid reviews each student's eligibility for the William D. Ford Federal Direct Loan Program, which consists of the Subsidized Loan and the Unsubsidized Loan. 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 terms 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.

There are two types of Direct Loans—subsidized and unsubsidized. For both types, 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). A subsidized loan does not accrue interest while the student continues to be enrolled at least half-time. 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. Each student is usually eligible for a combination of subsidized and unsubsidized loan funds.

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). Up to \$8,500 per year of this amount may be subsidized. The interest rate, identical for both subsidized and unsubsidized loans, is fixed. A 1% processing fee is withheld from the loan proceeds prior to disbursement to the student.

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 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](http://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.

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](http://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 Summer 1 or Summer 2) 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 (Room 705) 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 opportunities. 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](http://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).

### **International Students**

International students are not eligible for financial aid at Bank Street College. However, they may be eligible for Other Aid Sources of financial aid, as described above.

# 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 and letter 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](http://www.bankstreet.edu) and also on the Web site where Web Registration takes place, [my.bankstreet.edu](http://my.bankstreet.edu).

New students, who have yet to matriculate and are registering for the first time, must register in person at the College at one of the In-Person Registration times scheduled prior to each term. These times are available on the Web. New students are also sent letter invitations with their specific appointment times to register on the day of In-Person Registration.

Nonmatriculated students must also 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 for schedule and calendar updates, both of which are available on the Academic Programs page of the College's general Web site, [www.bankstreet.edu](http://www.bankstreet.edu).

A deferred payment plan is available for the fall and spring semesters, and financial aid may be used toward payment for any term.

## Tuition and Fees

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

Application fee (nonrefundable)	\$ 65
Tuition for each course credit	\$1,240
Tuition for Supervised Fieldwork/ Advisement per credit	\$1,240
Deposit (to be applied to Supervised Fieldwork/Student Teaching/ Advisement, 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
Integrative Master's Project fee*	\$600
Independent Study extension fee (Students who do not complete the Independent Study within one year will be charged an additional \$100.)	\$100
Technical Assistance fee for selected Independent Studies and Portfolios (Optional, see Guide to Integrative Master's Project.)	\$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 2011	Spring Semester 2012
25%	At registration	At registration
25%	September 30	January 30
25%	October 28	February 27
25%	November 21	March 26

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 2011–2012 fiscal year, tuition is \$1,240 per credit or \$55,800 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 122). 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 2011–2012 nine-month academic period:

Tuition (18 credits)	\$22,320
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.

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 and made payment arrangements, 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 2–6 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 individu-

ally. Refunds for blended and fully online courses will follow a special refund schedule which is specified on the College Web site each term.

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 established eligibility for the funds prior to withdrawing. Unearned amounts allocable to Title IV HEA programs will be returned in the following order: William D. Ford Federal Direct Unsubsidized Loans, William D. Ford Federal Direct Subsidized Loans, and 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 nonrefundable deposit of \$250. This deposit is applied toward tuition costs at the time the student registers for supervised fieldwork/advisement.

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 114.

#### **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 114).

### **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 working 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 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 applicable 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.

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 a Course Requirement**

Occasionally, a student comes to Bank Street with sufficient depth of formal academic study in an area that would warrant the College to consider waiving one or more course requirements. Students should request a Course Waiver form from the Registrar's Office and follow the procedures outlined on the form.

### **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](http://www.bankstreet.edu). Candidates for graduation must file a Graduation Application in order to initiate the review of their records. Forms and timeline are available from the Registrar.

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.

### **Professional and Academic Standards**

Bank Street endeavors to hold its students to high academic and professional standards and to prepare them to be effective, highly skilled practitioners. The course 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 outlined in the Student Handbook and demonstrate the academic and personal qualities necessary for completion of graduate studies leading to Bank Street degrees or study on a nonmatriculated basis.

Occasionally, a faculty member may determine that a student lacks one or more of these qualities. Problems may involve suspected plagiarism, excessive absences, inappropriate classroom behavior, the student's inability to work productively with children or adults, or other questions regarding a student's professional conduct and/or capacity. Faculty members report such problems to the Associate Dean for Academic Affairs (or in his or her absence, the Associate Dean for Administration) who will review the circumstances and recommend an intervention which may require the student to discontinue his or her studies. Students who contest such a determination may request that the Dean of the Graduate School convene an Individual Review Committee (IRC) to review the situation. Requests must be made in writing to the Dean within 60 days of the date of the dismissal letter. The student is encouraged to present any pertinent information to this committee. The IRC reviews the circumstances and makes a recommendation to the Dean. The Dean then makes the final determination, which might uphold or reverse the decision for dismissal.

### **Academic Integrity**

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.

What does this mean?

- All work submitted must be original.
- Any reference to another person's work (including ideas, theories, or concepts) must be cited explicitly. See APA Citation Guidelines (below).
- 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.

### **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 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 117.

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

### **Grade Point Average**

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.
- Students who are dismissed based on Supervised Fieldwork/Advisement performance have the right to appeal to the Dean who will convene an Individual Review Committee (see page 117).

### **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 Spring or Summer 1 would only be required to complete one credit rather than four credits.

A student's complete academic record will be reviewed annually (generally in July) to see if he/she 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.

If students are not making sufficient progress, they may be asked to provide documentation about extenuating circumstances and/or may be placed on probation. See the Student Handbook for additional specific information and guidelines for the appeal process.

### 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 (IRC) 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.

### Professional Standards and Code of Conduct

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 60 days of the date of the dismissal letter. See the Student Handbook for additional information regarding Code of Conduct and Professional Standards.

### Grading Policy

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

		Value in Calculation of Grade Point Average
A	Excellent (no A+ may be awarded)	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 (appears prior to NV grade entry for the term)	NV
P	Pass: Awarded (only) for Supervised Fieldwork/ Student Teaching/Advisement; selected seminars and practical; museum leadership courses; and selected one-credit courses	NV
IN	Incomplete (An IN can become an NC [No Credit]); see below	NV
IA	IMP Attempted: IMP work attempted, but NV 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 by a specific deadline which is no later than the midpoint of each term (see Academic Calendar for pertinent dates)	NV
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

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 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 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 specific course instructor, 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](http://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 133.

### Institutional Test Score Annual Report for the Academic Year 2009–2010

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 of their teacher certification programs. Program completers include all students who are documented as having met the requirements of the program.

Bank Street College of Education reported that the total number of eligible program completers was 197 students for the 2009–2010 year (7/09–6/10). Out of the 197 students, 165 registered for and took the Liberal Arts and Sciences Test (LAST) and 163 students were reported as having passed, for a 99% pass rate. 166 students registered for and took the Assessment of Teaching Skills–Written (ATS–W). 165 students passed, for a 99% 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 involved faculty member (and 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.
- 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. The decision of the Committee on Academic Standing is final.

### Other Grievances

Information about procedures for other grievances, including bias crimes and sexual offenses, can be found in the Student Handbook.

### 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 catalogue, 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

Lesly Pierre, *Director of Security*  
212-875-4633

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 catalogue (page 134). 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](http://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](http://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

#### 3. Fingerprint Clearance

- Visit [www.bankstreet.edu](http://www.bankstreet.edu)

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. See page 13 for additional information.

Visit [www.bankstreet.edu](http://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](mailto: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 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.

All eligible students are encouraged to register with the Career Services Office and to maintain an updated reference file to be sent to prospective employers when applying for a position. In addition, the Career Services Office hosts the following annual events: a Job Search Support Day, providing information on the job search process; and a Job Fair, with representatives from the New York City public, charter, and local independent schools.

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](mailto:olgar@banstreet.edu)

Bank Street College encourages students with visible or hidden disabilities to self-identify and provide us with further information as soon as possible after admission to the Col-

lege so that they may receive the accommodations to which they are entitled.

Nonmatriculated students who need accommodations should identify themselves as soon as they contemplate taking a course.

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](mailto:kfreda@bankstreet.edu)

The Bank Street Library contains a wide range of materials that support instruction and independent research: books, journals, online databases, Graduate School theses and portfolios, video and audio recordings, and more. Copies of required textbooks, arranged by call number, as well as files of reserved readings are available at the Circulation Desk for use in the Library. The Bank Street College Archives contain the institutional records of 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 catalogue and databases. Librarians also offer orientations for students, which include a Library tour and introduction to searching the databases. Librarians can obtain materials from other libraries through interlibrary loan. In addition to the orientation sessions for new students (a schedule of these can be found on the Library's Web site: [www.bankstreet.edu](http://www.bankstreet.edu)), small groups may schedule additional sessions at their convenience.

The Library houses 24 PC and Macintosh computer workstations, which are available for word processing, email, and Internet access. Ethernet and wireless connections are also available.

In the Children's Collection, picture books, easy-to-read books, juvenile fiction, nonfiction, biographies, and young adult fiction are available, as are a selection of books on tape and videos. The Children's Librarian provides instruction to School for Children classes and is available to assist children and adults with research or book selection. Current subject-themed bibliographies and instructional brochures may be found online. The circulation policy and schedule of fines for overdue materials are available at the Circulation Desk. Library hours and special events are posted throughout the building. All of this information is also available on the Library's Web site: [www.bankstreet.edu](http://www.bankstreet.edu).

## **Council of Students (COS)**

Lora Stephens, *COS Advisor*  
212-875-4424; [lstephens@bankstreet.edu](mailto:lstephens@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 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: [www.bankstreet.edu](http://www.bankstreet.edu). Additional information can be found on that page about getting involved and contacting 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 the Council of Students (COS), the Executive Administrator and Accreditation Coordinator, 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. He or she 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**

Beth Puffer, *Manager*  
212-875-4550; [bpuffer@bankstreet.edu](mailto:bpuffer@bankstreet.edu)

The Bank Street Bookstore, located at the corner of Broadway and 112th Street, offers two floors of books, games, DVDs, CDs, 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 Wednesday from 11:00 am to 7:00 pm; Thursday 11:00 am to 8:00 pm; Friday and Saturday from 10:00 am to 6:00 pm; and Sunday from 11 am to 6:00 pm (call for summer and 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](http://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. Information may also be posted on several College bulletin boards. 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, New York, 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.

### **Computing and Information Services (CIS-Computer Center)**

Arlen Rauschkolb, *Director*  
212-875-4642; [arauschkolb@bankstreet.edu](mailto:arauschkolb@bankstreet.edu)

The CIS Department provides computing, audiovisual, telecommunications (telephone and voice mail), and networking support for the College's academic and administrative communities. The main CIS office is located in Room 703 of the main building. Two general-purpose computer labs, a computer cluster in the library, mobile labs, wireless network access, and computerized "Smart Classrooms" are available to students and faculty. Principal applications for these systems include search engines for the BSC library catalog, periodical subscriptions, remote information sources, and the Internet, as well as email, Listserv, database, spreadsheet, graphics, video/audio editing, and word-processing software.

### **Help Desk**

The Help Desk is located on the 7th floor in the CIS Suite. Help Desk staff are available for consultation and assistance for technical support for College hardware, software, AV, and telephone equipment. Email and wireless access requests can be made through the Help Desk. For more information about the Help Desk and technology services at Bank Street, go to the College Web site ([www.bankstreet.edu](http://www.bankstreet.edu)), call 212-875-4642, or send email to: [Helpdesk@bankstreet.edu](mailto:Helpdesk@bankstreet.edu).

### **Instructional Technology Support**

A variety of documentation, FAQ's and informational videos are available for students on the Bank Street Web site, Portal, and Epsilon sites (see the Web sites section below). CIS



also offers small-group workshops for students by appointment. Please contact the Help Desk to schedule individual instructional technology support.

### **A/V and Multimedia Services**

A variety of A/V and multimedia resources used in support of the academic and administrative programs are provided, including video and digital video recording, editing, and projection; digital photography; and audio recording and amplification. Faculty and students may arrange informal, one-on-one instruction for audiovisual equipment used in individual research projects.

### **Computer Access**

CIS maintains two computer labs and a computer cluster in the library.

The labs are typically open from:

- 9:00 am to 10:00 pm, Monday through Thursday
- 9:00 am to 4:00 pm, Friday
- 9:00 am to 5:00 pm, Saturday

The library computer cluster is open from:

- 9:00 am to 9:45 pm, Monday through Thursday
- 9:00 am to 5:00 pm, Friday
- 11:00 am to 6:00 pm, Saturday

### **Computer Labs**

The computer labs located on the 7th floor and C-Level of the main building provide students 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. “Appropriate use” guidelines must be followed when using any Bank Street computing resources.

### **Library Computer Cluster**

The library cluster provides students access to both Mac and PC computers and hosts a wide variety of software applications. The library cluster hours are listed above.

### **Networking**

The College’s high-speed fiber-optic-based network, used for local- and wide-area data communications, provides campus computers with email, Listserv, file sharing, printing, Intranet, and Internet services.

### **Wireless Network Access**

Wireless network access is available throughout the College, and allows users to connect to the College-wide network, check their email, and browse the Internet from a laptop computer without physically plugging into the network. The process for annual laptop registration for use of wireless access is simple, takes less than ten minutes, and requires users to have up-to-date OS and virus protection

installed. Interested users should contact the Help Desk at 212–875–4642 to schedule an appointment to bring their laptop to Room 703 for registration.

### **Anti-virus Software**

The use of anti-virus software is available to all enrolled students. Instructions for downloading and installing the software can be found on the Student Tab of the Bank Street Portal.

### **Web sites**

The Bank Street College Web site ([www.bankstreet.edu](http://www.bankstreet.edu)) provides program descriptions, links to the Bookstore and special programs, and a calendar of events, announcements, etc. The CIS Help Desk pages provide useful information about and documentation for the technology services available at the College. The College’s Web Portal ([my.bankstreet.edu](http://my.bankstreet.edu)) provides students, faculty, and staff with a customizable interface for obtaining information about the College, including online registration and billing. Starting Fall 2011, the faculty and students will have access to Epsilon, a new space for digital course content and collaboration tools. Epsilon provides blogs, forums, live chat and file storage for face-to-face and online courses.

### **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 p.m., Monday through Thursday, and from noon to 3:00 pm on Friday. Catering services are also available.

### **Business Office Services**

Versha Indira Mookhram, *Student Accounts Administrator*  
212–875–4620; [imookhram@bankstreet.edu](mailto:imookhram@bankstreet.edu)  
Jie Ying Long, *Junior Accountant*  
212–875–4471; [jlong2@bankstreet.edu](mailto:jlong2@bankstreet.edu)  
Mattie Campbell, *Accounting Clerk*  
212–875–4624; [mattie@bankstreet.edu](mailto: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.

### **Health Insurance**

Information about student health insurance is available in the Office of Graduate Admissions. We offer supplemental emergency health insurance coverage only. Outside options for uninsured students interested in more extensive coverage include Healthy New York, a federal program designed for uninsured working individuals. Visit the Healthy New York Web site at [www.ins.state.ny.us](http://www.ins.state.ny.us) for specific information regarding eligibility and fees.

## 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](mailto:rshore@bankstreet.edu)

The Graduate School houses an endowment-funded Center for Innovative Leadership in Education. Named for an alumna of the Graduate School, the Center's primary goals are to support the enrichment of Bank Street's current activities in educational leadership, develop 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](mailto: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.

### **Infancy Institute**

#### **Infants, Toddlers, Families: Supporting Their Growth**

Nancy McKeever, *Director*

212-875-4582; [mckeever@bankstreet.edu](mailto:mckeever@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](mailto: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 intensive, inquiry-based science courses over the course of four terms (two summer terms, and one fall and one spring semester). 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, part of the Sally Kerlin Endowment for the Teaching of Natural and Environmental Sciences (established in 2002) involves the School for Children and the Graduate School. 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](mailto:lcosta@bankstreet.edu)

The goals of this three-day series are to promote an in-depth discussion about language learning principles and methodology with a focus on classroom applications; to support the professional growth of all classroom educators—Dual Language, Bilingual, ESL, Special Education, and Monolingual teachers in PreK to high school settings; and to foster the exchange of ideas and to provide opportunities for networking among teachers 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](mailto: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 classroom 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.

### **Urban Education Semester Program**

Margaret Martinez-De Luca, *Director*

212-875-4699; [mdeluca@bankstreet.edu](mailto:mdeluca@bankstreet.edu)

The Urban Education Semester program is designed for undergraduates from colleges and universities who are inter-

ested in public education and policy. Students from colleges such as Brown, Franklin & Marshall, Holy Cross, Wesleyan, and Vassar have traditionally participated in the program. The program is now open to students, from any college, who are interested in understanding teaching, learning, and the complexities of equitable education in urban public school environments

The Urban Education Semester program offers an intense opportunity for undergraduates, usually juniors, to combine experiential fieldwork in a variety of public school settings (in Manhattan, the Bronx, Brooklyn, and Queens), group visits to alternative educational sites, and related course work that may include: Foundations of Modern Education, Child Development, and Principles and Problems in Elementary and Early Childhood Education. The required course, Learning Practice and Theory: Making the Connection, along with Supervised Fieldwork/Advisement and individual conferences, help students integrate theory and practice in ways that relate to their academic programs and career aspirations. Students design a curriculum project that meets an identified need in the classroom or internship which fosters a holistic understanding of responsive teaching and learning. Students in the program earn 15 graduate credits, which are applied to their undergraduate transcripts.