

QUEENS COLLEGE
GRADUATE STUDIES

HANDBOOK



Welcome to graduate study at Queens College! We hope your experience with us will be one that is educationally enriching and, while involving hard work, enjoyable.

The purpose of this Handbook is to acquaint you with the policies and procedures that govern graduate education and will help you steadily progress toward meeting degree requirements. As you begin graduate school, some policies outlined here might seem to be concerned with the distant future, but ultimately they will play a significant role in your education.

Please take the time to review this Handbook and refer to it throughout your academic career at Queens. Updates will be posted on this Web site. If something arises that is not covered here, consult the current Graduate Bulletin (available online at www.qc.cuny.edu/college_bulletins), which offers more in-depth information about individual programs, or contact us at the Office of Graduate Studies (718-997-5190; graduatestudies@qc.cuny.edu). In any event, when confronted with questions concerning a procedure, don't make it up as you go along! Find out what the actual policy is; this will save you time, trouble, and possibly money.

Again, welcome! We look forward to seeing you at graduation.



Contents

- 1. Degree Requirements1
 - a. Grading and grade-point average1
 - b. Degree time limits2
 - c. Required credits2
 - d. Comprehensive examination requirement..2
 - e. Thesis requirement.....2
- 2. Transfer Credits.....3
 - a. Before taking courses at Queens College ..3
 - b. Permit to take courses elsewhere4
- 3. Graduation5
 - a. Graduation application5
 - b. Maintenance of matriculation5
- 4. Scholastic Standards & Appeals6
 - a. The Graduate Scholastic Standards Committee6
 - b. Grades6
 - c. Withdrawal from classes7
 - d. Resolution of *INC* and *ABS* grades7
 - e. Probation and dismissal8
 - f. Attendance.....8
 - g. Other matters9
- 5. Academic Dishonesty9
- 6. BA/MA Policies10
 - a. Application process10
 - b. Tuition10
 - c. Grading policy and status10
 - d. Transcripts10
- 7. Miscellaneous10
 - a. Immunization10
 - b. Reentry11
 - c. Fees and tuition11
 - d. Registration holds.....12

1. Degree Requirements

a. Grading and grade-point average

Graduate students in all programs are required to maintain a cumulative grade-point average (GPA) of at least 3.0 on a 4.0 scale. Listed below are the numerical values associated with each of the letter grades used for graduate courses; the cumulative GPA is calculated by summing the product of the numerical value of each awarded grade and the number of credits associated with it, and dividing the result by the number of credits represented by the courses included. Specifically:

Grade	Numerical Value
A+	4.0
A	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7
C+	2.3
C	2.0
C-	1.7
WU, WF, F	0

Note that unofficial withdrawals (*WU*), official withdrawals under conditions of failing performance (*WF*), and grades of *F* contribute to the total GPA.

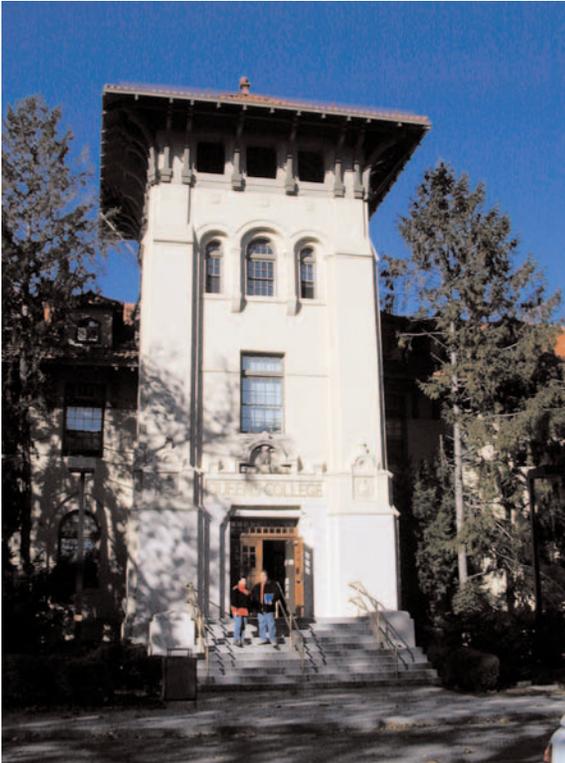
As an example, consider the record of a hypothetical student who has earned the grade of *A* in two 3-credit courses, *B-* in one 3-credit course, and withdrew unofficially (left the course without proper notification) from a 3-credit course. The student’s cumulative GPA would be calculated as:

$$[6(4.0) + 3(2.7) + 3(0)]/12 = 2.675$$

The student would have a cumulative GPA below the minimum required, and would therefore be facing some problems in continuing with the graduate program.

Note that the grades shown above are the only allowable letter grades; there is no grade of *D*. If an instructor inadvertently assigns a *D*, the Office of Graduate Studies will request that the grade be changed to one that is permitted. Grades of Pass and Fail (*P* and *F*) are permitted only when the course description in the *Graduate Bulletin* specifically notes that such a grade is possible.

Grades of *INC* (Incomplete) and *ABS* (Absent) are given when the student has requested additional time to complete the assigned work and the instructor has agreed to such an arrangement, or the student has been absent from only the final examination and needs no other work to complete the course. The student has one year from the time of assignment of an *INC* or *ABS* grade in which to



complete the work and receive a regular letter grade. Resolution of such grades beyond that time limit requires permission of both the instructor and the Office of Graduate Studies. Students who have been granted such a grade should not register for the course again within the time limit for resolution of that grade. Grades of *INC* and *ABS* are not counted in the GPA.

Courses transferred to the student's graduate transcript, either at the time of entry to the Queens College program or taken on permit after entering the program, including courses taken at other units of CUNY, count as credits toward graduation. However, grades for non-CUNY courses are not transferred and are not calculated in the student's GPA.

Additional information concerning transfer credit and grades is provided in Sections 2 and 4 of this *Handbook*, respectively.

b. Degree time limits

The time limit for completion of all requirements for the Master of Arts, Master of Arts in Liberal Studies, Master of Arts in Social Sciences, Master of Fine Arts, Master of Library Science, and Master of Science degrees is four years. The time limit for the Master of Arts in Teaching and Master of Science in Education degrees is five years. Consult the *Graduate Bulletin* for time limits for the various certificate programs.

Furthermore, transfer credits from other institutions that will be counted toward a degree or certificate program, as well as credits taken as a non-matriculated student, must have been completed within the time limit for that program. Requests for extensions of time to complete a program should be submitted to the Office of Graduate Studies. Upon consideration of each situation, that office will notify the student, the program, the Office of Graduate Admissions, and the Office of the Registrar of the approval or denial of the request.

c. Required credits

The number of credits required for master's degree programs ranges from 30 to 60 credits. The number of credits required for the several certificate programs also varies. Please consult the listing for your program in the *Graduate Bulletin* for the number of credits and specific courses required.

d. Comprehensive examination requirement

Some programs require students to pass a comprehensive examination in addition to the specified coursework in order to receive the degree. Consult the *Graduate Bulletin* to determine if your program has such a requirement.

e. Thesis requirement

Several degree programs require completion of a thesis (research, writing, and defense). Consult the *Graduate Bulletin* to determine if such a requirement exists for your program. If it does, you must submit the thesis in the number of copies required to your department's graduate advisor for



approval. You should also consult with the advisor regarding the procedure for thesis approval. The title page of the manuscript must bear the following statement:

“Submitted in partial fulfillment of the requirements for the degree of Master of (title of degree) in (Department) in the Graduate Division of Queens College of the City University of New York, (date)”

After the manuscript has been approved by the department, two copies of a Thesis Approval Form must be submitted to the Office of Graduate Studies. The Thesis Approval Form must be submitted prior to or on the degree conferral date specified by the Office of the Registrar, and then the thesis must be bound. To arrange for binding, the student must pay a \$25 binding fee at the Bursar’s Office, for which a receipt will be issued. The receipt and two copies of the thesis manuscript must be taken to the Catalog Department of Rosenthal Library (Room 201). One bound copy is retained by the library and becomes part of its collection. A second bound copy is sent to the student’s academic department. If desired, a third copy may be submitted for binding, with no extra fee; the third copy will become the property of the student.



2. Transfer Credits

a. Before taking courses at Queens College

Upon acceptance as a matriculated student in a graduate program at Queens College, students may transfer credits taken in the past eight years to their graduate transcript for work completed at other institutions. In certain circumstances, credits may be transferred from a student’s undergraduate transcript at Queens College. Students wishing to transfer such credits must do so no later than the end of their second semester of registration in the graduate program. There are several regulations with respect to such a transfer of credits.

Without special permission of the Office of Graduate Studies, no more than 12 credits may be transferred. *The transfer of such credits must first be approved by the graduate advisor of the program in which the student is matriculated, using the approved Advanced Standing Form available from the Office of Graduate Admissions and on the Queens College Web site.* These transferred credits may have been part of a completed degree program.

When requesting approval of transfer credits, an official transcript certifying the grade(s) and the completion of the course(s) must be submitted from the institution that originally awarded the credits. Only courses with the following grades will be accepted: A+, A, A–, B+, B, B–. In special instances in which a grade of Passing (P) was awarded, credits may be accepted if the Passing grade is equivalent to a letter grade no lower than a B–, and is approved by the department or program for which the student is making the request.

Several points should be noted here:

1. Some graduate programs require that a student earn a grade no lower than a B in transferred courses (consult individual program listings in the *Graduate Bulletin*).



2. It is at the discretion of each department or program whether to accept or reject courses for transfer.

3. Transfer credit grades are *not* used in calculating the student's GPA.

Credits transferred from a student's undergraduate transcript at Queens College:

1. must be for a valid graduate course; *and*
2. must not have been part of the requirements for the undergraduate degree, either as a specific course requirement or as part of the total credits earned for the undergraduate degree.

b. Permit to take courses elsewhere

In order to enroll outside Queens College in a course or courses that pertain to a graduate degree or certificate program as either prerequisite(s) for a program or as transfer credits to it, the student must:

1. be matriculated in a graduate degree or certificate program;
2. have registered for and completed at Queens College with a passing grade at least one undergraduate prerequisite course or one graduate course as part of that program. An exception to this requirement occurs if the student is in the first semester of attendance at Queens College and registers for at least one graduate or undergraduate course at Queens College while registering elsewhere for the permit course(s).

Currently enrolled matriculants who wish to take courses at an institution outside of CUNY must *first* submit a Permit Form to the Office of the Registrar prior to registering at the host institution. This form is available at the Office of the Registrar and on the Queens College Web site. The Permit Form (which must be approved and signed by the graduate program advisor or chair of the Queens College academic department of the course) indicates that the student has permission to take such courses as part of the graduate program. Thus, the Permit Form acts as an agreement to allow the student to transfer such courses to his/her Queens College graduate transcript. There is no guarantee that courses taken at another institution *without* prior approval will be accepted. (Remember that no more than 12 credits may be transferred without special permission.) Courses to be transferred must be valid graduate courses.

Students who wish to register for courses at other units of CUNY must:

1. file an E-Permit online by logging onto the CUNY Portal System at www.cuny.edu during the registration period for the term in which the course is to be taken. Retroactive e-permits will *not* be issued.
2. register and pay for all CUNY tuition and fees at Queens College.

Note also that students who are given permission to take an entire semester's program on permit at an institution other than a unit of CUNY will be required to file a Graduate Reentry Application and pay a reentry fee.



No transfer credit from a non-CUNY school may be posted to the student's Queens College transcript unless an official transcript from the host institution has been submitted to the Office of the Registrar certifying the completion of the work with an assigned grade. However, transfer credit grades from non-CUNY schools are not used in calculating the student's GPA.

CUNY host institutions will automatically send official transcripts to the Office of the Registrar. Effective Fall 2004, grades from CUNY schools *will* be posted to the student's record and counted in the cumulative GPA.



3. Graduation

a. Graduation application

The procedure whereby a student receives a degree or a certificate must be initiated by the student. The student declares an intention of candidacy for a degree or certificate by filing a Graduation Application with the Office of the Registrar by the following deadlines:

- Fall (February) graduation: on or before the preceding November 1
- Spring (May/June) graduation: on or before the preceding March 1
- Summer (September) graduation: on or before the preceding July 1

For further information, please refer to the Queens College Web site (www.qc.cuny.edu/registrar).

Graduation Applications may be obtained at the Office of the Registrar or printed from the college's Web site. Candidates are encouraged to file their Graduation Application at the time they register for their anticipated final semester. Students should file as long as they are reasonably certain that all degree requirements will be satisfied by the end of the semester preceding the graduation date. If the requirements are not completed, a new application must be filed. Students whose applications are received *after* the deadlines will be asked to refile for a future semester.

b. Maintenance of matriculation

CUNY regulations require students to be registered for the semester immediately preceding the awarding of the degree. If all coursework has been completed before the graduation semester and no courses are being taken, students must register for *maintenance of matriculation*. The current fees for maintenance of matriculation are \$750 for New York State residents and \$1,250 for out-of-state students. Registration for maintenance of matriculation is *not* required for any semester other than the semester before the graduation date, and the fee may not be waived. Students may also fulfill the requirement to be registered by enrolling in undergraduate or extra graduate courses.

Payment of the fee allows students to use all the facilities of Queens College as a regularly registered student (library, laboratories, etc.).

The fee for Maintenance of Matriculation is established by CUNY, and cannot be waived under any circumstances by agents of Queens College. Therefore, make certain that your Graduation Applica-



tion is filed *on time* and that you have completed all of the graduation requirements within the proper time period. During the semester of graduation, consult with your instructors to ensure that assignments have been completed with adequate time for grades (and your Thesis Approval Form, if applicable) to be submitted prior to the deadlines established by the Office of the Registrar.

4. Scholastic Standards & Appeals

a. The Graduate Scholastic Standards Committee

The Graduate Scholastic Standards Committee, a standing committee of the Academic Senate, is made up of faculty and graduate students representing each division of Queens College. The Committee constitutes a board of final appeal for students requesting relief from scholastic regulations and requirements. Requests for relief from requirements concerned with graduation, retention in programs, fees, degree time limits, and time for resolution of administrative grades are directed to the Committee through the Office of Graduate Studies. The Committee has delegated some routine permission procedures to the Dean of Graduate Studies; other matters are decided by the full Committee. Students who remain dissatisfied with a decision made by the Dean of Graduate Studies may request a review by the full Committee.

All appeals and presentations of information or comments made to the Committee must be in writing. This includes comments from students, faculty, and administrators alike. Oral presentations will not be accepted.

b. Grades

Students who believe they have been awarded an inappropriate grade must follow the procedure below:

1. Consult with the instructor.
2. Students who remain dissatisfied may consult with the chair of the department or director of the program in which the course is given. (Chairs may convene a faculty committee or seek outside assistance if they feel it necessary to review the appeal.)
3. Students who are still dissatisfied may appeal in writing to the Office of Graduate Studies for a further review. (Such a written appeal must detail the reasons why the student feels the grade is inappropriate.)
4. If the Office of Graduate Studies does not directly send the appeal to the Graduate Scholastic Standards Committee, and the student is still convinced the grade was inappropriate, he/she may appeal in writing directly to the Graduate Scholastic Standards Committee.

Please note: The *only* basis for an appeal of a grade to the Office of Graduate Studies (and the Graduate Scholastic Standards Committee) is that the student has been treated *in an arbitrary and capricious manner* by the instructor. To make such an appeal, the student must be prepared to



demonstrate, in writing, that the grade was assigned punitively, unfairly, or on some basis other than impartial academic evaluation. (At the departmental level – steps 1 and 2 – a grade appeal may also be based on the academic quality of the student’s work.)

It should also be noted that, other than by decision of the Graduate Scholastic Standards Committee on situations that meet the criteria mentioned in step 3 above, *grade changes at the departmental level must be submitted with the approval of the instructor of record and the department chair.* Grade changes based on the academic quality of the student’s work may not be changed without approval of both the instructor of record (initially reporting the grade) and the department chair at the time of submitting the request for a grade change. Once a grade has been posted on the student’s record, any change of grade request must be submitted by the instructor and department chair first to the Office of Graduate Studies for approval, prior to being sent to the Office of the Registrar for ultimate posting.

c. Withdrawal from classes

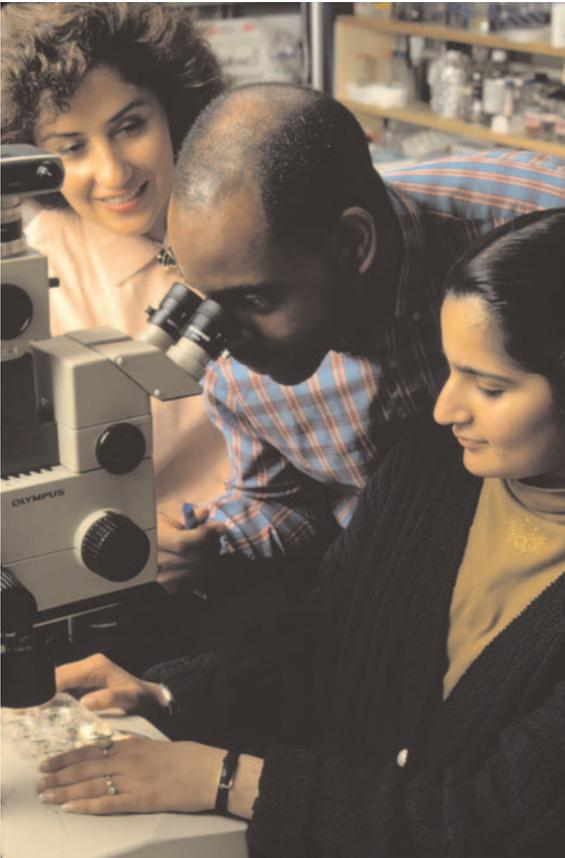
Withdrawal from courses during the first eight weeks of the semester requires no special approval. During this period, students must use the Web or Telephone Registration System, both to drop courses within the first three weeks of classes and to withdraw, receiving a grade of *W*, in the fourth through the eighth week of the semester. Beginning with the first day of the ninth week, graduate students must complete a Request to Withdraw from a Course Form, available from the Office of the Registrar or printed from the college’s Web site. It must be signed by the course instructor and by the student’s graduate advisor, and then filed in the Office of the Registrar. Beginning with the fourteenth week, approval of the Office of Graduate Studies must also be entered on this form. In both instances, the instructor must indicate on the form if the student is passing or failing the course at the time of withdrawal. An indication of failure results in a grade of *WF* on the student transcript. Note that *WF* has the same effect on the GPA as a grade of *F*. Course withdrawals at the graduate level are allowable up to the official last day of classes.

A course dropped within the first three weeks of the semester may result in a refund of some portion of the tuition fee. The Activity Fee is not refundable unless the student has withdrawn from all classes prior to the official first day of classes (not the first day of the *student’s* classes).

Retroactive withdrawal from a course may only be requested, in writing, from the Office of Graduate Studies, and only for courses in which an academic grade has not been assigned. That is, retroactive withdrawal may be requested only for those courses in which an administrative grade of *INC*, *ABS*, *PEN*, or *WU* was initially assigned. The student must justify the request for a retroactive withdrawal from any course. In any event, approval of a request for retroactive withdrawal will result in a notation of *W* on the student’s record.

d. Resolution of *INC* and *ABS* grades

INC is a temporary grade awarded by the instructor to indicate that a student has made a satisfactory record in coursework but – for good and sufficient reason – is unable to complete the course at that





time. A grade of *INC* must be requested by a student prior to the end of the semester in which the course is given. A graduate student receiving such a grade must complete the coursework by the end of the following two regular semesters. Requests for extensions of time to resolve a grade of *INC* must be made in writing to the Office of Graduate Studies. If the work is not completed and the credits are not part of the degree requirements, the grade remains on the transcript without penalty. Students preparing to complete a course in which a grade of *INC* has been awarded must not register for that course a second time.

A grade of *ABS* is a temporary grade indicating that the student has missed the final examination, which was the only work in the course that was not completed. The *ABS* grade is awarded only when it is expected that the student will be able to achieve a passing grade in the course by taking a subsequent final examination. A graduate student receiving this grade is required, with the permission of the departmental advisor, to take a makeup examination by the end of the following two regular semesters. A fee of \$15 is charged when a special examination is given.

Note: A student may not graduate with an unresolved grade of *ABS* or *PEN* on his/her transcript.

e. Probation and dismissal

All programs must be completed with a minimum GPA of 3.0. A matriculated graduate student whose GPA falls below 3.0 will be placed on probation and will then have 12 credits of work within which to raise the GPA to 3.0. Failure to do so will result in dismissal from the program.

A matriculated graduate student who is dismissed must remain out of the college for a minimum of one semester. To return, the student must file a formal application for reentry (available from the Office of Graduate Admissions) and pay a nonrefundable reentry fee by the appropriate deadline (July 1 for Fall admission; December 1 for Spring admission; May 1 for Summer admission). Requests for reentry are reviewed on an individual basis by the student's program and the Office of Graduate Studies. Students will be notified by mail of the acceptance/denial of their reentry application. Permission to reenter following a dismissal may be granted *one time only*.

Students who have completed the total number of credits required by their degree or certificate program may not take additional credits at another institution to raise their GPA. Only credits, and not grades, are transferrable to the Queens College transcript unless taken on E-permit at another CUNY institution. If, at the completion of the total credits allotted to a program, a student does not have a GPA of 3.0 and wishes to register for additional credits at Queens College to raise the GPA, he/she must receive permission to do so from the Office of Graduate Studies.

f. Attendance

By registering in a course, the student assumes the obligation to fulfill the requirements set forth for that course by its instructor. Although absence in and of itself shall not affect a grade, students are responsible for such activities as participation in class discussions, laboratory sessions, field trips, etc.; the preparation of papers and reports; the taking of quizzes and examinations – all of which may

constitute a component in the grade for the course. In addition to observing the regulations regarding withdrawal from a course, students are expected as a normal courtesy to inform the instructor of any prolonged absence or of withdrawal.

Students who wish to withdraw officially from a course should refer to Section 4c, above, in this *Handbook*. Students who wish to request a grade of *INC* (Incomplete) should refer to Section 4d.

g. Other matters

Appeals about matters other than grades (e.g., program retention, waivers of time limits, waivers of graduation requirements) should be directed in writing to the Graduate Scholastic Standards Committee through the Office of Graduate Studies. Students will be notified of the decisions of the Committee as soon as possible following the meeting at which the issue was considered.

5. Academic Dishonesty

Academic dishonesty is one of the most serious offenses in the academic community. Acts of academic dishonesty include – but are not limited to – plagiarism and/or cheating on examinations and papers, the purchase or sale of academic papers, and the falsification of records.

Any student who engages in an activity that is academically dishonest, such as submitting a paper, examination, project, or other academic work not his or her own without appropriate attribution (plagiarism), is subject to disciplinary charges, as is any student who knowingly aids another who engages in them.

Allegations of cheating and plagiarism are initially handled between the faculty member and the student. If the student admits to the violation, a range of penalties may be imposed at the discretion of the faculty member. These may include – but are not limited to – an *F* on the paper, examination, or course, or requiring the student to rewrite the paper or retake the examination. The Office of the Vice President for Student Affairs may be notified, in which case a record of the incident will be maintained for the duration of the student's enrollment at the college.

If the student denies the charge(s) and the faculty member believes there is sufficient evidence to pursue the matter, formal charges may be filed with the Office of the Vice President for Student Affairs for penalties beyond the grade in the course.

Students found guilty of any form of academic dishonesty are subject to discipline, including – but not limited to – failure in the course and suspension or dismissal from the college.

It should be noted that the buying and selling of term papers is expressly forbidden under the provisions of the New York State Education Law. Therefore, those found guilty of this offense are subject to both disciplinary action at the college and (subsequent) criminal action.



6. BA/MA Policies

The BA/MA program is a single accelerated program that awards two degrees. See the *Graduate Bulletin* for the list of departments offering combined degree programs.

a. Application process

Students will apply for the program as advanced sophomores or early juniors through the Office of Graduate Studies. Transfer students who enter the college with advanced standing should apply for the program as soon as possible – normally, as soon as they have taken a few courses in the appropriate discipline at Queens.

b. Tuition

Admitted students will pay the undergraduate tuition rate for the first 120 credits. Beyond 120 credits, all courses, whether undergraduate or graduate, are charged at the graduate rate.

c. Grading policy and status

Some Queens College policies differ for undergraduate and graduate students. Students in BA/MA programs are subject to the undergraduate policy for courses taken in the first 120 credits and to the graduate policy thereafter. Similarly, after 120 credits, students will be subject to the graduate rule that their GPA may not fall below 3.0.

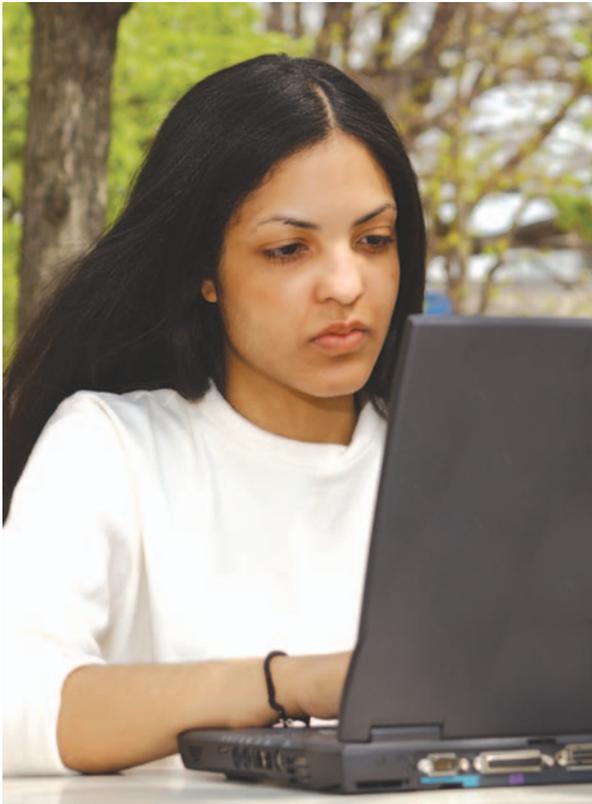
d. Transcripts

On acceptance into the BA/MA program, the student's major code will be changed to that of the combined program. Students will have a single transcript reflecting the single program they are in, and both degrees will appear on the transcript on completion of the program. Their GPA will be calculated on the basis of all the courses taken in the combined program. As this is an accelerated program, it would not be customary for students to interrupt their program between the BA and MA stages.

7. Miscellaneous

a. Immunization

New York State Public Health Law requires that anyone born on or after January 1, 1957, must be immunized against measles, mumps, and rubella before starting school, and be provided information about meningococcal disease and vaccination. Students are required to file a QC Immunization Form (available online at www.qc.cuny.edu/Health_Services) with the Health Service Center (Frese Hall, 3rd floor, 718-997-2760). Failure to file the form will jeopardize the student's continuation in the





graduate program, and the student's registration will be blocked if the immunization requirement has not been satisfied.

b. Reentry

There is no official leave of absence classification for graduate students; students who do not register for a regular semester (Fall or Spring) after having been registered are considered inactive. Such status is not noted on student records and does *not* extend the time limit for the degree or certificate. For extensions, see Section 1b of this *Handbook*.

Inactive students who wish to return to Queens College within the same program must file an Application to Reenter with the Office of Graduate Admissions in Jefferson Hall by the following dates:

- July 1 for Fall admission
- December 1 for Spring admission
- May 1 for Summer admission

A nonrefundable application fee of \$10 is required to file for reentry. Inactive students whose programs of study began eight or more years before the semester of reentry must also appeal in writing to the Graduate Scholastic Standards Committee through the Office of Graduate Studies for readmission. Information on appeal procedures should be obtained from the Office of Graduate Studies.

It is advisable for reentering students to inform their departments and make an appointment with their graduate advisor prior to applying for reentry.

c. Fees and tuition

All tuition and other fees listed here and in the *Graduate Bulletin* (and in any registration material issued by Queens College) are subject to change. In the event of any increase in fees or tuition charges, payments already made will be treated as partial payments, and notification will be given to the student of the additional amount due and the time and method of payment. The *Class Schedule & Registration Guide* should be checked prior to registration for fee changes.

Students must be prepared to pay all fees associated with their registration. These include tuition, the activity fee, material and transportation charges, and other fees. Students registering during the early registration period will receive a bill in the mail. This bill must be paid by the Payment Due Date printed on the bill. If payment is not received by that date, the student's entire registration is subject to cancellation. For students registering during the regular and late registration periods, information about bill payment will be provided in the *Class Schedule & Registration Guide*. Students may pay online (www.qc.cuny.edu/registrar), by telephone (718-606-1100), by fax (718-997-4519), or in person at the Office of the Bursar, Jefferson Hall, Room 200. A payment by check or money order must include the student's social security or student ID number.

A student who receives a zero balance due bill will not be required to have it validated at the Bursar's Office. A student who issues a bad check will be liable for tuition and fees in addition to a



reprocessing fee. A Stop Payment on a student's check does *not* cancel registration. The student must withdraw officially.

All students pay an activity fee that covers student activities, the Public Interest Research Group (PIRG), Student Union, and the like. It does not cover service fees that a student may incur individually, such as fees for program changes, late registration, transcripts, special examinations, or parking. Neither the activity fee nor any part of it is refundable at any time unless Queens College cancels all courses for which a student has registered or the student formally withdraws from all classes prior to the official first day of classes. The only exceptions to this policy are:

1. If a student is placed on active military service, partial refunds may be made. Students who are so notified should contact the Office of the Registrar immediately.
2. The PIRG fee portion of the activity fee is refundable if application is made to the Queens College PIRG Office, Student Union B22, within three weeks after the official first day of classes.

d. Registration holds

Students who have debts (for any tuition, fees, parking violations, breakage, emergency loans, etc.) that are past due will have holds placed on registration, transcripts, and diplomas.

For more information, about Graduate Studies contact us at:

Office of Graduate Studies
Queens College
Kiely Hall, Room 139A
65-30 Kissena Boulevard
Flushing, NY 11367-1597
718-997-5190
graduatestudies@qc.cuny.edu

Please consult the *Graduate Bulletin* and the Graduate Advisor in your department for information about specific degree requirements. We hope you will enjoy your studies at Queens College.

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