
GENERAL INFORMATION

ADMISSION REQUIREMENTS

Scholastic Requirements

Depending upon the intended doctoral program, an applicant must have earned a bachelor's from an accredited institution whose requirements for the degree are substantially equivalent to those of the City University. In addition, the applicant must complete the prerequisites specified by the program, submit evidence that he or she shows promise of ability to carry out research, and be approved by the admissions committee of the program in which he or she intends to specialize.

Requirements for International Students

Graduates of foreign colleges and universities who meet the standards of admission equivalent to those described above may be considered for admission to the City University's doctoral programs. The applicant must present authoritative evidence of sufficient competence in the English language to pursue a regular course of study at the City University. An applicant who has not studied in an English-speaking country must take the Test of English as a Foreign Language (TOEFL), administered internationally by Educational Testing Service, and request ETS to report examination results directly to the Admissions Office, the City University Graduate Center, 365 Fifth Avenue, New York, NY 10016. Inquiries concerning this examination may be made to: Test of English as a Foreign Language, Box 6151, Princeton, NJ 08540, U.S.A. or to most American embassies and consulates.

A student residing alone in New York City should have about \$31,000 for the year to cover tuition, books, room, board, and personal expenses.

University assistance for which international students are eligible to compete is limited and may not be adequate to fund the student's total expenses. Before receiving a visa for entrance into the United States, students must certify (documentary evidence is required) that they will have sufficient support for the entire period of their stay in the United States while pursuing a full-time program.

Transfer of Credit

A maximum of 30 acceptable graduate credits taken prior to admission to the doctoral program at the City University may be applied toward the degree provided the courses were completed with a grade of B or higher within an appropriate period preceding the time of application and are equivalent to comparable courses at the City University. In the case of master's programs, a total of 12 credits may be approved for transfer. Exceptions to the above regulations may be considered under special circumstances. An evaluation of previously earned credits may be made before the end of the student's first year in residence by the student's program.

Application Process

The City University of New York Graduate Center application process is self-managed. Responsibility for gathering required documents such as official transcripts and letters of recommendation rests with the applicant. The applicant (this includes students who are attending or have attended a college of the City University) then must submit these supporting items as a package to the Office of Admissions, including official documents in their original sealed envelopes.

The applicant must submit the following material to the Office of Admissions, City University Graduate Center, 365 Fifth Avenue, New York, NY 10016:

1. Application form, which is available online.
2. Two letters of recommendation from faculty members personally acquainted with the applicant's academic achievement.
3. An official transcript from each college or university attended, bearing the seal and/or signature of the appropriately authorized college official.

All documents, except those foreign certificates considered irreplaceable, become the property of the Graduate Center and cannot be returned. No original foreign documents can be returned unless accompanied at the time of filing by photostatic copies that have been verified by admissions personnel. All foreign documents must be accompanied by official English translations.

4. Scores for the Graduate Record Examination General Test and, where applicable, for the subject test in the area of intended study, except in the Ph.D. Program in Business, where the Graduate Management Admissions Test is required in lieu of the GRE.

Arrangements should be made to register for the tests well before the administration dates. For information, call 1.800.GRE.CALL. Official GRE scores must be reported to the CUNY Graduate Center — ETS College Code-2113.

Application Deadlines

Application deadlines for fall admissions vary. Visit our Web site for program deadlines.

Financial Assistance

A student wishing to apply for financial assistance should refer to the listing of awards in a later section of this bulletin as well as our Web site for application dates and other pertinent information. An admissions applicant seeking financial assistance must submit both the admissions and financial forms and supporting documents by the award deadline date.

DEGREE REQUIREMENTS

Requirements for the Master of Arts

The Graduate Center offers the M.A. degree in Classics, Comparative Literature, Liberal Studies, Linguistics, Middle Eastern Studies, Philosophy, and Political Science only. See the appropriate program listing in this bulletin for specific requirements. The Graduate Center also offers en-route M.A.s to students enrolled in some doctoral programs. See the listing on the Web site.

Requirements for the Doctor of Philosophy

The degree of Doctor of Philosophy is awarded for mastery of subject matter and demonstration of research ability. It is given in recognition of the candidate's superior attainments and ability in his or her major field. A student must maintain high academic standards to retain matriculated status in a doctoral program. Normally three or more years of full-time study and research beyond the bachelor's degree are needed to complete a doctoral program. See section on time limits for degree. The requirements for the Ph.D. vary from program to program. For the requirements for the Doctor of Musical Arts (D.M.A.), the Doctor of Audiology (Au.D.), the Doctor of Nursing Science (DNS), the Doctor of Physical Therapy (DPT), the Doctor of Public Health (DPH), and the Doctor of Social Work (D.S.W.), see the program listing in a later section of this bulletin. Listed below are general University Ph.D. requirements; special requirements are indicated under the specific program listings.

Residency At least 30 of the credits required for the degree must be taken in residence at the City University. Doctoral students are expected to spend at least one year as full-time students at the City University. Full-time consists of a schedule of no fewer than 12 credits or the equivalent for each of two consecutive semesters.

Credits At least 60 credits of approved graduate work, including the course requirements in the field of specialization, are required for the degree. Specific credit requirements vary and should be discussed with the Executive Officer of the individual program.

First Examination Each student must pass a First Examination in his or her field. Depending on individual doctoral program procedures, the examination shall be oral and/or written and may be administered within a narrow time period or may be administered in parts over a more extended time period. A student may continue in the doctoral program after completing 45 credits only if he or she has passed this examination.

Foreign Languages In any discipline in which research depends significantly on direct access to materials in a language other than English, students are required to demonstrate a working knowledge of at least one foreign language relevant to the conduct of research in that discipline. See paragraphs below on the CUNY Graduate Center Language Reading Program and the Latin/Greek Institute.

Tools of Research Each program may require its students to qualify in such tool subjects (computer languages, statistics, etc.) as are necessary to conduct research in its field.

Second Examination A student must pass a Second Examination within ten (10) registered semesters of enrollment in a doctoral program. The Second Examination shall be of at least two hours', duration and is usually taken after the completion of course requirements. A student may be admitted to the Second Examination only upon recommendation of a sponsor.

Advancement to Candidacy Before a student can be certified as a candidate for a doctoral degree (advancement to Level III of the process of earning the doctoral degree), he or she must have completed the following requirements: all required course work (of which at least 30 credits must be taken at the City University) with at least an overall B average; any language requirements; the First and Second Examinations; and any special program requirements for certification.

Human Subjects Certification The Graduate Center has an ethical and legal commitment to protect human subjects in research. All such research, whether for the dissertation or

for other purposes, must be reviewed and approved by the Committee on the Protection of Human Subjects prior to its initiation. This includes interviews, observations, questionnaires, use of previously collected data with identifiers, and any other methods by which data are obtained from human subjects. Student researchers who are conducting research with human subjects must complete the CITI human subjects training, as must their advisors.

The Registrar sends all students advanced to Level III a "Dissertation Proposal Clearance: Human Participants" form. Students are required to submit the completed form to the Office of Research and Sponsored Programs after their committee approves the dissertation topic and methodology and before research begins. If human participants are not involved, students submit the completed "Dissertation Proposal Clearance: Human Participants" form, with the dissertation project abstract and methodology, to the Graduate Center's Office of Research and Sponsored Programs, Room 8309, 365 Fifth Avenue, New York, New York 10016. If human participants are involved, the student must also complete an "Institutional Review Board (IRB) Application for Approval To Use Human Subjects in Research," available at <http://web.gc.cuny.edu/orup/> and from the Office of Research and Sponsored Programs, and submit it to their home campus Institutional Review Board (IRB).

Dissertation The student must complete a dissertation that embodies original research. The dissertation must be defended at an oral Final Examination and be deposited in the Graduate Center's Mina Rees Library before the degree is granted. To defend the dissertation, the student must have been advanced to candidacy. The dissertation must be microfilmed or published. Instructions for preparing the dissertation may be secured from the Registrar's Office at the Graduate Center.

The preparation of a dissertation and a defense of it form the final evaluation of a candidate's qualification for the doctoral degree within the academic program. Approval by the program is typically confirmed by action of the Graduate Council and the City University's Board of Trustees. Dissertation committees consist of at least three members of the CUNY doctoral faculty and are approved according to procedures detailed in the governance document of each program. The program will announce to the Provost, and, by posting and/or other means, to the general public and the members of the committee, the time and the date of the defense.

Time Limit for Degrees Doctoral Degree. All requirements for the degree must be completed no later than eight years after matriculation. A student who matriculates after the completion of 30 credits of acceptable work must complete all requirements within seven years. ***Master's Degree.*** All requirements for the degree must be completed no later than four years after matriculation.

Satisfactory Academic Progress Students must be making satisfactory progress toward the degree in order to maintain status at the Graduate Center and to be eligible for any student financial assistance. A student is deemed not to be making satisfactory progress if he or she has a grade point average below 3.00, has accumulated more than two open grades (INC, INP, NGR, ABS and ABP), has completed 45 credits without having passed the First Examination, has completed 10 semesters without having passed the Second Examination, has received two "NRP" grades in succession, or has exceeded the time limit for the degree.

The Graduate Center reviews each student's record every semester. If formal standards have not been met, a student may register (and receive financial aid, if otherwise eligible) only upon petition of the student's Executive Officer to the Vice President for Student Affairs. Students whose petitions are approved are considered to be making satisfactory progress toward the degree and are eligible to receive financial aid.

Teaching, Research, or Fieldwork Teaching, research, or fieldwork is required as part of the student's training toward the degree.

Special Requirements Additional requirements or variations may be specified in the individual programs.

Waiver of Requirements To waive any specific requirement for the degree, a student may petition the Associate Provost and Dean for Humanities and Social Sciences or the Associate Provost and Dean for Sciences.

AWARDING OF DEGREES

Degrees are awarded three times per academic year. In order for the degree to be awarded (and for the dissertation to be deposited, if applicable) the candidate must meet the following enrollment requirements: for the degree to be awarded in February, candidates must be enrolled the preceding fall semester; for May/June, the concurrent spring semester; for October, the preceding spring semester.

En-route Master's Degree

The master's degree is awarded by a senior college or, in certain fields, by the Graduate Center of the City University of New York, to enrolled doctoral students who have fulfilled certain requirements. These requirements include a minimum of 45 GPA credits with an average grade of B (courses taken for P credit ordinarily cannot be included), passing the First Examination, satisfactory completion of a major research paper or, in some specific programs, a research paper, and any other requirements that may be established by the degree-granting college for en-route master's degrees. Students must be enrolled and have met their financial obligations to the University. Applying students must abide by the deadline for filing established at each college. Those seeking an en-route master's degree should have their Executive Officer initiate the appropriate application.

Master of Philosophy

The Graduate Center awards the Master of Philosophy degree (M.Phil.) to doctoral students (with the exception of those enrolled in the Musical Arts or clinical doctoral programs) who are advanced to candidacy. Students will receive, along with the notice of advancement, an application-for-degree form for the Master of Philosophy degree, but if the form is not received it is the responsibility of any student wishing this degree to obtain one from the Office of the Registrar. Please note that the date of filing for the degree determines the date upon which the degree will be conferred.

INTERUNIVERSITY DOCTORAL CONSORTIUM

The Graduate Center is a member of the Interuniversity Doctoral Consortium, which provides for cross-registration among member institutions. Matriculated Graduate Center doctoral students may cross-register for doctoral study in the graduate schools of arts and sciences of the following institutions: Columbia University (including Teachers College), Fordham University, New School University, New York University (including Steinhardt School of Education), Princeton University, Rutgers-New Brunswick (State University of New Jersey), and Stony Brook (State University of New York). The Graduate Center has a similar arrangement with the Bard Graduate Center for Studies in the Decorative Arts, Design and Culture whereby students may take classes at either school with the appropriate permissions.

The general terms for participating in the interuniversity cross-registration project are:

(1) a student must be matriculated full- or part-time in a doctoral (not master's) program at one of the participating institutions.

(2) must have completed at least two semesters of graduate study at the home institution and, as a Graduate Center student, be between the second and sixth year of enrollment.

(3) courses available for cross-registration should not normally be available at the home institution.

(4) participation in cross-registration is subject to approval by the deans of the home and host institutions.

LANGUAGE PROGRAMS

CUNY Graduate Center Language Reading Program

The CUNY Graduate Center Language Reading Program offers intensive noncredit courses in a variety of modern and ancient languages specifically designed to assist graduate students in meeting the language requirements for their degrees. These courses, which are offered in the summer as well as during the academic year, develop or increase the student's reading knowledge of a particular language. Every effort is made to accommodate the specific interests and needs of each student.

Latin/Greek Institute

For students who must fulfill requirements in an ancient language, the Latin/Greek Institute, offered in conjunction with Brooklyn College, is an eleven-week summer program of total immersion in language and literature. It is specifically designed to assist graduate students in meeting language requirements for their degrees and in providing the tools for research in Greek or Latin.

LIBRARIES

The Mina Rees Library supports the research, teaching, and learning activities of the Graduate Center by serving as a gateway to the print and electronic resources available in the library, in

the collections of the nineteen other CUNY libraries, in collections at libraries available worldwide, and to other digital resources available on the Internet.

The Mina Rees Library collection consists of over 301,000 volumes, 600,000 microforms, as well as music scores and records, and a total of about 17,000 print and electronic subscriptions to journals, reference and statistical sources, and other serial publications. Total print holdings CUNY-wide are over six million volumes.

The library's home page on the Internet, <http://library.gc.cuny.edu>, provides information, instruction, news about library events and services, and links to library catalogs and to websites and electronic texts selected for their interest and value to doctoral students and faculty. Links on the Web site also allow students to ask a question via live chat 24/7, request an Interlibrary Loan, arrange group instruction or individual consultation, or renew a book.

Special collections include Seymour B. Durst Old York Library which contains a collection of books, artifacts, and memorabilia documenting nineteenth- and twentieth-century New York City. The 18th-Century Reading Room, also located on the Concourse level, houses materials on loan from the Charles Tanenbaum Collection. Several hundred books, maps, broadsides, manuscripts, and other documents that provide a look at the United States during the late eighteenth century are available for consultation.

CUNY doctoral students have full use and borrowing privileges at all CUNY libraries, except the Law School library. Proximity to the Science, Industry, and Business Libraries (SIBL) of the New York Public Library, located around the corner within the same building as the Graduate Center, provides students with easy access to immense holdings in the physical and applied sciences, economics, and business. The vast resources of the Humanities and Social Sciences Library of the New York Public Library are also located only eight short blocks from the Graduate Center. Access to other New York City research libraries is also available for on-site use of materials not held elsewhere. In addition to facilitating on-site use of other area libraries, the Mina Rees Library offers a highly efficient Interlibrary Loan service for obtaining materials at other libraries and a inter-campus book delivery service for books in the collections of all CUNY libraries.

Workstations throughout the library and in an electronic commons on the lower level provide access to online databases and to the World Wide Web. Reference librarians on the second floor and technical support staff in the electronic commons on the concourse level are available for instruction, research assistance, and consultation in the use of applications software. The library conducts frequent beginning and advanced classes on database searching, on locating and using full-text electronic resources, and on use of citation management tools.

INFORMATION TECHNOLOGY

Information Technology (IT) is the division of the Graduate Center that is responsible for voice and data systems. The mission of this unit is to facilitate the effective use of technology in the learning process, in instruction and research, and in processing and accessing institutional information.

Students are provided network accounts and email accounts, remote access to Graduate Center computing resources via Citrix, VPN and dial-up access, and access to a Help

Desk (1.212.817.7300) for assistance using Graduate Center computing resources. IT maintains a collection of desktop computers (Mac, Windows PC, and Linux PC platforms) located in the Library, in computer-equipped classrooms, and in computer clusters in program areas. In addition, student laptop access is available in the Library via plug-in stations as well as via wireless access. The Graduate Center desktop computers are equipped with a wide variety of software to support a breadth of student activities. Access to a host of online Library databases is available as well.

IT conducts monthly workshops for students on a wide variety of technology topics, and maintains a Web site of information for users of Graduate Center systems. (See web.gc.cuny.edu/informationtechnology.) Other services include providing copies of designated software for use by students on home computers and accommodating student websites. IT also manages the Graduate Center Blackboard environment for online learning, accessible via the CUNY portal. Students are employed each semester as technical assistants in IT.

Related activities include support for the work of the Audio/Visual staff (including smart classrooms), and support for the Student Affairs office, which accommodates students with disabilities through a variety of adaptive technology and related services (for example, screen-access and voice-recognition software and such peripheral devices as specialized mice and foot pedals and a Braille embosser). Students needing such services are urged to contact the Office of the Vice President for Student Affairs.

The Graduate Center research computing group hosts parallel Linux computing clusters and a wide-area grid for computationally intensive research and instructional use. The research computing group maintains Linux computing facilities for statistical computing, such as the Survey Documentation and Analysis system for the Center for Urban Research, and the R programming environment for statistical computing. The research computing group also hosts a number of open source Linux web applications, including an online journal management system, the Moodle course management system, blogs, and wikis. Students and faculty interested in the ICPSR Summer Program in Quantitative Methods of Social Research may apply for travel stipends through the Office of the Vice President for Information Technology and External Programs.

We urge all students to take fullest advantage of technology resources in pursuit of their graduate studies and activities, and we look forward to serving those needs. Students are reminded that all Graduate Center information technology, including equipment and computer accounts, may be used only by Graduate Center students, staff, or faculty for purposes pertaining to research, instruction, or administration, and that all users are subject to the CUNY Computer Use Policy. Student input regarding IT resources is sought via the Doctoral Student Council and the Student Technology Fee Committee.

GRADING

Grading System

Doctoral matriculants will be graded in all courses creditable toward the doctorate as follows:

A (+ or -) Excellent

B (+ or -) Good

C (+ or -) Fair (lowest passing mark)

SP = Satisfactory Progress (for dissertation supervision or certain research courses requiring more than one semester for completion)

NRP = No Record of Progress. The grade may be assigned by dissertation supervisors only to students in 90000 courses (Dissertation Supervision), if the student has done little or no work on the dissertation over the course of the semester.

W = Withdrew without academic penalty. This is a student-initiated grade, which may be requested from the fourth through the tenth week of the semester. Under no circumstances can a student withdraw and receive a "W" grade after the tenth week of the semester without the written permission of the course instructor and the Executive Officer and the approval of the Vice President for Student Affairs. This grade carries tuition liability.

WA = Administrative withdrawal. This grade, which does not affect the grade point average, is administratively assigned.

F = Failure

P = Pass. Each program is authorized to use the grade of "P" for such courses and under such conditions as the Executive Committee of the program deems appropriate.

INC = Incomplete. To resolve incomplete grades, students must fulfill their obligations within one calendar year after the INC grade is assigned. After one year, an incomplete grade ("INC") will become a permanent incomplete. Extensions will be granted only in exceptional circumstances upon written application and with the permission of the faculty member, the Executive Officer, and the Vice President for Student Affairs. Permanent incompletes will accrue no credit. Students with more than two incomplete courses will be brought to the attention of their Executive Officer to determine whether or not they are making satisfactory progress. Students will not normally be regarded as making satisfactory progress toward their degrees if they have more than two "INC"s on their records. Students should be aware that continued registration and most financial aid awards are conditional upon satisfactory progress. Students should also note that credits for which they have an "INC" as of the end of the third week of classes of a given semester are not counted toward advancement to the next level for that semester.

ABS = Absent from Final Examination. To be assigned only in those courses in which there is a final examination. The "ABS" grade is to be used when a student has completed all requirements for the course except the final examination. The "ABS" may be changed to a letter grade within the following calendar year, after which time the "ABS" is automatically changed to "ABP" (Permanent Absent).

WN = Never Attended. This grade is to be assigned by faculty if a student never attended a class. The grade is calculated into the GPA in the same way an "F" grade is calculated.

Computation of Grade Point Average (G.P.A.)/ Cumulative Index

All credits with the following grades are counted in the total credits used to compute the grade point average/cumulative index: "A" (+ or -), "B" (+ or -), "C" (+ or -), and "F." Credits for all other grades are not counted toward the average.

To compute the grade point average, complete the following steps:

(1) Determine the total number of G.P.A. credits by adding all the credits with letter grades "A" through "F."

(2) For each course with a letter grade that counts toward the average, multiply the number of credits by the appropriate quality point value, as indicated below:

Grade	Quality Point Value
A+	4.00
A	4.00
A-	3.70
B+	3.30
B	3.00
B-	2.70
C+	2.30
C	2.00
C-	1.70
F	0.00
WN	0.00

(3) Add the quality point values for all the courses to determine the total quality points.

(4) Divide the total quality points by the total number of credits (as computed in Step 1).

The resulting figure is the grade point average/cumulative index. Please note that the index is computed to two decimal points and the index is not rounded off.

Credits with grades of "P" or "SP" do not figure into the computation of the grade point average but do count toward the degree. Advanced standing transfer credits also count toward the degree but do not figure into the index. In some cases, credits earned at one of the senior colleges of The City University of New York may be calculated into the index. When a course for which a letter grade other than "F" was assigned is repeated, the credits for the course are counted toward the degree once, and the grade from the first attempt only is computed into the grade point average. Credits for undergraduate courses or for graduate-level courses taken for undergraduate credit are neither counted toward the degree nor computed into the average.

Any course designated by a program as not counting toward degree requirements also is not be computed into the grade point average.

RECORDS AND REGULATIONS

Registration

All Graduate Center students, regardless of where they are studying, register through the Graduate Center, 365 Fifth Avenue, New York, NY 10016 (Seventh Floor).

All students are required to be in status each semester. This means that students must either be registered or be on an approved leave of absence.

Information regarding registration procedures will be mailed to eligible students. The student will be advised on curriculum by his or her Executive Officer or deputy. Specific offerings to be given in a particular semester are listed in the *Course Catalog*, available online at http://www.gc.cuny.edu/student_web/index.htm.

Students delinquent in their financial accounts (or library obligations) will be denied the opportunity to register as well as the issuance of their transcripts or their degree diplomas. In addition, students who fail to meet satisfactory progress requirements, who have not fulfilled New York State immunization laws, or who have outstanding obligations to the Offices of Financial Aid, Admissions, or Residence Life may be denied the opportunity to register.

Immunization Requirement

In accordance with New York State Public Health Law, Article 21, Title VI, Section 2165, all full- and part-time students who were born on or after January 1, 1957, must present proof of immunization against measles, mumps, and rubella. The Graduate Center is required to bar registration or administratively withdraw (with tuition liability) students who do not comply. Health records will be kept confidential and will be available for reference only to those Graduate Center personnel whose job duties require information from those records. Some students may be exempt from this requirement. A copy of Public Health Law 2165 is available in each of the Student Services offices as well as in the Office of the Vice President for Student Affairs.

In addition, New York State Public Health Law 2167 requires that all college and university students enrolled for at least six semester hours return a Meningococcal Meningitis Vaccination Response Form before they may register. All matriculated students (both new and continuing) should have received a form. Forms are available online at <http://web.gc.cuny.edu/wellness>.

Program Changes

Program changes must be approved by the student's adviser or advisory committee. The change in program (on the drop/add form) must be forwarded to the Registrar's Office in accordance with the deadlines published each semester.

International students must clear any change in program or degree level with the Office of International Students, update their SEVIS Record, and receive a new Certificate of Eligibility for student status in order to meet U.S. Department of Homeland Security requirements for SEVIS reporting.

Leave of Absence

Leaves of absence will be granted to students deemed to be in good standing who wish to interrupt their doctoral study. No more than four semesters of total leave time will be granted to any student. Each leave request should be made in writing to the student's Executive Officer prior to the semester or academic year during which the leave will be taken. If approved by the program's Executive Officer, requests for leave will be forwarded to the Office of the Registrar. The leave must then be cleared by the Offices of Financial Aid and International Students (if applicable), the Coordinator of Residence Life (if applicable), and the Mina Rees Library, the Bursar, and the Business Office. Leaves of absence are not counted toward the time limit for completion of degree requirements. Any student subject to induction or recall into military service should consult the veterans' certifying officer before applying for an official leave. Any international student with F-1 or J-1 student status should consult the Office of International

Students before applying for a leave. International students must remain outside the U.S. for the entire semester while on a leave of absence and may need to reapply for a new student status if their absence is longer than five months. A \$10 readmission fee will be assessed upon the student's return. During the period of the leave, no changes in academic status, including such matters as the scheduling and taking of qualifying exams, application for en-route degrees, and advancement to candidacy, may be effected.

Withdrawal

Written notice of voluntary withdrawal from a doctoral program must be approved by the appropriate Executive Officer, forwarded to the Office of the Registrar, and cleared by the Offices of Financial Aid, International Students (if applicable), and Residence Life (if applicable), as well as the Mina Rees Library, the Bursar, and the Business Office. Such notice must be submitted prior to the end of the third week of classes of a given semester to avoid full tuition liability for that semester. To resume doctoral study, a former student must apply to the program for readmission.

Students who have not been granted a leave of absence (please refer to the section on "Leave of Absence," above) or who have not registered by the first week of a given semester will be withdrawn automatically from the Graduate Center.

Readmission

Readmission following a withdrawal is at the discretion of the student's program. A special Application for Readmission must be filed in the Office of the Registrar. It will be forwarded to the appropriate academic program office for consideration. A \$10 readmission fee will be assessed.

Change in Number of Dependents

Students receiving financial aid providing for a dependency allowance must report any change in number of dependents to the Office of Financial Aid.

Change of Name and Address

Any change of name or address must be reported, in writing, immediately to the Registrar's Office at the Graduate Center. International students must inform the Office of International Students about any change of name or residence address within ten days of the change in order to meet U.S. Department of Homeland Security requirements.

Denial of Student Services

By policy of the Board of Trustees of the City University of New York, provision of college services is prohibited to any student who is delinquent in any financial account with the University (including books owed to the library and loaned equipment owed to Information Technology), who is in default for any loan administered through the University, or who has failed to attend the required exit interview for federal or state student loan programs administered through the University. Denial of services means that students are not permitted to register or receive a leave of absence and are not issued a copy of their academic transcript, diploma, or certificate,

nor are they eligible to receive additional student aid until the default/delinquency has been satisfied.

STUDENT RIGHTS/STUDENT SERVICES

Student Rights Regarding Access to Education Records

The federal Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. See Section "6," below, on your right to prevent the disclosure of directory information. The FERPA rights of students are as follows:

(1) The right to inspect and review the student's education records within 45 days of the day the college receives a request for access.

Students should submit to the Registrar, Vice President for Student Affairs, Executive Officer of the academic program, or other appropriate officials, written requests that identify the record(s) they wish to inspect. If the records are not maintained by the Graduate Center official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

All requests shall be granted or denied in writing within fifteen days of receipt. If the request is granted, the student will be notified of the time and place where the records may be inspected. If the request is denied or not responded to within fifteen days, the student may appeal. Additional information regarding the appeal procedures will be provided to the student if a request is denied.

(2) The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Students may ask the college to amend a record that they believe is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Students should write to the college official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the college decides not to amend the record as requested by the student, the college will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

(3) The right to consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception that permits disclosure without consent is disclosure to college officials with legitimate education interests. A college official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted as an agent to provide a service instead of using University employees or officials; a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary committee, or assisting another college official in performing his or her tasks.

A college official has a legitimate education interest if access is reasonably necessary in order to perform his or her professional responsibilities for the university.

Upon request, the college discloses education records to officials of another school in which a student seeks or intends to enroll.

(4) The right to appeal the alleged denial of FERPA rights.

The appeal should be directed to the General Counsel and Vice Chancellor for Legal Affairs, The City University of New York, 535 East 80 Street, New York, NY 10021.

(5) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the college to comply with the requirements of FERPA.

The office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-5920.

(6) The college may make the following directory information concerning current and former students available to those parties having a legitimate interest in the information:

Name, attendance dates (periods of enrollment), addresses, telephone number, electronic mail address, date and place of birth, photograph, full- or part-time status, enrollment status (undergraduate, graduate, etc.), level of education (credits) completed, major field of study, previous schools attended, and degrees, honors, and awards received. By filing a form with the Registrar's office, any student or former student may request all of the information stated above not be released without his or her prior written consent. This form is available in the Registrar's office and may be filed, withdrawn, or modified at any time.

Graduate Center Compliance with Freedom of Information Law

The Office of the Provost and Senior Vice President of the Graduate Center is responsible for ensuring compliance with the regulations of the Freedom of Information Law, section 88, public access. The Vice President for Student Affairs has been designated as the Records Access Officer. Records are available for inspection and copying in Room 7301 of the Graduate Center between the hours of 9 a.m. and 5 p.m., Monday through Friday. Requests for access to the public records may be made in person or in writing. No fee is charged for the search for records, inspection, or certification. A fee not to exceed 25 cents per sheet may be charged for copying of records.

Statement of Nondiscrimination, Equal Opportunity, and Affirmative Action Regulations

The Graduate School and University Center is an equal opportunity and affirmative action institution and, as a constituent unit of the City University of New York, adheres to the policy of the University to recruit, employ, retain, promote, and provide benefits to employees and to admit and provide services for students without regard to race, color, creed, national origin, ethnicity, ancestry, religion, age, sex, sexual orientation, gender identity, marital status, legally registered domestic partnership status, disability, predisposing genetic characteristics, prior record of arrest or conviction, alienage, citizenship, military or veteran status, or status as a victim of domestic abuse, sex offenses, or stalking.

Sexual harassment, a form of sex discrimination, is prohibited under the Graduate Center/CUNY Policy Against Sexual Harassment.

The City University of New York, as a public university system and the Graduate School and University Center as a constituent part, adhere to federal, state, and city laws and regulations regarding non-discrimination and affirmative action including among others, Executive Order 11246, as amended, the Civil Rights Law of 1866, Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990, Section 402 of the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, the Equal Pay Act of 1963, the Age Discrimination in Employment Act of 1967, as amended, and the Age Discrimination Act of 1975, the New York State Human Rights Law, the New York State Civil Rights Law, and the New York City Human Rights Law. The 'protected classes,' as delineated in Executive Order 11246 (Black, Hispanic, Asian/Pacific Islander, American Indian/Alaskan native and Women), were expanded on December 9, 1976, by the Chancellor of the City University of New York to include Italian-Americans.

Should any federal, state, or city law or regulation be adopted that prohibits discrimination based on grounds or characteristics not included in this policy, this policy shall be read to prohibit discrimination based on those grounds or characteristics, as well.

Retaliation against any member of the Graduate Center or University community who has made a complaint of discrimination is prohibited.

Affirmative Action Officer: Ms. Edith Rivera, Room 7301; 1-212-817-7405

504/ADA Coordinator: Vice President for Student Affairs Matthew Schoengood, Room 7301; 1-212-817-7400

Title IX Coordinator: Vice President Matthew Schoengood, Room 7301; 1-212-817-7400

Sexual Harassment Coordinator: Professor Michelle Fine, Room 6304.17; 1-212-817-8710

Ombuds Officer: Professor Rolf Meyersohn, Room 7313; call for appointments at 1-212-817-7191. The Ombuds Officer offers complete confidentiality to all students, staff and faculty.

Assistant Vice President for Faculty and Staff Relations: Yosette Jones-Johnson, Room 8403; 1-212-817-7700.

Actions that involve discrimination or bias of any sort will be subject to disciplinary sanctions in accordance with the Rules and Regulations for the Maintenance of Public Order Pursuant to Article 129A of the Education Law, a copy of which will be found at the end of this bulletin. Students who believe they have been discriminated against in violation of this policy should bring their complaints to the Vice President for Student Affairs for investigation.

Pluralism and Diversity

The Graduate Center is committed to following the letter and spirit of affirmative action laws and adheres to those policies and procedures established by the Graduate Center and the Board of Trustees of the City University of New York that pertain to promoting pluralism and diversity and combating racism and bigotry. Concerns, questions, and complaints about equal employment and affirmative action may be addressed to any member of the Affirmative Action Committee (see Ms. Edith M. Rivera, Affirmative Action Officer; Room: 7301; Telephone: 1.212.817.7410).

Workplace Violence Policy and Procedures

The City University of New York prohibits workplace violence. Violence, threats of violence, intimidation, harassment, coercion, or other threatening behavior towards people or property will not be tolerated. Complaints involving workplace violence will not be ignored and will be given the serious attention they deserve. Individuals who violate this policy may be removed from University property and are subject to disciplinary and/or personnel action up to and including termination, consistent with University policies, rules, and collective bargaining agreements, and/or referral to law enforcement authorities for criminal prosecution. Complaints of sexual harassment are covered under the University's Policy Against Sexual Harassment. The University, at the request of an employee or student, or at its own discretion, may prohibit members of the public, including family members, from seeing an employee or student on University property unless necessary to transact University-related business. This policy particularly applies in cases where the employee or student suspects that an act of violence will result from an encounter with said individual(s).

The full text of the Workplace Violence Policy and Procedures may be found at the end of this bulletin.

The City University of New York's Policy Against Sexual Harassment

It is the policy of the City University of New York to promote a cooperative work and academic environment in which there exists mutual respect for all University students, faculty, and staff. Harassment of employees or students based upon sex is inconsistent with this objective and contrary to the University's nondiscrimination policy. Sexual harassment is illegal under federal, state, and city laws, and will not be tolerated within the University. Members of the University community who believe themselves to be aggrieved under this policy are strongly encouraged to report the allegations of sexual harassment as promptly as possible. A copy of the complete Sexual Harassment Policy and Procedures is available on the Graduate Center's Web site and from any member of the Sexual Harassment Awareness and Intake Committee, the Office of the Vice President for Student Affairs, and the Office of Human Resources.

Student Rights Concerning Religious Observances

Education Law Section 224-a, stating the rights and privileges of students unable to attend classes on certain days because of religious beliefs, appears below, as mandated by New York State law:

1. No person shall be expelled from or be refused admission as a student for the reason that he or she is unable, because of his or her religious beliefs, to register or attend classes or to participate in any examination, study or work requirements on a particular day or days.
2. Any student who is unable, because of his or her religious beliefs, to attend classes on a particular day or days shall, because of such absence on the particular day or days, be excused from any examination or any study, or work requirements.
3. It shall be the responsibility of the faculty and the administrative officials to make available to each student who is absent from school because of his or her religious beliefs, an equivalent opportunity to register for classes or to make up any examination, study, or work requirements, which he or she may have missed because of such absence on any particular

day or days. No fees of any kind shall be charged for making available to the said student such equivalent opportunity.

4. If registration, classes, examinations, study, or work requirements are held on Friday after four o'clock post meridian or on Saturday, similar or makeup classes, examinations, study, or work requirements or opportunity to register shall be made available on other days, where it is possible and practicable to do so. No special fees shall be charged to the student for these classes, examinations, study, or work requirements held on other days.

5. In effectuating the provisions of this section, it shall be the duty of the faculty and of the administrative officials to exercise the fullest measure of good faith. No adverse or prejudicial effects shall result to any student because of his/her availing himself/herself of the provisions of this section.

6. Any student who is aggrieved by the alleged failure of any faculty or administrative officials to comply in good faith with the provisions of this section shall be entitled to maintain an action or proceeding in the supreme court of the county in which the institution is located for the enforcement of his or her rights under this section.

Dossier Services and Employment Resources for Students

The Graduate Center has partnered with a company named Interfolio to provide online dossier services. As is now common practice, student portfolios can be placed online in an Interfolio account and accessed 24/7. The student works directly with Interfolio to establish a portfolio that can include letters of recommendation, curriculum vitae, writing samples, dissertation abstracts, teaching certifications, student evaluations, and more. The Interfolio system accepts and stores almost any type of information. Interfolio is an excellent way to store and deliver materials to an academic search committee or for further study. Robust technological safeguards keep documents private and safe. Once you sign up and upload your documents, the process for sending out materials becomes as simple as telling Interfolio where you want to apply and when.

The Graduate Center will pay for a three-year membership for currently registered students in addition to subsidizing mailing credits. For more information, visit http://www.gc.cuny.edu/current_students/interfolio.htm or <http://www.interfolio.com>. The Office of Student Affairs will no longer be sending out dossier materials by mail.

For listings of part-time positions, consult the Office of Financial Aid, Ms. Anne Johnson, Work Study Coordinator. Other full-time job listings are available for review in the Office of the Vice President for Student Affairs.

Student Consumer Information

Student consumer information on cost of attendance, refund policy, description of academic programs, and other matters relating to enrolled or prospective students may be obtained from the Registrar. Please refer to the current Student Handbook for specific information regarding consumer complaints and redress of grievances.

Services for Students Who Are Veterans

Eligible veterans who wish to obtain benefits and information on other matters of concern to veterans may consult the Office of the Registrar. A useful CUNY Web site for veterans may be found at www.cuny.edu/veterans.

Student Disability Services

Services for students with disabilities are provided through the Office of the Vice President for Student Affairs. It is the policy of the Graduate Center to provide auxiliary aids and services and, with supporting documentation that is required to be provided to the Vice President, to make appropriate academic accommodations needed by students with disabilities. The Graduate Center has adaptive equipment and computer software available for the use of students with hand-function, visual, and hearing disabilities and provides readers, sign-language interpreters, notetakers, scribes, and other auxiliary services as needed. Additional information about facilities, services, and documentation requirements may be obtained by contacting the Office of Student Affairs at 1.212.817.7400, by fax at 1.212.817.1621, or by email to disability_services@gc.cuny.edu. Users of Telecommunication Devices for the Deaf within New York State should call the New York Relay Center at 1.800.662.1220, and from outside New York State should call their local telecommunications service. Within New York State, Voice Carryover (VCO) is available at 1.877.826.6977.

Housing/Residence Life

The Office of Residence Life assists students in locating convenient and affordable housing. For information contact the Assistant Director of Admissions, City University Graduate Center, 365 Fifth Avenue, New York, NY 10016, email: reslife@gc.cuny.edu.

Office of International Students

The Office of International Students provides advice and assistance to students from outside the United States, particularly with regard to immigration issues relating to F-1 and J-1 student category. Each semester the office conducts an orientation session for new international students. New international students should contact the office as soon as possible after their arrival so that their immigration documents and status can be reviewed and verified.

Because it is the student's responsibility to comply with all existing government regulations, students are urged to familiarize themselves with the regulations and procedures that apply to their specific immigration status. Students should keep copies of all documents relating to their immigration status and bring their original passport, I-94, I-20, or DS-2019 and I-901 SEVIS Fee Receipt when consulting the Office of International Students regarding an immigration matter. International students should consult this office for requirements to maintain active immigration status and for information on the following: (1) obtaining Form I-20 or Form DS-2019; (2) travel outside the United States and reentry; (3) extension of stay; (4) school transfer; (5) practical training; (6) change of degree level or program of study to F-1 or J-1; (7) employment regulations; and (8) passport and visa information.

More detailed information can be found in the current U.S. Immigration Regulations and Procedures for CUNY Graduate Center students as well as in periodic updates published by the Office of International Students.

Office of Educational Opportunity and Diversity Programs

The Office of Educational Opportunity and Diversity Programs has been established to expand efforts to increase the representation of historically underrepresented students in the Graduate Center's doctoral programs. The Executive Officer of the office is responsible for initiating recruitment targeted at recent college graduates and for helping the doctoral programs increase their diversity. In addition, the OEODP office initiates and supports grant efforts to enhance recruitment, retention, and academic progress of historically underrepresented students. This includes managing such Graduate Center-based programs as MAGNET and CUNY Pipeline. The Executive Officer of the Office of Educational Opportunity and Diversity Programs works closely with the Executive Officers of the doctoral programs and reports to the Provost.

TUITION AND FEES

All tuition charges and fees listed herein, or in any registration material issued by the Graduate Center, are subject to change by action of the Board of Trustees of The City University of New York without prior notice. In the event of any increase in tuition charges and fees, payments already made to the Graduate Center will be treated as a partial payment, and notification will be given of the additional amount due and the time and method of payment. The University regrets any inconvenience this may cause.

Payment Schedule

Full payment of tuition and fees is due by the first day of classes unless a formal agreement to defer tuition is approved. A chart outlining the tuition charges and a list of fees are below. All payments are to be made to the Bursar. Make checks payable to CUNY Graduate Center. Payment may also be made by credit card (Master Card/Amex and electronic checks) on the web. Checks, cash, and money order payments may be made in person at the Bursar's Office.

Warning Regarding Bounced Checks or Non-Payment

If a check tendered to any unit of the City University in payment of any obligation is not honored by the bank upon which it is drawn, a reprocessing fee of \$15 will be assessed.

If you do not make full payment on your tuition and fees and other college bills and your account is sent to a collection agency, you will be responsible for all collection costs, including agency fees, attorney fees and court costs, in addition to whatever amounts you owe the college. In addition, non-payment or a default judgment against your account may be reported to a credit bureau and reflected in your credit report.

Tuition Rates: Doctoral Students

Doctoral tuition charges are based on a student's "level," which is determined by a combination of the number of graduate credits completed (including, in the case of transfer students,

credits accepted by the student's degree program and the Office of the Registrar) and specific academic accomplishments. These levels are defined as follows:

Doctoral Students (and nonmatriculated students)	New York State Residents (rate per semester)	Out-of-State Residents and International Students (rate per semester)
Level I, Full-Time (7 or more credits/WIUs)	\$3,290	\$645 per credit/WIU
Level I Part Time	\$370 per credit/WIU	\$645 per credit/WIU
Level II (full time only)	\$2,060	\$4,580
Level III (full time only)	\$815	\$1,635

Level I — Students who have completed fewer than 45 credits of graduate work (including approved transfer credit) or who have not passed the First Examination. At Level I only, students who are New York State residents and enrolled on a part-time basis (total of credits and weighted instructional units or WIUs do not exceed 6) are billed on a per-credit basis. In addition, at Level I, both full-time and part-time out-of-state and international students are billed at the per-credit rate for all credits/WIUs.

Note: For billing purposes, courses taken by Level I students on an audit basis will be treated the same as courses taken for credit and will be included in the assessment of tuition charges.

Level II — From the semester following the completion of 45 credits (fully earned and evaluated and including approved transfer credits) and passing of the First Examination, to advancement to candidacy.

Level III — From the semester following advancement to candidacy. Level III students registering for courses for credit other than 90000 will be charged additional tuition on a per-credit basis. Level III students do not incur additional tuition charges for courses audited.

Tuition and fees are due by the first day of classes. Any student who has not paid the total fees and tuition by the time indicated could be barred from future registration.

The student activities fee or any part thereof is not refundable at any time unless a student's registration is canceled by the Graduate Center, or he/she withdraws before the first day of classes.

Tuition Rates: Master's Students

Master's students registering for any combination of credits and weighted instructional units totaling less than 12 are considered part-time students and are billed at the per-credit rate for all credits/WIUs. In addition, both full-time and part-time out-of-state and international students are billed at the per-credit rate for all credits/WIUs.

Master's students registering for any combination of credits and weighted instructional units totaling 12 or more are billed at the full-time rate.

Master's Students	New York State Residents (rate per semester)	Out-of-State Residents and International Students (rate per semester)
Full-Time (12 or more credits/WIUs)	\$3,680	\$575 per credit/WIU
Part-Time (fewer than 12 credits/WIUs)	\$310 per credit/WIU	\$575 per credit/WIU
Maintenance of Matriculation	\$150	\$250

Regulations of the City University of New York require master's students to be registered in the semester during which they are taking any language or qualifying examinations and in the semester preceding graduation. If all course work was completed before the graduation semester or if students wish only to sit for an exam during a specific semester, students must register to maintain matriculation.

Tuition Rates: Nonmatriculated Students

Nonmatriculated students are assessed tuition fees at the same rate as doctoral Level I students.

University Fees

- Doctoral and Master's Application Fee — \$125.00
- Readmission Fee — \$10.00
- Student Activities Fee — \$41.60 (per semester)
- Technology Fee (per semester) — \$100.00 (full-time) / \$50.00 (part-time)
- University Consolidated Fee (per semester) — \$15.00
- Late Registration Fee — \$25.00
- Late Payment Fee — \$15.00
- Change of Course Fee — \$18.00
- Transcript of Record Fee — \$7.00
- Duplicate Receipt Fee — \$5.00
- Master's Thesis Binding Fee — \$21.75
- Duplicate I.D. Card Fee — \$5.00
- Microfilming and Binding of Doctoral Dissertation Fee — \$96.50
- Duplicate Diploma Fee — \$15.00
- Dissertation Copyright Registration Fee (optional) — \$65.00
- Dissertation Open Access Fee (optional) — \$95.00

Residency

For the purposes of determining tuition charges, a student is considered a resident of the State of New York if he or she has his or her principal place of abode in the State of New York for a period of at least twelve consecutive months immediately preceding the first day of classes for

the semester with respect to which the residency determination is made, states his or her intention to permanently live and maintain his or her principal place of abode in New York State, and is not in the United States on any temporary visa.

Remission of Tuition and Fees

Student liability and refund policy: Students are liable for the full amount of their tuition and fees, regardless of whether they receive expected financial aid, loans, or other financial support. The student activity fees and other nontuition charges cannot be refunded. Refunds of tuition must be based upon a timely written official withdrawal from classes. Such refunds are allowed only in accordance with a limited schedule established by City University policy. A student not entitled to a refund—even if withdrawn from classes—is fully liable for any unpaid tuition and fees.

A student is entitled to a full refund of tuition and noninstructional fees (where applicable) in the event that courses are cancelled or a student's registration is cancelled by the Graduate Center or one of the senior colleges. In the event of a student's withdrawal, a proportionate refund of tuition may be granted if valid reasons for withdrawal are presented. Formal application must be made. Upon approval of a written application, proportionate refund of tuition may be made as follows:

Withdrawal from course:

before the official starting day of classes for the semester—100%
within one week of the official starting day of classes for the semester—75%
within two weeks of the official starting day of classes for the semester—50%
within three weeks of the official starting day of classes for the semester—25%
subsequent to the third week of the official starting day of classes for the semester—
none

This schedule is not applicable to withdrawals due to military, Peace Corps, or leaves for other national service, and is subject to change by action of the Board of Trustees of The City University of New York.

Special Provisions for Students in the Military

For students called up to the reserves or drafted before the end of the semester:

Grades. In order to obtain a grade, a student must attend thirteen weeks (five weeks for summer session). *Refunds.* A student called up to the reserves or drafted who does not attend for a sufficient time to qualify for a grade is entitled to a 100% refund of tuition and all other fees except application fees.

For students who volunteer (enlist) for the military before the end of the semester:

Grades. In order to obtain a grade, a student must attend thirteen weeks (five weeks for summer session). *Refunds.* The amount of the refund depends upon whether the withdrawal is before the 5th week of classes. If the student withdraws before beginning of the fifth calendar week (or third calendar week for a summer session), he or she is entitled to 100% refund of tuition and all other fees except application fees. If the student withdraws thereafter, he or she is entitled to a 50% refund.

Other provisions for military service: *Resident Tuition Rates*. These lower rates are applicable to all members of the armed services, their spouses and their dependent children, on full-time active duty and stationed in the State of New York. *Re-enrollment of Veterans*. Veterans who are returning students are given preferred treatment in the following ways: (1) Veterans who were former students with unsatisfactory scholastic records may be readmitted with a probationary program. (2) Veterans, upon their return, may register even after normal registration periods, without late fees. (3) Granting of college credit for military service and armed forces instructional courses. (4) Veterans returning too late to register may audit classes without charge. *Late Admissions*. Veterans with no previous college experience are permitted to file applications up to the date of registration, and are allowed to begin classes pending completion of their application and provision of supporting documents. *Readmission Fee*. Upon return from military service, a student will not be charged a readmission fee to register at the same college. *Veterans Tuition Deferrals*. Veterans are entitled to defer the payment of tuition pending receipt of veterans' benefits. *New York National Guard Tuition Waivers*. Active members of the New York National Guard, who are legal residents of New York State and who do not have a baccalaureate degree, are eligible for a tuition waiver for undergraduate study.

Petition for a Change of Level

Students are responsible for ascertaining that their tuition level has been properly established. Students who believe themselves to have been billed inappropriately because of an inaccurate level designation must petition the Senior Registrar by the end of the third week of classes for a reassessment of their level. Unless such a petition is filed by the deadline, no retroactive changes in level can be made. Special problems should be referred in writing to the Vice President for Student Affairs prior to the stated deadline.