



“ Graduating from Bank Street prepares students to excel in a variety of teaching positions. The Job Bulletin is an excellent resource for finding positions in any number of settings. ”

Michele, Early Childhood
Special Education



“ When I was researching the best graduate schools for teachers, I heard unanimous praise for Bank Street College. Now I know why. Bank Street faculty provide a level of support, expertise, and nurturing that is unlike any other school I’ve attended. Its courses are also challenging, enlightening, and inspiring. My experience here has truly transformed the way I see not only children, but adults and our world in general. ”

Mi Won, Childhood
General Education

“ Courses at Bank Street are designed to accommodate the different learning styles of its students. Classrooms become communities where ideas and experiences are shared and built upon. The faculty is very knowledgeable, highly qualified, and capable of facilitating course content. ”

Glenn, Childhood General Education



Services and Policies



“ Bank Street is committed to developing outstanding teachers, providing hands-on learning opportunities, dedicated instructors, state-of-the-art technology, and an abundance of educational materials. ”

Sabrina, Childhood General Education/Teach for America



“ Bank Street provided a supportive environment that allowed me to go back to school and complete my studies in an individualized way. The advisors worked with me to create a manageable schedule to transition me from the corporate world to graduate school to a new career. ”

Roberta, Child Life

“ Bank Street offers incredible resources: not only are the professors, internship opportunities and library outstanding, but so are the other students. The student body brings enormous riches to the classroom, including a diversity of backgrounds, experiences, and visions for children. ”

Mollie, Early Childhood and
Childhood General Education

Admissions

Ann Morgan, Director
Kristin McCracken, Associate Director
Jacqueline Hawkins, Assistant Director
LaVerne Pratt, Senior Office Assistant
Diana Pondt, Senior Office Assistant

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

The Graduate School welcomes applications from individuals who have strong academic records and who have experience and interest in education or related fields. We believe that professions in education require intelligent, reflective, flexible, and creative individuals with strong ethical standards.

Those interested in applying are encouraged to visit the College. Prospective students can learn about Bank Street at one of the Open Houses held periodically throughout the year, as well as through individual appointments with admissions counselors or program directors. Admissions and financial aid materials are available by mail, on our Web site (www.bankstreet.edu), or in the Office of Graduate Admissions.

Criteria For Admissions

The criteria described here apply to applicants for all graduate degree programs. Applicants should consult specific program descriptions in this 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 New York State initial certification require that applicants meet requirements for 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) in one of the liberal arts or sciences. Applicants to programs in Middle School Education must have a concentration that is taught in middle schools (history, English, math, science, or a foreign language). A few programs require that applicants either have a provisional or an initial certification in a related classroom certification (see the section on New York State certification on page 121).

Students missing an undergraduate course requirement must take (and pass with a C or better) an undergraduate or graduate level course in the subject(s) required, as outlined in the acceptance letter, prior to graduation from Bank Street. See page 117 for details about potential transfer of these credits, provided they are taken at the graduate level.

Applicants for the advanced Master of Education (Ed. M.) in Special Education, Teaching Literacy, Studies in Education, or Leadership for Educational Change 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
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 (\$50), payable to Bank Street College;
- three letters of reference;
- a reflective autobiography; and
- official transcripts of all prior work in higher education.

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

For summer or fall enrollment:

Submit the application and supporting materials by March 1.

For spring enrollment:

Submit the application and supporting materials by November 1.

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 109).

If, after initial review of the application, the Admissions Committee wishes to proceed in considering an applicant, we will contact the applicant to schedule an admissions interview with a faculty member from the appropriate program. Applicants are also asked to come to the College to respond to essay questions asked by each 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 unavailable to 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 600 (paper-based total) or 250 (computer-based total) on the Test of English as a Foreign Language (TOEFL). To obtain a TOEFL bulletin, prospective students should write to: TOEFL Services, Educational Testing Service, PO Box 6151, Princeton, NJ 08541-6151, USA. You may also visit the TOEFL Web site at www.toefl.org.

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).

“Only now that I have graduated from Bank Street and am working across the country do I fully appreciate the unique education I received. I am more than prepared—I am a valued and important member of my new school community, so much so because of the amazing instructors and courses and fieldwork experiences I had at Bank Street.”

Sara, Early Childhood General Education

Financial Aid

Lou Palefsky, Director
Anita Antonetty, Assistant Director
Kaisha Lopez, Financial Aid Counselor
Christopher Ballantine, Senior Office Assistant

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

The Office of Financial Aid provides information and counseling in an effort to help students develop financial strategies that will complement their academic plans. Bank Street College makes every effort to supplement the student's resources through financial aid; however, it is the responsibility of each student to finance his or her graduate school education. Eligibility for most financial aid awards is based on need. The process of determining need has been standardized by the federal government and relies on information provided annually by the student. Both part-time and full-time students are eligible to apply for financial aid. Financial aid awards may take the form of scholarships (not to be repaid), loans (to be repaid), and/or work-study opportunities.

Application for Financial Aid

The first step in applying for any financial aid at Bank Street is completion of the Free Application for Federal Student Aid (FAFSA). It is required for all forms of financial aid (scholarships, loans, and/or work-study). The FAFSA may be submitted online at www.fafsa.ed.gov. FAFSA applications and other financial aid materials are also available in the Office of Financial Aid (Room 639).

All students (prospective and continuing) are encouraged to begin the financial aid application process early each year, preferably in January. To be considered for scholarships, the annual deadline for receipt of the completed FAFSA for the following fiscal year (Summer 2 through Summer 1) is April 15. (Students may apply for loans throughout the year; the April 15 deadline does not apply.) Scholarship funds at Bank Street College are limited; students who file late applications and/or do not meet the deadlines for submitting additional information may be considered ineligible for scholarships or may receive reduced awards.

Applicants to the College are encouraged to submit admissions and financial aid applications simultaneously. New students will not be considered for financial aid until formal admission to the College has been granted (see page 108 for the admissions application process).

Returning students must complete a new FAFSA for each fiscal year (Summer 2 through Summer 1 for which they wish to receive aid).

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 scholarship(s), 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 2006 – Summer 1 2007).

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

Students may be asked to attend entrance or exit counseling at the discretion of the Office of Financial Aid. Students applying to receive aid in subsequent years must demonstrate continued financial need, good academic standing and satisfactory progress toward their degrees.

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 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.

Separate applications are not required for most awards. The exception to this policy is the Wallace Foundation Scholarship, which requires a separate application through the Office of Admissions. Applications for this scholarship are circulated when funds are available.

The following financial aid awards are funded through the generosity of the many supporters of Bank Street College and are subject to annual funding:

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 and fees 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 \$8500 in the subsidized portion of the William D. Ford (Direct Loan) Program.

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

This scholarship is available to minority 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.

Nancy Berkowitz Memorial Scholarship

This scholarship is available to students who are Special Education majors.

Lucy Burrows Scholarship

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

The Harry Doehla 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 who are Early Childhood Special Education majors and who are doing supervised fieldwork in a New York City public school.

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.

Myra Ferguson Scholarship

This scholarship is available to students who are either Special Education or Child Life majors.

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 U.S. after graduation.

Goldberg-Ruberman Scholarship

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

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.

Jephson Scholarship

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

H. Thomas Langbert Scholarship

This scholarship is available to students who are Museum Education majors.

Minority Assistant Fellowship/Bank Street School For Children

This fellowship 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 selected to intern at Bank Street School for Children.

Minority Education Scholarship

This scholarship is available to minority 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 who are Leadership in Mathematics Education majors.

Charlotte W. Newcombe Foundation Scholarship

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

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.

Adele Spiegle Scholarship

This scholarship is available to students who are Leadership in Mathematics Education majors.

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 Infant and Parent Development and Early Intervention majors.

Wallace Foundation Scholarship

This scholarship is open to students who are U.S. citizens and who identify themselves on the admissions application and on the financial aid questionnaire as being a member of a federally-recognized U.S. racial/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 professional certification to teach. Recipients must sign a commitment to teach in urban schools for three years following graduation from Bank Street.

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.

Loans

Educational loans play an important role in each student's financial aid package, as the Bank Street College scholarship program is limited. Individual awards usually do not cover the full cost of attendance. The Office of Financial Aid reviews each student's eligibility for the William D. Ford Federal Direct Stafford Loan (Direct Loan) Program. Students may borrow funds through the Direct Loan Program to help offset the total cost of their education, which includes tuition, fees, books, and living expenses.

Students must be registered for a minimum of five credits (or the equivalent) for the Fall or Spring semester or a minimum of two credits for the Summer 1 or Summer 2 term to be eligible to receive a Federal Direct Loan. As with all financial aid programs, students requesting loans must be in good academic standing and be making satisfactory progress toward their degree (see pages 117-118).

There are two types of Direct Loans—subsidized and unsubsidized. For both loans, repayment of the principal is deferred until six months after a student ceases to be enrolled at least half-time (five credits or the equivalent in Fall and Spring; two 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 \$18,500 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 3% processing fee is withheld from the loan proceeds prior to disbursement to the student. As with other financial aid, students must complete and file the FAFSA to receive loan funds. Students may apply for a Direct Loan throughout the year; the April 15 deadline does not apply.

Students who are first-time borrowers at Bank Street College must complete entrance counseling in order to be eligible to receive loan funds. Exit counseling is required of all borrowers prior to graduation or when the student falls below half-time status.

Students not accepted into degree programs (nonmatriculated students) who need to fulfill certification and/or licensing requirements may be eligible for Direct Loans for only one semester, in which they must register for a minimum of five credits in the Fall or Spring, or two credits in either Summer 1 or Summer 2. To apply, nonmatriculated students must also file the FAFSA.

Alternative Loans

Alternative loans are available to students registered for fewer than five credits, those with extraordinary expenses, and to nonmatriculated students. Alternative loans are secured from private lenders (e.g., banks) and are based on the student's financial credit history.

One type of alternative loan, available through a commercial lender, is for students who meet the following criteria:

- The student is a matriculated student in the Graduate School;
- the student is at least half-time in attendance; and
- the student has a financial aid package/award that does not meet the full cost of attendance for the semester(s) or term(s) for which the student is/will be enrolled.

Another type of alternative loan, also available through a commercial lender, is for students who are unable to receive federal students loans for any or all of the following reasons:

- The student is less than half-time in attendance;
- the student is nonmatriculated (not enrolled in a degree program); or
- the student is neither a U.S. citizen nor an eligible noncitizen (may require a cosigner who is a U.S. citizen).

Further information, with a listing of possible lenders, can be found on the Bank Street College Web site: www.bankstreet.edu/gs/alternativeloans.

Federal Work-Study Program

The Federal Work-Study 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 for at least five credits in the Fall or Spring semester, or two credits in either Summer 1 or Summer 2, and who are interested in federal work-study must request consideration for a federal work-study position by writing to the Office of Financial Aid. The current compensation for these positions is \$20.00 per hour.

Tuition Assistance Program (TAP)

Matriculated students who are legal residents of New York State and who will be registered for at least 12 credits per academic semester are urged to apply for the New York State Tuition Assistance Program (TAP). TAP is a grant program with awards ranging from approximately \$75 to \$550 per year; the amount is based on the student/spouse's taxable income as reported on the New York State tax return of the previous calendar year. Applications are automatically mailed to all New York State residents upon processing of the FAFSA.

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: <http://www.bankstreet.edu/gs/otheraid>.

Bank Street College graduate students may be employed as research or project assistants and in College offices. Graduate students who are interested in part-time employment are encouraged to review job announcements in the Human Resources Office (Room 713).

International Students

International students are not eligible for financial aid at Bank Street College. However, they may be eligible for alternative loans or external sources of financial aid as described above.

See also www.bankstreet.edu/gs/intl_fin_aid.

Registration

Daniel Atkins, Registrar

Ann Cox, Associate Registrar/Certification Officer

Sandra Grauert, Associate Registrar

Bettina Tillman, Senior Office Assistant

Albretha Conner, Senior Office 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 e-mail 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/gs/, and also on the Web site where Web Registration takes place, my.bankstreet.edu.

New students, who have yet to matriculate and are registering for the first time, 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 and are published each term in the Semester Bulletin. 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 in person at the College at Open Registration, 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 bankstreet.edu/gs/ Web site.

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 (<i>nonrefundable</i>)	\$ 50
Tuition for each course credit	\$940
Tuition for Supervised Fieldwork/ Advisement per credit	\$940
Deposit (<i>to be applied to Supervised Fieldwork/Student Teaching/ Advisement, nonrefundable</i>)	\$250
Registration fees per term (<i>nonrefundable</i>):	
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
Directed Essay fee*	\$300
Independent Study fee*	\$300
Independent Study extension fee <i>(Students who do not complete the Independent Study within one year will be charged an additional \$100.)</i>	\$100
Portfolio fee*	\$300
Technical Assistance fee for selected independent studies and portfolios <i>(Optional, see Guide to Integrative Master's Project.)</i>	\$150
New York State Internship Certification fee per semester (if enrolled in SFW/A)	\$100
New York State Internship Certification fee per semester (if <i>not</i> enrolled in SFW/A)	\$500
Removal of "Incomplete" grade	\$ 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 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 2006** **Spring Semester 2007**

25%	At registration	At registration
25%	October 6	February 9
25%	November 3	March 9
25%	November 27	April 2

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 summer degree programs for which a deferred payment plan is available. Contact the appropriate program director for details.)

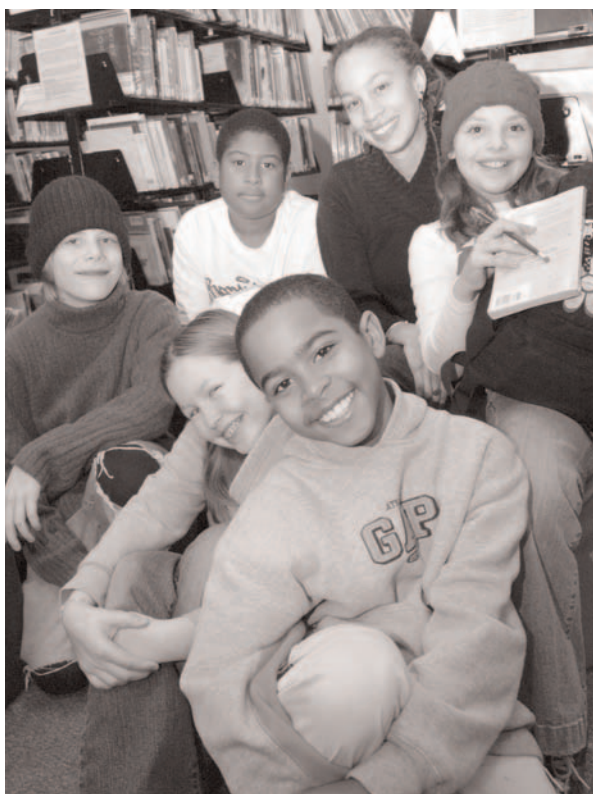
Estimated Expenses

Tuition costs vary according to the time and number of credits required for program completion. During the 2006-2007 fiscal year, tuition is \$940 per credit or \$42,300 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 123). 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 2006-2007 nine-month academic period:

Tuition (18 credits)	\$16,920
Books and Fees	\$ 1,100
Living Expenses	\$13,500

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, except for courses which meet eight times during the Summer 1 and Summer 2 terms (for which students must register before the first class meeting). Requests for adding



or dropping Supervised Fieldwork/Student Teaching/ Advisement must be accompanied by written approval from the student's advisor and the department chair.

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 (WVD). The form to be filed for course withdrawal is available in the Registrar's Office, and requires the instructor's and advisor's signature.

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 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, with appropriate signatures, 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 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 in the Summer Course Brochure, is implemented. In each term, refunds for those courses that meet in unusual calendar configurations will be handled individually.

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 Stafford Unsubsidized Loans, William D. Ford Federal Direct Stafford 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 at Bank Street

Confirming Enrollment/Beginning Matriculation

When students are admitted into a program, they receive an acceptance letter in which 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 116.

Deferring Enrollment

Individuals who have been accepted into programs, but who wish to postpone their enrollment, may 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

From time to time, matriculated students choose to withdraw formally from their graduate program before completing a degree, which means they are no longer considered active matriculated students. Students should contact the Registrar's Office for procedures about withdrawing from the College. In those instances when students have withdrawn and subsequently wish to return to their program, they must contact the Office of Graduate Admissions and complete a process of re-admission. They may be asked to provide updated material to the Office of Graduate Admissions and/or the chair of the department. They may also be required to take more credits than are normally required for the completion of their program. Readmission is not guaranteed.

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

Transferring between Programs

On occasion, students wish to transfer from one program to another within the College. Students who wish to

change their degree program must obtain a Change of Degree Program Application from the Office of Graduate Admissions. The change must be approved both by the director of the original program and by the director of the program the student wishes to enter. In most cases, changes of degree program can only occur prior to the year of supervised fieldwork/advisement.

Students transferring from one program to another may also need to take additional course work to fulfill all the requirements for the degree in the program to which they have transferred.

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

Enrollment for Non-Degree 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 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.

Students 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 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 coursework. If a student is absent due to illness or other emergency, the student must inform the instructor and/or advisor, who will determine how the student can complete missed work. If a student is in Supervised Fieldwork, the school or agency must also be notified 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 semester. 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 instances where a great deal of time has elapsed since a student began a degree, the Committee may require that student to reactivate his or her record by applying for readmission (see page 115).

Interruptions in Study Leave of Absence

Sometimes it becomes necessary for students to interrupt their study. If such an interruption is due to a student's illness or injury, then s/he should apply for a medical leave of absence (see below). In other instances, students should request a formal leave of absence by completing a Leave of Absence form, available from the Registrar's Office. As discussed above, 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 s/he 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. Written approval from the student's program director is part of the process.

If the student is granted a leave of absence for an academic term in which s/he is currently enrolled, the Registrar will process a withdrawal from any course and/or supervised fieldwork in progress. The standard calendar for tuition liability and refunds will apply and will be based on the date that the written request for the leave of absence is received by the Registrar's office.

Leaves of absence may be granted for up to one year at a time. If a leave is granted, a date for the student's anticipated return to the program must be established and recorded. When students resume matriculation, they may be required to complete more coursework 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 the completion of their program, depending on the duration of the medical leave.

Withdrawal from Matriculated Status

Any matriculated student who chooses to leave the College before completing his or her program should file a withdrawal form in the Registrar's Office. This helps ensure that the College's record of the student's status is correct. Students who have withdrawn and who subsequently wish to return to Bank Street must apply for readmission.

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. (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 107), 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 Timeline for Review of Degree Completion Requirements, printed in the Fall and Spring Schedule of Classes. Candidates for graduation must file an Application for Degree Completion Review in order to initiate the review of their records. Forms and timelines are available from the Registrar.

The month in which a student completes his or her degree requirements is the date 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 is in default on a loan. 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 advisors 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, which is outlined in the Student Handbook, and to demonstrate the academic and/or personal qualities necessary for completion of graduate studies leading to degrees in teaching, Child Life, and/or educational leadership, or for study on a nonmatriculated basis.

Occasionally, a faculty member may determine that a student lacks one or more of these qualities, and may therefore counsel the student to leave the program. 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. Students who contest such a determination may request that the Dean convene an Individual Review Committee to review the situation. Should the Dean of the Graduate School convene an Individual Review Committee, he or she seeks the Committee's advice and recommendations and together they implement a course of action, which might include the student's dismissal from the Graduate School. The student is encouraged to present any pertinent information to this committee.

Satisfactory Academic Achievement

There are three academic standards to which every student must adhere in order to remain in good academic standing:

- 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.

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 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. Thereafter, he or she must maintain a cumulative grade point average of 3.0. 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 have been academically dismissed may appeal to the Committee on Academic Standing for consideration regarding reinstatement. The decision of that committee is final.

Satisfactory Academic Progress Toward the Degree (SAP)

Students must make satisfactory progress toward their degree in order to maintain eligibility for financial aid pro-

grams and to be considered in good academic standing. Students must earn a minimum number of credits per year at a pace sufficient to complete all degree requirements within five years. To be making satisfactory academic progress for financial aid, students must:

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

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 that appear on the permanent academic record count towards progress, even if the student received no financial aid for those semesters.

Appeal/Probation

If students fall beneath the standard required for their degrees, they may appeal to the Satisfactory Academic Progress Committee (SAP Committee) to retain their eligibility to receive financial aid. See the Student handbook for additional, specific information.

Satisfactory Work in Supervised Fieldwork/Student Teaching/Advisement

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

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. Additional information about expectations for successful performance in supervised fieldwork are specified in the Graduate School Student Handbook.

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 grade entry for the term)	NV
P	Pass: awarded (only) for Supervised Fieldwork/Student Teaching/Advisement; selected seminars and practica; museum leadership courses; and selected one-credit courses	NV
IN	Incomplete (This grade must be requested by a student; an IN can become an NC [No Credit]; see below)	NV
IP	In Progress: recorded at the end of the first semester of selected full-year courses and for year-long Supervised Fieldwork/Student Teaching/Advisement. 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	NV

must be submitted by a specific deadline which is no later than the mid-point of each term (see Academic Calendar for pertinent dates)

WV	Waived: indicates that student does not have to take the designated course to meet degree requirements	NV
AT	Attended: awarded (only) for New Perspectives courses taken not-for-credit and for the NYS internship	NV
NT	Not Attended: awarded (only) for New Perspectives courses taken not-for-credit and for the NYS internship	NV
Z	No grade submitted by the instructor. (This is a temporary indicator only. It is replaced by an actual grade when grades are submitted.)	

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

Students are expected to complete the work for a course by the end of the term in which it is taken. If, however, a student finds that he or she is unable to finish assignments within the term, he or she may request a grade of Incomplete (IN), and additional time to complete the course work. Incompletes are granted at the discretion of the instructor and are only considered if the student has done satisfactory work up to that point. If 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 Progress Toward the Degree, above).

Grade Reports/Transcripts

Students are mailed grade reports 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 \$7.00 fee for each transcript requested. If students request more than one copy at a time, the charge is \$7.00 for the first copy and \$2.00 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.

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 Appendix, page 139.)

Institutional Test Score Annual Report for the Academic Year 2004 – 2005

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 147 students for the 2004-2005 year (7/04-6/05). Out of the 147 students, 115 registered for and took the Liberal Arts and Sciences Test (LAST) and 114 students were reported as having passed, for a (higher than) 99% pass rate. The total number of students who registered for and took the Assessment of Teaching Skills-Written (ATS-W) exam was 116. All 116 students passed, for a 100% 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, department chair, and 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 from 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 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 Suite (Room 603); it is also excerpted in this catalogue (page 140). The Advisory Committee on Campus Safety will provide upon request all campus crime statistics as reported to the United States Department of Education. General information about campus crime statistics may be found on the United States Department of Education's Web site: <http://ope.ed.gov/security/>.

New York State Certification

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

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

Students certified in Canada or in states listed under the Interstate Agreement of Qualification of Educational Personnel may qualify for Enhanced Reciprocity.

Students accepted into New York State Certification programs should begin the process of working toward certification early in their master's degree program. This process includes the following requirements:

- 1. Testing:**
 - successful completion of the New York State Certification Exams.
- 2. Training:**
 - 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**

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.

For additional information about all certification issues, contact the Registrar's Office at 212-875-4406.

Career Services

Susan Levine, Director
Career Services Office: 212-875-4657
slevine@bankstreet.edu
Located in the Office of Admissions on the first floor on the east side of the Lobby.

The Career Services Office serves as a resource and information center. Career Services are provided to alumni and to students matriculated in degree programs. Students are encouraged to take advantage of the variety of services the office has to offer at the beginning of their matriculation at the College. Services include listings of current job openings, a reference book library, a collection of sample résumés, and school directories. Résumé and interview skills workshops are offered individually and in 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 (weekly March through June, and monthly during the rest of the year) listing current employment opportunities, made available through the Bank Street Web site. Students in supervised fieldwork/advisement receive the bulletin in their spring semester conference groups free of charge; alumni are eligible to subscribe for a minimal fee. Students and subscribers are given a password that will enable them to open and view current and past bulletins online.

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, with representatives from Bank Street and from public and private schools providing information on the job search process; and a Job Fair, with representatives from both the New York City Department of Education Regions 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 graduates are in demand, and are the reason Bank Street has the fine reputation it does.

College Services

Academic Support Services

The Writer's Workshop

The Writer's Workshop, a semester-long, noncredit course offered during the fall and spring terms, is designed to assist students with the development and improvement of their writing skills. Tuition is \$75, and students are expected to attend each class session as they would any other course. To register, students should contact Kristin McCracken in the Office of Graduate Admissions (212-875-4460).

The Grammar Workshop

A refresher workshop on grammar is offered periodically for students, in an effort to improve students' writing and to enhance graduates' ability to teach writing to children. Call 212-875-4460 for information.

The Writer's Handbook

The Writer's Handbook, a publication of the Graduate School, is also designed to guide students in their academic writing. The Handbook is available from the Graduate Suite (Room 603) and from the Registrar's Office.

Office for Students with Disabilities

Olga Romero, Coordinator
212-875-4468

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 College, 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

Linda Greengrass, Director
212-875-4455

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, ERIC microfiche, video and audio recordings, and more. Copies of required textbooks, arranged by call number, as well as files of reserved readings arranged by name of course instructor, are available at the Circulation Desk for use in the Library.

Librarians help students and faculty identify and locate pertinent information, teaching them to conduct searches using the online catalog and databases. Librarians also offer orientations for students, which include a Library tour and introduction to searching the ERIC, WilsonSelectPlus, and Academic Search Premier databases. Librarians can obtain materials from other libraries through interlibrary loan or provide passes to other libraries. In addition to the mandatory orientation sessions for new students (a schedule can be found on the Library's Web site: streetcat.bankstreet.edu), individuals and small groups may schedule additional sessions at their convenience.

The Library houses several PC and Macintosh computer workstations, which are available for word processing, e-mail, 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 picked up at the Reference Desk. 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: streetcat.bankstreet.edu.

Council of Students (COS)

Amy Rosenthal, COS Advisor
212-875-4442; arosenthal@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 Student Associate Trustee also serves as the Council of Students Chair. In addition to regular meetings, COS hopes to sponsor events and discussions, including forums focused on specific themes.

COS has a number of ongoing projects:

- A list of frequently asked questions (FAQ), culled from student feedback, is available on the Web site: www.bankstreet.edu/gs/cos.html. Topics range from low-cost health insurance to help with certification.
- An annual survey to students facilitates input and provides an additional voice for students. This survey is our attempt to better understand and respond to student needs.
- The COS student bulletin board (the "Wall") can be found on the sixth floor of the main building, directly across from the Graduate Suite.

Bookstore

Beth Puffer, Manager
212-875-4550

The Bank Street Bookstore, located at the corner of Broadway and 112th Street, offers two floors of books, games, videos, audio cassettes, and CD-ROMs for children, parents, 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 Thursday from 11:00 a.m. to 7:00 p.m.; Friday and Saturday from 10:00 a.m. to 6:00 p.m.; and Sunday from noon to 6:00 p.m. The Bookstore's address is 2879 Broadway, New York, NY 10025; the telephone number is 212-678-1654/toll-free 800-724-1486. Visit their Web site: www.bankstreetbooks.com.

Housing

Bank Street College does not maintain dormitory facilities. Notice of available apartments to rent or share is distributed by the Office of Graduate Admissions. 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. International House is located 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 212-316-8436, or visit www.ihouse-nyc.org.

Students enrolling for summer courses may pursue housing options at International House.

Computer Center

Arlen Rauschkolb, Director
212-875-4642

Bank Street College's Computing and Information Services (CIS) department provides computing, audiovisual, telecommunications (telephone), 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 permanent computer labs, a Multimedia Lab, five mobile labs, computer resources in the Library, wireless network access and computerized "Smart Classrooms" are available to students and faculty. Principal applications for

these systems include search engines for our library catalogue, periodical subscriptions, remote information sources, and the Internet, as well as e-mail, Listserv, database, spreadsheet, graphics, video/audio editing, and word-processing software. Also available are laser printers, image scanning, and optical character recognition resources.

Helpdesk and Lab staff are available for consultation and assistance Monday through Friday, 9:00 a.m. to 5:00 p.m. In addition, Web-based e-mail accounts and wireless access are available to all matriculated students; visit Room 703 to sign up. The College has an ongoing program of equipment, computer hardware, and software upgrade and modernization.

PC and Mac Computer Labs

CIS maintains two general-purpose computer labs on the first floor of the main building. They provide support for a wide variety of software applications and are open from 9:00 a.m. to 10:00 p.m. Monday through Thursday; 9:00 a.m. to 4:00 p.m. Friday; and 9:00 a.m. to 5:00 p.m. on Saturday. The labs are frequently scheduled for classes, so check the calendar on the front door for drop-in hours. For reservations and use of this lab, please call 212-875-4459.

Multimedia Lab (aka Digital Media Lab)

The Multimedia Lab in Room 701 is available for developing multimedia course-related projects. For example, students can use the multimedia lab to:

- create multimedia PowerPoint presentations;
- edit digital video using Apple's iMovie or FinalCutPro Express software;
- edit images in Adobe PhotoShop Elements;
- scan images and documents;
- burn CD-Roms & DVD-Roms; and/or
- dub videotapes.

Drop in hours for students are Monday through Friday, 3:00-5:00 pm. Appropriate guidelines must be followed when using this lab, and priority for these computers should be given to those working on multimedia projects. For reservations and additional information, e-mail mmlab@bankstreet.edu.

Wireless Network Access

Wireless access is available in most public spaces at the College, and allows users to connect to the Network, check their e-mail, and browse the Internet from a laptop computer without physically plugging into the Network. The process to register a laptop to use Wireless Access is simple and takes less than ten minutes. Interested users should call the Helpdesk at 212-875-4642 to schedule a time to bring a laptop to Room 703 and register for access.

Helpdesk

Helpdesk staff is available for consultation and assistance Monday through Friday from 9:00 a.m. to 5:00 p.m. to answer technical inquiries regarding the computer systems and services at the College, including telephone and A.V. services. The Helpdesk also offers training workshops for staff and students in various applications. E-mail and wireless access requests can also be made through the Helpdesk: 212-875-4642.

Cafeteria

The Bank Street Cafeteria is located on the C-Level of the main building, and is open to the public as well as the College community. The cafeteria offers a wide selection of wholesome foods, including a salad bar and assorted sandwiches, wraps and paninis. Entrees and homemade soups are prepared daily. Students can also find an assortment a lowfat muffins, croissants, danishes, brownies and cookies. The Cafeteria is open from 7:30 a.m. to 7:00 p.m., Monday through Thursday, and from 7:30 a.m. to 3:00 p.m. on Friday. Catering services are also available.

Business Office Services

James Worley, Student Account Administrator
212-875-4620
Gloria Alisyed-Lewis, Account Assistant
212-875-4471
Mattie Campbell, Secretary
212-875-4624

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 enrolling in Health and Dental Care policies 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/website2/hny/english/hny.htm for specific information regarding eligibility and fees.

Institutional Collaborations

5-Step

Lia Gelb, Director
212-875-4489

This is a collaborative program between Bank Street and a number of undergraduate liberal arts colleges (Albion College, Bennington College, Carleton College, Earlham College, Eugene Lang College of the New School for Social Research, Kenyon College, Oberlin College, the University of Delaware Honors Program, and Whitman College). Upon admission, students begin their professional studies at Bank Street during the summer between their junior and senior years. Students must be recommended by their college and meet all Bank Street admissions requirements.

Urban Education Semester

Margaret Martinez-Deluca, Director
212-875-4699

The Urban Education Semester program is a collaborative project of Bank Street College and the Venture Consortium (Bates College, Brown University, College of the Holy Cross, Franklin & Marshall, Sarah Lawrence College, Swarthmore College, Syracuse University, Vassar College, and Wesleyan University). Liberal Arts undergraduates attending Venture Consortium colleges and universities are engaged for one semester in the formal study of education in an urban setting.

The Urban Education Semester program offers an opportunity for liberal arts undergraduates, usually juniors, to combine 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 courses, Current Issues in Urban Education, and Learning Practice and Theory: Making the Connection, along with Supervised Fieldwork/Student Teaching/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.

Students in the program earn 15 graduate credits, which are applied to their undergraduate transcripts.

Bank Street College/Lincoln Center Institute Collaborative

Harriet Lenk, Director
212-875-4580

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. These experiences are extended to graduate students through a wide range of courses in the College. 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 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; visit museums; and consider how to use the insights gained and sustain the enthusiasm and depth of understanding for both students and teachers.

This project 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 integrative perspective on teaching and learning follows Bank Street’s “core curriculum” approach, in which a topic of study is selected and explored in depth from different perspectives; projects are used to engage children in authentic tasks that involve skill-building as scientists, historians, artists, and writers.

Early Childhood Four-College Consortium

Virginia Casper, Liaison
212-875-4703

The Early Childhood Four-College Consortium, which includes Bank Street College, Erikson Institute in Chicago, Wheelock College in Boston, and Pacific Oaks College in Pasadena and Seattle, was created in the fall of 1993. Each of the four institutions in the consortium has a history of responding in varying ways and through various programs to the societal needs of young children and their families. In addition, each institution supports a critical mass of faculty focusing on the wide spectrum of early care and education. The study of child development, the developmental approach to learning, reflective practice, and the focus on preparing leaders are the connecting links among the institutions in their work with children and their approach to adult learning. Faculty of the four institutions have collaborated on publishing and presentations at national meetings. Matriculated graduate students have the opportunity to register in selected graduate courses in the other three institutions. Students who have not previously transferred six credits into a Bank Street degree may transfer up to six graduate credits from these selected courses; prior approval from the chair of their department is required, and the standard procedures for transferring in credits should be followed.

For a fuller description of relevant programs and courses, please consult each institution’s Web site:

Wheelock College: <http://www.wheelock.edu>

Pacific Oaks College: <http://www.pacificoaks.edu>

Erikson Institute: <http://www.erikson.edu>

Partnership for Quality Preparation, Placement and Professional Development (P4Q)

For information, contact Diane Stenglein.

212-875-4545

P4Q is a partnership between Bank Street College of Education and Region 9, one of the ten instructional districts of the New York City Department of Education. Region 9 is composed of school districts 1, 2, 4, and 7. The goal of the partnership is to develop, recruit, and retain quality teachers in high need New York City public schools. By providing Bank Street students with at least a year of graduate course work, placing them in schools that are working in collaboration with Bank Street, and offering professional development via Bank Street faculty and on site faculty mentors, the grant provides support to meet the needs of beginning teachers working in hard to staff schools. This project also provides Bank Street students with the important opportunity to work as certified teachers while completing their degrees.

Bank Street students who are qualified to work under the New York State Internship Certificate Credential are eligible to participate in the partnership. See the Web site for further eligibility requirements.

P4Q participants who teach in partner schools will receive considerable professional development and mentoring support, including a stipend for summer planning and preparation work prior to the start of the teaching assignment; professional development and mentoring support from Bank Street faculty throughout the year; mentoring support from an on-site teacher leader; a reduced workload (dependent on school and certification); and monthly cohort meetings. By offering these supports, the Partnership hopes to ease teachers’ entry into the profession, thereby improving instruction and teacher retention. Bank Street graduates who work in these schools will also be part of the cohort and receive many of the same supports and opportunities.

All P4Q participants have a commitment to working in high-need public schools, and also a commitment and understanding that to create school environments that foster quality teaching and learning over the long term, there must be increased retention of new, high-quality teachers. More information about the partnership and the hub schools is available:

<http://www.bankstreet.edu/gs/partnershipforquality.html>

Centers, Institutes 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

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.

Center for Urban Teacher Education and Technology

Marvin Cohen, Director of Instructional Technology (Fall)
212-875-4711

The Center for Urban Teacher Education and Technology was designed to build upon and extend the work of the College through the use of technology.

The Center has four goals: to foster innovative uses of new technologies in Bank Street teacher preparation courses; to continue to build a supportive and comprehensive culture at Bank Street that uses and values new technologies to further teaching and learning in the process of preparing teachers to work in diverse and inclusive classrooms; to prepare students to incorporate the informed use of new technologies in their practice in order to work more effectively in diverse and inclusive settings; and to begin to create a culture of collegial inquiry and learning among institutions of teacher education in the New York City metropolitan area related to issues of pedagogy and technology.

The Center is currently supporting the development of twenty-four technology-using fieldsites for the placement of students. For more information, visit the website (bankstreet.edu/cutet/) or call the director.

Infancy Institute Infants, Toddlers, Families: Supporting Their Growth

Carla Poole, Director
(usually offered during late June)
212-875-4523

Designed to meet the needs of those who work in varied settings with infants, toddlers, and families, the three-day Infancy Institute provides a high-quality, individu-



alized 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, working with families and Child Life services in the neonatal intensive care unit.

Kerlin Science Institute

For information, please contact Michael Cook.
212-875-4449

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, college-level, inquiry-based science courses over the course of four terms (two summer terms, fall and spring semesters). 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, is a collaboration between 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.

Leadership Preparation Institute

Sabrina Hope King, Director
212-961-3360

The Leadership Center at Bank Street College of Education was established to provide today's practicing and aspiring principals, as well as other front-line administrators, teachers and school personnel, with the kind of ongoing professional support and development they need to become the successful school leaders of tomorrow. The Leadership Preparation Institute includes the Principals Institute, The Teacher Leader program, the Bilingual/ESL Teacher Leadership Academy (BETLA), and other professional development programs. Particular emphasis is placed on increasing the number of women and minorities in positions of leadership in the New York City public school system.

Project BETLA

Lillian Hernandez, Coordinator
212-961-3359

The Bilingual/ESL Teacher Leadership Academy (BETLA) was created to instill leadership skills in exemplary teachers, who then work to support fellow teachers serving English Language Learners (ELLs). Teacher Leaders refine their own practice as they collaborate with teachers of ELLs to support high achievement for these students. In addition, BETLA Teacher Leaders establish model classrooms that are used as lab sites for bilingual and ESL instruction. Participants receive twelve sponsored graduate credits and support for classroom instructional materials.

Teachers for a New Era

Ira W. Lit, Director
212-875-4486

Bank Street College is one of eleven higher education institutions participating in a landmark initiative designed to strengthen K-12 teaching by improving teacher education. Funded by the Carnegie Corporation of New York,

the Ford Foundation, and The Annenberg Foundation, the Teachers for a New Era initiative has three basic design principles: Decisions about the program are to be driven by evidence—of teacher work and the work of their students; Arts and Sciences faculty should be involved in the preparation of teachers; and teacher education is an academically taught clinical profession, which continues into a post-graduation induction program. The success of the participating institutions, their graduates and the research produced during the five years of the project are expected to challenge, inspire, and provide models for educators and policy makers to improve the professional education of teachers.

Tiorati Workshop for Environmental Learning

Don S. Cook, Director
212-875-4494

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 literacy mandates and the science curriculum. The graduate courses that Bank Street offers at Tiorati excite teachers' curiosity about the natural world and help them develop plans to introduce nature study to classrooms in both urban and suburban settings. The summer HudsonWatch Institute is an opportunity for teachers to pursue scientific field inquiries, exploring possibilities for field studies by middle-school and junior high school students.

“ Bank Street is a unique institution—the instructors bring a wonderful combination of personal practice in the field and a deep understanding of current (and past) educational theory. Supervised fieldwork provides an opportunity for students to deepen their understanding of children as they strengthen their own skills. ”

John, Early Childhood Special Education