

## SERVICES AND FACILITIES

### Credit

In general one credit represents 15 semester hours of classroom work or 30 semester hours of laboratory work, or the equivalent.

Students are automatically classified as full-time during any given semester if they are taking 12 credits. They may be certified as full-time if they are taking fewer than 12 credits but are pursuing additional academic work that is required for the degree and that amounts to full-time study, such as preparing for comprehensive examinations, writing a thesis, teaching on a fellowship, student teaching or undertaking an internship or fieldwork under faculty supervision. Students who believe they qualify for certified full-time status and wish to protect their status as full-time students because of eligibility requirements for financial aid must ask their graduate advisers to verify the full-time nature of their academic work and to make a recommendation on this matter to the registrar prior to the beginning of classes of each semester.

### Notification

This catalog is published every three years, and some of the material may become outdated. For updated information, please contact the Office of the Registrar or the specific school or department of interest, or see the updated graduate catalog on the Web at <http://www.hunter.cuny.edu>.

### Academic Honesty

Any deliberate borrowing of the ideas, terms, statements, or knowledge of others without clear and specific acknowledgement of the source is intellectual theft and is called plagiarism.

It is not plagiarism to borrow the ideas, terms, statements, or knowledge of others if the source is clearly and specifically acknowledged. Students who consult such critical material and wish to include some of the insights, terms, or statements encountered must provide full citations in an appropriate form.

### Appeals — Grades

When a student considers a final course grade unsatisfactory, the student should first confer with the instructor regarding the accuracy of the grade received. This conference should be held within the first three weeks of the semester following receipt of the grade. At this time, errors may be corrected. If the grade is not an error, the student and instructor must together review all class material pertinent to the grade. If the student is not satisfied, or the instructor does not confer with the student within the first three weeks of the semester, the student should promptly contact the department chair by submitting a written appeal, consisting of a statement giving the factual reasons and basis for the complaint. The student has the right to request in writing that the chair appoint a student as a member to the department/school Grade Appeals Committee. This appeal at the department/school level must be submitted within the first five weeks of the semester following receipt of the grade, in accordance with the "College-wide Grade Appeals Procedures" adopted by the Senate in fall 1985. Copies of this procedure may be obtained in the Senate Office, the Office of Student Services, or departmental offices.

Students appealing a grade to the School of Nursing or the School of Health Sciences should direct the appeal to the director of the school. Students appealing a grade to the School of Social Work should direct the appeal to the dean of the school, who shall carry out the responsibilities of the department chair.

## SERVICES AND FACILITIES AVAILABLE TO STUDENTS

### AUDITORIUMS

The **Brookdale Center Auditorium** seats 848. It is used for lectures, concerts, and dramatic performances. Call the Brookdale residence office for further information (212) 481-4310.

The **Hunter College Assembly Hall** seats 2,171 and is suitable for concerts, lectures, films, commencements, and a variety of programming. For information call (212) 772-4872.

The **Kaye Playhouse** seats 624 and has full stage facilities and an orchestra pit for theatrical and operatic productions, recitals, lectures, chamber music and dance performances. For information, call (212) 772-4448, <http://kayeplayhouse.hunter.cuny.edu>.

The **Ida K. Lang Recital Hall**, which has 149 seats, is used for a variety of musical performances by Hunter students, faculty, and other artists. For further information, call (212) 772-4227.

The **Frederick Loewe Theatre**, a variable space which seats up to 125 people, is the production center for the Department of Theatre and for the Hunter Playwrights Project. For further information, contact the theatre department at (212) 772-5149.

### CAREER DEVELOPMENT SERVICES

Career counselors assist graduate students and alumni of graduate programs in planning for and obtaining full- and part-time positions. The Career Development Office maintains contact with potential employers at academic institutions, businesses, government, and nonprofit organizations. Over 7,000 positions are listed annually in the Alumni Job Bank.

A wide variety of general career information is available to students in the Career Reference Library: reference books, current publications in business, directories, recruiting literature, company annual reports, and employment guide books about career planning and job search strategies.

The Career Development Office is located in Room 805 East; for more information, contact the office at (212) 772-4850 or [career@hunter.cuny.edu](mailto:career@hunter.cuny.edu).

### READING/WRITING CENTER

**Address:** 416 Thomas Hunter Building

The Hunter College Reading/Writing Center is a comprehensive service for the college community providing tutorial and computer-assisted instruction to students and technical support and development to faculty and staff. The center offers tutorial services to all registered students at the college and provides computer facilities for Hunter students, faculty, staff and alumni.

Students may utilize the center on an individual basis during scheduled hours of operation or access the center's online tutorial service. The center also offers a series of workshops on various topics relating to academic reading and writing, computer applications and electronic communication. In addition, students may access the center's extensive online resource file of instructional handouts or use the center's library of textbooks and materials.

For additional information concerning hours of operation and description of services, go to the Reading/Writing Center website: <http://rwc.hunter.cuny.edu>.

### THE HELENE FULD MEDIA/LEARNING RESOURCE CENTER (MLRC)

**Address:** Mezzanine floor, Brookdale West Building

**Director:** Martin Dornbaum, (212) 481-5129, [mdornbau@ms1.hunter.cuny.edu](mailto:mdornbau@ms1.hunter.cuny.edu)

**Website address:** [www.hunter.cuny.edu/health/mediahp.html](http://www.hunter.cuny.edu/health/mediahp.html)

The center maintains regular office hours throughout the academic year. Monday – Thursday, 9am – 9pm and Fridays, 9am – 5pm.

The MLRC serves as a major learning center for the Hunter College Schools of the Health Professions including: The School of Nursing, School of Health Sciences, The Center for Occupational & Environmental Health, The Center on AIDS, Drugs, and Community Health, and the Brookdale Center on Aging. The MLRC provides vital services to faculty and students in supporting teaching, learning and research initiatives.

The MLRC is organized into six functional units:

**The Learning Center** The MLRC meets the complex educational needs of students at different instructional levels and operates as a comprehensive learning center using audiovisual and computer materials as a primary teaching strategy. The center staff work with faculty on the integration of instructional technologies into the curriculums and on-line test development.

**Electronic Resource Lab** The MLRC features hundreds of computer assisted instructional packages (CAIs), interactive video discs (IVDs) and multimedia CD-ROMs complete with digital projection capabilities. The center also provides students with a large selection of electronic resource materials for licensure preparation.

**The Office of Research and Grant Support (ORGS)** The ORGS mission is to encourage, facilitate and support faculty as they pursue, conduct and document research related to all health professions. The ORGS serves as a "catalyst for discovery" by creating and providing critical research technologies and shared resources for the Schools of the Health Professions. The ORGS also appoints Student Fellows to work on special projects as funding permits.

**Evaluation and Review – Beta Testing** The center serves as a beta test site for numerous film, video and computer software developers, providing producers with critical feedback on program content and instructional design. Students may preview any materials under current review by the center's staff.

**The Media Library** The center maintains a valuable library of learning resources, housing the largest video collection of health-related titles in the City University (more than 3,000 titles). Students wishing to preview materials may do so in private screening rooms or at study carrels.

**Audio Visual Services** The MLRC provides AV services to the Brookdale Campus. MLRC staff conduct the purchasing, maintenance and training of all equipment. This includes: overhead, slide, opaque and digital computer/video projectors; 1/2", 3/4" VHS video, 8mm video, 16mm film, video monitors, public address systems, speakers, cassette, reel to reel and compact disc. The center also provides media duplication services including high speed CD-ROM and inter-format video transfers.

## ACCESS AND ACCOMMODATIONS (Services for Students with Disabilities)

**Address:** 1124 East Building

Access and Accommodations (Office for Students with Disabilities) is committed to providing an accessible education to students with disabilities to enable them to accomplish, graduate and succeed. In compliance with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act, the office ensures the availability of accommodations for disabled students. A disabled student, with supportive documentation, may include anyone who: 1) has a physical or psychological condition which substantially limits one or more major life activities (including walking, seeing, hearing, speaking, breathing, learning, and working); 2) has a record of such impairment; or 3) is regarded as having such an impairment.

Disabilities include (but may not be limited to):

1. Medical conditions such as asthma, diabetes, fibromyalgia, HIV-AIDS, cancer, cerebral palsy, epilepsy, traumatic brain injury, multiple sclerosis, muscular dystrophy, lupus, heart disease, Crohn's disease, sickle cell anemia, epilepsy.
2. Psychological conditions as anxiety disorder, attention deficit disorder, depression, mania, manic-depression, schizophrenia, recovery from alcoholism and substance abuse, obsessive-compulsive disorder.
3. Learning disabilities
4. Deaf and hard of hearing
5. Visually impaired, legally blind, and blind
6. Mobility impairment conditions such as arthritis, carpal tunnel syndrome, polio, spinal cord injuries, scoliosis and other conditions that cause you to have mobility difficulties or result in your using a cane or wheelchair.
7. Temporary conditions such as broken leg, sprained ankle, wrist injury or sprained back.

Current medical or psychological documentation must be submitted to Access and Accommodations and will be kept confidential by the office. The services and accommodations provided for each student are determined from the documentation presented by the student.

The **Access and Technology Center** for students with disabilities, located in Room 205 Thomas Hunter Hall, serves as a place for students to network, socialize, attend specialized workshops and use adaptive technology designed for students with disabilities. Equipment includes PC and Mac computers with adaptive software: voice, scanner, enlarging, screen reading (Jaws – PCs and Outspoken – Macs) and LD (Wordsmith and Inspiration), voice reading machines, Visual Tek text magnifiers, height-sensitive computer work stations, The Omni 1000 and 3000, wireless auditory assistance units, telephone devices for the deaf, magnifier tables, Perkins Braille writers, 4-track tape recorders, and public phone amplifiers.

For information, contact the Office for Access and Accommodations (Office for Students with Disabilities) in

Student Services  
Room 1124 East  
(212) 772-4857  
TTY: (212) 650-3230  
Fax: (212) 650-3449

There is a 504 Grievance Procedure for students with disabilities at Hunter College. Students may obtain the necessary form, which contains instructions for filing, from Student Services, Room 1119 East.

The Section 504/ADA Coordinator at Hunter College, Professor Tamara Green, is responsible for enforcement of the provisions of Section 504 and ADA. She may be contacted in 1429 West, (212) 772-5061.

Students with disabilities at the School of Social Work may contact the director of admissions at (212) 452-7005.

## GENERAL AND PSYCHOLOGICAL COUNSELING

It is not unusual for graduate students to experience problems that involve both their own search for identity and their relationships with other people. Speaking with a trained counselor for just a few sessions can often make a great difference. When appropriate, counselors will assist students to arrange for professional help outside the college at a price they can afford. All meetings with counselors are confidential.

Appointments may be made with counselors in the Office of Student Services, Room 1119 East.

## RESIDENCE HALL

The Hunter College Residence Hall is located at 425 East 25th Street and houses 612 undergraduate and graduate students. Rooms are single-occupancy and contain basic furnishings. Each floor has a main lounge, bathroom facilities, and a kitchen.

For information contact the Office of Residence Life at (212) 481-4310 or visit their Website at <http://www.hunter.cuny.edu/~reslife/>. Applications for the fall semester become available in March and students are notified in early June. The application period for the spring semester begins in November and students are notified in late December.

## GRADUATE STUDENTS ASSOCIATION

All registered graduate students except those who do not pay the student fee because they are maintaining matriculation are members of the Graduate Students Association (GSA) and may use the services provided by the association, which include use of the graduate lounge and attendance at departmental colloquia and special departmental projects and events.

Every spring each graduate department or program elects a representative to the GSA Senate. GSA members may serve on the Hunter College Senate and on many college committees. A GSA delegate also participates in the University Student Senate. Copies of the GSA constitution and additional information may be obtained from the GSA office. Graduate students are encouraged to participate actively in the affairs of the association. For information, call (212) 772-4309. The GSA office is located in Room 218 Thomas Hunter Hall.

## THE HUNTER COLLEGE ART GALLERIES

The Bertha and Karl Leubsdorf Art Gallery, located at the main campus, and the Hunter College/Times Square Gallery at the MFA Building (450 West 41st Street), house professionally organized exhibitions that support the educational programs of the Hunter College Department of

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Art. Hunter students regularly act as assistant curatorial and research assistants for these exhibitions, which have received wide critical acclaim. The Bertha and Karl Leubsdorf Art Gallery presents small-scale and historic exhibitions while the expansive Hunter College/Times Square Gallery specializes in large surveys and retrospectives. Both galleries offer students the opportunity to gain curatorial experience, while presenting exhibitions of scholarly and artistic significance.

### LANGUAGE CENTER

**Address:** The Leona and Marcy Chanin Language Center, Room 209, Hunter West

The Chanin Language Center is a new state-of-the-art facility that includes a classroom and an independent study lab equipped with 55 multimedia workstations. Students supplement their language learning with computerized study modules, CD-ROMs and digitized audio programs. They have Internet access to dictionaries and other writing tools, as well as a video and DVD collection.

### HUNTER COLLEGE LIBRARIES

**Website address:** <http://library.hunter.cuny.edu>

The four college libraries — the main Jacqueline Grennan Wexler Library and the Art Slide Library at 68th Street, the Health Professions Library at the Brookdale Campus and the Social Work Library at 79th Street — are open stack collections holding over 765,000 volumes, 2,160 print periodical subscriptions and approximately 10,000 electronic periodicals, 1,168,000 microforms, 10,000 sound recordings and music CDs, 3,000 videocassettes, 250,000 art slides, and 20,000+ digital images. Archives/Special Collections, 2nd Floor, Main Library, includes such collections as the Thomas Hunter Papers, Kate Simon Papers, and the papers of the Women's City Club of New York and the Lenox Hill Neighborhood Association, in addition to Hunter's masters and MFA theses. All Hunter libraries provide access to the CUNY+ online catalog of university-wide holdings and Internet access to remote online databases and full-text periodical articles.

The entrance to the nine-floor Main Library is on the third-floor walkway level of the East Building where the circulation desk and the Center for Puerto Rican Studies Library are located. The floors are dedicated to specific areas: 1st floor — education; 2nd floor — reserve, archives and special collections, music and video stations; 4th floor — reference; 5th floor — general periodicals; 6th floor — science; 7th floor — art and history. Floors B1 and B2 hold the remainder of the book collection, including social sciences & literature. The Main Library has individual and group study rooms, special facilities for students with disabilities, networked computer classrooms and labs for word processing and internet access.

The Health Professions Library also has a computer lab and classroom.

Many commercial full-text databases that are available on the World Wide Web can be accessed via the Hunter Libraries homepage <http://library.hunter.cuny.edu>. These resources also can be accessed from off campus by registering at the Main Library, the Health Professions Library or the Social Work Library.

### INSTRUCTIONAL COMPUTING AND INFORMATION TECHNOLOGY RESOURCES

The Instructional Computing and Information Technology (ICIT) division of Hunter College provides a 250-seat computer work area in Room 1001 Hunter North for Hunter students, a 14-seat faculty development room, a 15-seat computer training room and two distance learning centers. Other services available to faculty, students and staff include: computer training, consultation, audiovisual services, teleconferencing and videoconferencing services, telephone and voice mail services, computer networking services (on-campus and off-campus) and student information services. The access to and use of these services and facilities are defined in posted rules and regulations for each facility and are subject to the rules and regulations of the college.

Computer work areas are managed in several areas of the college and on each of its five campuses. Hours, locations and a general description of

the facilities available in each area are posted under the Hunter College Website: <http://www.hunter.cuny.edu>.

### HUNTER COLLEGE SENATE

The Hunter College Senate, chartered in 1970, is the principal governance body of the college and the only such body that holds a governance charter with the CUNY Board of Trustees. The senate has authority to determine college policy in matters related to:

1. Curriculum
2. Academic requirements and standards
3. Instruction and the evaluation of teaching
4. College development, including master plan
5. Computing and technology

Representatives of the faculty, student body, and administration constitute the voting membership of the senate and serve for a term of two years. The elected officers of the senate include the chairperson, vice-chairperson, and secretary of the senate, and the chairperson of the Senate Evening Council, who constitute the Senate Administrative Committee.

Fifteen standing committees and a varying number of special and ad hoc committees accomplish much of the work of the senate. Membership on committees is representative and open to all faculty and students by election of the full senate from a slate recommended by the Nominating Committee and by nominations from the senate floor.

Regular meetings of the senate are planned for one-and-a-half hours and are held twice a month. Additional monthly meetings are called as needed. Election of faculty and student members occurs during the spring semester.

Faculty members and students are encouraged to become involved in the meetings of the Hunter College Senate and its committees.

Further information may be obtained by visiting the Senate Office, Room 1018 Hunter East, (212) 772-4200, or at <http://www.hunter.cuny.edu/senate>.

### HUNTER COLLEGE OMBUDSMAN

The Ombudsman is empowered by the Hunter College Governance Charter to investigate complaints and grievances by any member of the college community (student, faculty, staff, or administration) about a problem or condition in the college. When requested and where possible, the anonymity of a complainant will be protected and names will not be used in any reports the Ombudsman may make.

When someone feels unfairly treated or unjustly disadvantaged, the Ombudsman can advise the person of the available appeals procedures, recommend corrective action to be taken by the appropriate college officers or recommend changes in college procedures or regulations that would eliminate such injustices in the future.

The Office of the Ombudsman is in Room 1016 Hunter East, (212) 772-4203.

### THE OASIS (The Office of Administrative and Information Services)

<http://registrar.hunter.cuny.edu>

The Office of Administrative and Information Services (OASIS) combines the most vital administrative services at Hunter College into one conveniently located office in Room 217 Hunter North. The OASIS incorporates the information services of the registrar's, bursar's, and financial aid offices. The OASIS is designed to make students' business in Hunter's administrative offices go smoothly and comfortably, largely eliminating the need to visit individual offices. In addition, the OASIS is conveniently located next door to the registrar's office, around the corner from the bursar's, financial aid and admissions offices, one floor up from the Hunter College Welcome Center and one floor down from the Office of Health Services. The OASIS is open Monday – Thursday from 9 am – 7 pm and Fridays from 9 am – 5 pm (except when the college is closed).

**OFFICE OF HEALTH SERVICES**

307 Hunter North: (212) 772-4800  
[http://studentservices.hunter.cuny.edu/Health/office\\_of\\_health\\_services.html](http://studentservices.hunter.cuny.edu/Health/office_of_health_services.html)

The Office of Health Services provides emergency on-campus care by certified NYS Emergency Medical Technicians and infirmary facilities for students requiring short-term rest. Free blood pressure screenings and health education information on a variety of topics is also available. In addition, the office is also responsible for the maintenance of all immunization records and the distribution of Physical Activity Cards, which are required to use and participate in all recreation programs and facilities.

**RESEARCH CENTERS AND INSTITUTES****CENTER FOR OCCUPATIONAL AND ENVIRONMENTAL HEALTH**

**Address:** Brookdale Campus (BC), 1028 West Building,  
 (212) 481-4357

Since 1986 the Hunter College Center for Occupational and Environmental Health (COEH) has conducted research as well as designed and carried out training programs in occupational and environmental health. The mission of the COEH is to promote better understanding, access to information and improved skills of community members and workers to address environmental and occupational health hazards. The COEH places a special emphasis on conducting community based research with the least advantaged communities in NYC in order to better understand and address health disparities and work toward environmental justice.

COEH is located within the Schools of the Health Professions and is associated with the Urban Public Health Program. The Center director is Dr. David Kotelchuck, [dkotelch@hunter.cuny.edu](mailto:dkotelch@hunter.cuny.edu), and the Associate Director is Dr. Jason Corburn, [jcorburn@hunter.cuny.edu](mailto:jcorburn@hunter.cuny.edu).

**CENTER ON AIDS, DRUGS AND COMMUNITY HEALTH**

**Address:** Brookdale Campus (BC), 10th floor West Building,  
 (212) 481-7672

The Hunter College Center on AIDS, Drugs and Community Health was founded in 1987 by Nicholas Freudenberg, CUNY Distinguished Professor of Urban Public Health, to help communities and institutions tackle New York's growing public health crises. The center's mission is "to bring together community, science, practice, scholarship, and policy to fight urban health threats and disparities. The center seeks to improve the health of the city's neighborhoods by combining the expertise, resources and commitment of Hunter College and CUNY with the knowledge, credibility and experience of community organizations to work for improvements in community health.

The center is located within Hunter's Schools of the Health Professions, and is associated with the Urban Public Health program. Dr. Beatrice Krauss is the Executive Director, [bkrauss@hunter.cuny.edu](mailto:bkrauss@hunter.cuny.edu).

**THE BROOKDALE CENTER ON AGING**

**Address:** Brookdale Campus BC, 13th floor, North Building

The Brookdale Center on Aging, established in 1974, is the largest multidisciplinary academic gerontology center in the tri-state area. The center was established to meet the need for education and updated information for students entering the field of gerontology and for professionals working with the elderly in a variety of service settings. Through its educational programming, research and advocacy, the center addresses the needs of all older people, with particular attention to low income, minority or frail aged persons. Current projects address the legal rights and entitlements of older people, support for older people with Alzheimer's and their caregivers, the special needs of grandparents caring for young children, and

various policy issues affecting older populations.

Center courses are taught by leading professionals in the gerontological field including psychiatrists, clinical psychologists, attorneys, agency administrators, social workers, nurses, bioethicists and university professors.

**CENTRO DE ESTUDIOS PUERTORRIQUEÑOS/  
CENTER FOR PUERTO RICAN STUDIES****Mission**

The Centro de Estudios Puertorriqueños/Center for Puerto Rican Studies is a university-based research institute whose mission consists of two components. One is to collect, preserve and provide access to archival and library resources documenting the history and culture of Puerto Ricans and Latinos. The other is to produce, facilitate and disseminate interdisciplinary research about the Diaspora experiences of Puerto Ricans and to link this scholarly inquiry to social action and policy debates.

**History and Institutional Capacity**

Centro is the only university-based research institute in the United States devoted to the interdisciplinary study of the Puerto Rican experience and the oldest and largest Latino research and archival institution in the Northeast. Founded in 1973 by a coalition of faculty, students and community leaders, Centro seeks to link scholarly inquiry to social action and policy debates through its network of education, research, archival, advocacy and community-based partners. Centro research bears important implications for the study of Puerto Ricans, Latinos and other racial and ethnic communities in the U.S.

Centro, housed at Hunter College since 1983, is a CUNY-wide research center. CUNY faculty teaching and researching Puerto Rican and Latino Studies are affiliated with Centro. Centro staff guide and mentor Latino and other students, assist and advise community organizations and other research institutions, and serve on local, national and international committees concerned with issues of social, economic, educational and cultural policy.

Centro is also a founding member of the Inter-University Program for Latino Research [IUPLR] since 1989. The IUPLR, currently composed of 16 affiliate centers, is the most extensive consortium of Latino research centers in the US.

**Research Interests**

As a university-based Puerto Rican research center, Centro staff and researchers are interested in a comprehensive understanding of the Puerto Rican Diaspora experience in the US and in relevant socioeconomic and historical aspects regarding Puerto Rico. Given its history and role within CUNY, the Centro is particularly interested in New York's Puerto Rican and ethnic communities. The following are research areas of current interest and attention in the Centro:

- History and political economy
- Migration
- Race, class, gender and sexuality
- Education
- Community development
- Political and human rights
- Public policy and political participation
- Cultural and literary studies

This list reflects the current combination of staff strengths and expertise and the academic, community and policy networks the Centro has developed throughout its history. Given the changing needs in Puerto Rican communities, in academia, and in the Centro's staff, these areas of current interest are reviewed periodically.

**For Centro General Information:**

Administrative Office: Hunter East 1429, (212) 772-5688 or visit our website: <http://www.centro.org>