

2023-2024
Student Handbook

MACAULAY
HONORS COLLEGE | CU
NY

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Welcome to Macaulay Honors College!

WELCOME, MACAULAY STUDENT!

Consider this Student Handbook your first roadmap to Macaulay Honors College. From orientation to graduation, from applying for the Opportunities Fund to completing your community service, start here for an introduction to Macaulay's policies and procedures.

But this online Handbook is only one source of information. Your campus Advisor and Director, as well as the staff of Macaulay Honors College, are also available to answer questions and make recommendations.

We will do our best to ensure that your life as a Macaulay Scholar is filled with opportunities and excitement. Keep in mind that we expect to learn from you, as you contribute to the life of Macaulay Honors College and create a program that reflects your own interests.

Overview

“We see our future, and we’re chasing it at 100 miles per hour.”
—Sameen Farooq '10, Brooklyn College

Macaulay Honors College combines the supportive yet challenging environment of a small liberal arts college, the wide-ranging programs and intellectual resources of the country’s leading urban public research university, and the enormous cultural, scientific, business, and social opportunities of New York City. Upon admission to the Honors College, each student is designated a “Macaulay Scholar” and enrolled in the participating CUNY college selected during the application process.

As a Macaulay Scholar, you will receive substantial financial and academic support during your undergraduate years. Additionally, you are eligible to access an Opportunities Fund designed to expand your learning through experiences, such as study abroad, internships and research.

Beginning in your first semester, you will participate in four interdisciplinary City Seminars that combine traditional scholarly activity with hands-on experiences designed to deepen your understanding of the people, culture, history, and institutions of New York City.

We supplement outstanding educational opportunities with dedicated advising and financial support, providing the assistance our talented students need to excel in New York City and the world, in college and in life.

MACAULAY’S VISION

TO INSPIRE AND PREPARE OUTSTANDING LEADERS TO SOLVE THE SOCIAL, ECONOMIC, CULTURAL, AND SCIENTIFIC CHALLENGES OF NEW YORK CITY AND THE WORLD.

THE MACAULAY MISSION

MACAULAY IS THE HONORS COLLEGE OF THE CITY UNIVERSITY OF NEW YORK.

Embodying CUNY's commitment to access and academic excellence, Macaulay Honors College offers the advantages of a small, personal liberal arts college with the world-class faculty and resources of a comprehensive, major urban research university. Macaulay students matriculate at one of the eight senior CUNY colleges that comprise the Macaulay consortium but can also study at any of CUNY's colleges or even the CUNY Graduate Center. Macaulay students complete four interdisciplinary City Seminars, exploring from multiple perspectives the city that is the source of our legacy, our vitality, and our opportunities.

MACAULAY COMBINES ACADEMIC RIGOR WITH NEW ADVENTURES, BLENDING TRADITIONAL AND INNOVATIVE TEACHING AND LEARNING.

Macaulay students learn inside and outside of the classroom, amplifying what they have learned in the classroom by studying abroad, taking an internship in their field, or collaborating with a CUNY faculty member on a high-level research project. Our courses are experiential and collaborative, leading our students to explore the city together with their faculty—engaging the City as both classroom and laboratory. Our students learn and conduct research using the very best tools available and, in turn, share their findings with their peers, their instructors, and real-world audiences. As they graduate with a degree conferred jointly by Macaulay and their home campus, our students have not simply built a resumé; they have learned to pursue an active and productive life of the mind.

MACAULAY IS THE VISION AND VOICE OF A NEW GENERATION OF LEADERS.

Macaulay students and alumni are redefining leadership in myriad ways. Our students are more interested in creating traditions than in merely following them. They seek out and pursue new experiences and reach out to help and mentor students who come along behind them—among other ways through our burgeoning Macaulay Alumni Network.

MACAULAY IS FREEDOM, RESOURCES, AND SUPPORT.

Macaulay's tuition merit scholarship (available to in-state residents) and Opportunities Fund offer students the freedom to follow their passions and to

explore the full range of academic offerings on their home campuses and throughout CUNY—without a student debt load that might otherwise inhibit their choices. Macaulay Honors College is committed to providing our students with an unmatched level of advisement and other resources that enable them to pursue their aspirations and make the most of what Macaulay, their home campus, and CUNY have to offer, and to implement their ideas in the real world both as students and graduates. We continually strive to improve and refine our offerings, with each member of the Macaulay team working to create something better for our students every day.

MACAULAY BUILDS ON CUNY'S LEGACY OF DIVERSITY, SERVICE, AND CIVIC ENGAGEMENT.

Macaulay faculty and staff are committed to providing an inclusive, anti-racist learning and living environment where diverse groups of talented students access the best qualities of a liberal arts college within a large comprehensive university. Our students draw strength from the rich heritage of diversity found on their various CUNY campuses. All Macaulay students render service to their various communities, and many go beyond these requirements to forge lasting relationships with community organizations. Our students draw meaningful connections between their scholarship and the communities in which we live.

Academics

Academics are at the heart of every student's time at Macaulay Honors College. Students pursue their intellectual passions and curiosities both inside and outside the classroom, with rigor, commitment and energy. The enthusiasm of Macaulay students for learning is one of the hallmarks of the Honors College.

ACADEMIC PROGRAMS

"I have matured intellectually and personally in a nurturing environment with small seminar classes, friendly professors, and diverse friends. My best Macaulay experience was when I took the cross-campus Science and Technology in New York City seminar with Professor Liu. He untangled various mathematical and scientific problems in a way that everyone in class, regardless of their majors, understood very clearly."

—Jung Yeon (Christina) Lee '10, City College

NEW YORK CITY SEMINARS

In the first two years of college, all Macaulay Scholars take the four New York City Seminars. Taught in small discussion format, these interdisciplinary courses combine traditional scholarly activity with hands-on experiences designed to stimulate interest in and deepen understanding of the people, culture, history, and institutions of New York City.

The Arts in New York City starts your college career by offering multiple opportunities to explore the wide range of creativity in the city— from Broadway, opera and dance performances to New York's richness in visual arts and more. You will not only learn about these art forms and visit sites and production spaces but also take part in the creative process: to experience by doing as well as by studying. The semester kicks off with our Night at the Brooklyn Museum and concludes with students joining the sophomore from the Science Forward seminar in our STEAM (Science, Technology, Engineering, Arts and Mathematics) Festival.

The People of New York focuses on the diversity that makes the city such an amazing place. During Seminar 2, Macaulay Scholars investigate the patterns, past

and present, of the neighborhoods that are so critical in shaping New York City's identity. You will visit the neighborhoods of all five boroughs, learning about immigration history, interviewing residents, eating local food, and examining archives to note demographic and architectural evolution. Visits to archives, interviews, mapping and walking tours allow students to create public-facing projects, presenting students' research through audio, video, photography, maps, interviews and more. Students hone their field research skills through the SPACE (Society, People, Architecture, Culture and Environment) event.

Science Forward begins the sophomore year by focusing on developing students' scientific and critical thinking skills. Science Forward is a seminar that explores the nature of science itself and models the way scientists think and work. The seminar is interdisciplinary; it features a wide variety of physical and life sciences so that students may practice the skills common to all sciences. In this seminar, students will often analyze issues in science and technology that impact contemporary New York. Fieldwork is integral to this Seminar and might include trips to the rivers, shores, and wetlands along the Atlantic Ocean, or to old-growth forest areas in for tree ring sampling, or to industrial and residential areas to compile comparative data on air quality. All Macaulay sophomores start the semester with a 24-hour species diversity survey (a BioBlitz) where students will partner with scientists and naturalists to collect ecological data in New York City. Students will then use these data to conduct their own original research projects and present their results in poster form at the STEAM Festival at the end of the semester.

Shaping the Future of New York builds on the other three seminars to consider how public policy shapes urban development. You might visit courtrooms, community board meetings, or public hearings, or interview public officials as you trace the history of decision-making in the realms of such areas as transportation, health, environment, education, or housing. The purpose of Seminar 4 is to analyze the ongoing interplay of social, economic, and political forces that shape the physical form and social dynamics of New York City. Throughout the semester, students engage in a team research project, to be presented to other students, faculty, elected officials and subject matter experts at our Futures of New York Conference at the end of the semester.

INTERDISCIPLINARY COURSES

Macaulay Honors College offers upper-level, cross-campus courses each semester. These courses encourage you to engage in interdisciplinary research in a closely knit collaborative and challenging setting. The Macaulay upper-level courses, held

at our building on West 67th street, are open to all juniors and seniors (and some sophomores, with permission).

Offerings vary each semester (see the [Main Macaulay website](#) for listings). Some recent highlights have included:

SCIENCE FICTION: VISIONS AND UNIVERSES

We're going to be looking at the place of Science Fiction in literature, and the literature in Science Fiction...but we'll also be talking and thinking about Science Fiction's place and role in popular culture. We'll also look at connections between science and science fiction, and how the two feed on (and challenge and distress) each other. We'll want to see how and why science fiction has become, in the words of author Thomas Disch, "the dreams our stuff is made of."

If the visions of science fiction are visions of our universe, we'll want to see what shapes and informs those visions, and how the different universes science fiction explores fit into (or become) our own universe.

The themes we'll explore may include:

- Time Travel
- Alien Invasion/Contact
- Biological/Genetic Manipulation
- Cyberpunk
- Alternative History
- Space Opera/Future War
- Post-Apocalypse
- Utopia/Dystopia

THE ETHICS OF REPRODUCTIVE TECHNOLOGIES

This interdisciplinary seminar will explore the medical, legal, ethical, and gendered implications of assisted reproductive technologies. Topics will include egg and sperm donation, traditional and gestational surrogacy, transgender pregnancy, "designer" babies, the ethics of sex selection, disability and pre-implantation genetic diagnosis, control and disposition of cryopreserved embryos, post-menopausal pregnancy, the ethics of reproductive globalization, and the use of reproductive technology in same-sex unions and non-traditional families.

Drawing on science and technology studies, feminist theory, and medical ethics, the class will focus on the dilemmas posed by various forms of conceptive technologies as they intersect with the personal and political meanings of creating human life.

ZOMBIES AND VAMPIRES

Why zombies? Why vampires? Why zombies and vampires now? While audiences seem unable to resist the onslaught of the undead in fiction, film, television, video, graphic novels, etc., zombies and vampires don't just live (or not live) in popular culture. There are also important connections to pressing issues in contemporary science. In this course, therefore, we'll consider vampires and zombies in terms of folklore, history, politics, gender, race, and biology (to name just a few issues that will arise during the semester). Because of the wide range of materials and approaches, students will have opportunities to focus on the areas of their greatest interest.

UNDERGRADUATE RESEARCH

An important element of the undergraduate honors experience is the academic work that happens in connection with the classroom but often outside of it: academic research. A cornerstone of the Macaulay experience is undergraduate research. [The National Council on Undergraduate Research](#) defines undergraduate research as “an inquiry or investigation conducted by an undergraduate student that makes an original intellectual or creative contribution to the discipline.” Through a research assistantship, an undergraduate student works closely with a faculty mentor — and, where appropriate, a research team — to gain invaluable research skills appropriate to a discipline, and have opportunities to contribute to the production of original scholarly or creative work that might lead to formal presentations, such as at conferences or in print or other media.

MACAULAY RESEARCH ASSISTANTSHIP PROGRAM

The Macaulay Research Assistantship Program matches CUNY faculty members pursuing original research in their various disciplines with curious and dedicated

Macaulay students who are eager to learn more about a given intellectual field of inquiry. These pairings of scholars and students work together to create new knowledge in a discipline, affording students an opportunity to make valuable contributions to their faculty mentors' work.

Students will learn through hands-on research experience under active supervision. Students may request a stipend from the Opportunities Fund.

The process of matching student interests and faculty needs is simple. Faculty write a short proposal describing their project and the work involved, which we post on [Handshake](#) (our online job portal). After students submit the required application materials, the faculty mentor will invite the potential candidate to interview before choosing an assistant. If selected for the position, the student must complete the online [Internship Learning Agreement Form](#). IMPORTANT: Must be submitted no later than the second week of the internship start date. Be sure your MHC Advisor and Faculty member both approve the Internship Learning Agreement. The Career Development Office will give final approval for your participation.

Once you have completed your research assistantship, you must submit an online Internship Evaluation Form which can be found as part of their Internship Learning Agreement record on [Handshake](#).

Lastly, [Research Hours | Weekly Time Sheet](#) will need to be submitted at the end of the assistantship.

Positions are posted on a rolling basis. Click [here](#) to learn more about this program and to see a list of available research opportunities.

To learn more about the Macaulay Research Assistantship Program, please contact the **Assistant Director of Career Development, Emily Jimenez** at Emily.Jimenez@mhc.cuny.edu.

NATIONAL FUNDED RESEARCH OPPORTUNITIES

There are summer research opportunities in a variety of labs across the country. Formal programs are paid, include seminars and mentoring, and can be highly competitive. Note programs often require U.S. Citizenship or Permanent Residency.

- ***The Research Experiences for Undergraduates (REU)*** program supports active research participation by undergraduate students in any of the areas of research funded by the National Science Foundation. REU projects involve students in meaningful ways in ongoing research programs or in research projects specifically designed for the REU program. Click [here](#) to view research programs across the country.
- ***The Amgen Scholars Program*** allows students to take part in important university research projects, gain hands-on lab experience and contribute to the advancement of science. [Click here](#) to learn more about the Amgen Scholars Program at participating colleges.
- ***The Leadership Alliance Summer Research Early Identification Program (SR-EIP)***, offers undergraduates interested in pursuing a PhD or MD-PhD, the opportunity to work for eight to ten weeks under the guidance of a faculty or research mentor at a participating Alliance institution. Through this one-on-one collaboration, students gain theoretical knowledge and practical training in academic research and scientific experimentation. The SR-EIP is designed to encourage students from groups traditionally underrepresented in the sciences, social sciences and humanities to consider research careers in the academic, public or private sectors. Click [here](#) to learn more about this program.

The Pathways to Science Project website allows students to search for research opportunities by discipline. To see these opportunities, click [here](#). Click [here](#) for the Pathways to Engineering search site.

SPRINGBOARD COURSE

The Macaulay Springboards redefine the capstone project. For seniors who are interested in fulfilling their capstone project requirement in a new way, this course will be offered to all graduating students as a two-semester (3 credits per semester) course, helping students to prepare springboard projects, an alternative to the traditional capstone or honors thesis. Students will design and create springboard projects, which will be launched at graduation (and eligible for Capstone Reimagined Awards).

(see macaulay.cuny.edu/eportfolios/springboard for more information)

CROSS-CAMPUS ACCESS

With permission from your Advisor (and, where necessary, from the instructor), you may register for courses or pursue research opportunities with faculty on any senior CUNY campus, including doctoral courses at the CUNY Graduate Center. With permission, you may also register for courses at a four-year institution outside of CUNY.

Your Macaulay Advisor can provide guidance regarding the permit process (e-permit) to register for a course at another CUNY campus, as well as in transferring any credits taken outside of the CUNY system. Ultimately, however, the responsibility for completing all steps of the process associated with cross-campus registration, permits, and credit transfers, is yours.

Macaulay Academic & Administrative Support

“[The advisors] are so invested in making sure everything is done on time and that you have some kind of plan for the next several months. There’s a social pressure that’s intangible but always there. It’s pressure to look for next thing to do and that creates a culture of activity.”

—Dan Blondell '10, Hunter College

MENTORING AND ADVISEMENT

A supportive and integrated advising system that enables each student to take full advantage of the vast resources of CUNY and New York City is one of the unique features that attract students to Macaulay Honors College.

Whether students are interested in graduate or professional school, exposure to a specific field of work or community service, or starting something that has never existed before, Macaulay Advisors on the campuses of the eight senior colleges—and also at Macaulay—connect them with the resources to succeed in college and in life. We encourage you to build a network over the course of your Macaulay career to achieve what you imagined and beyond.

HONORS DIRECTORS AND ADVISORS

Your Honors College Director and Advisor are your strongest advocates. Together with your instructors and teaching faculty, they can help you not merely to succeed but to excel. Your campus Macaulay team will work with you to customize your choices in curriculum, research, internships, study abroad, and other opportunities for enriching your college experience.

Macaulay Honors College students tend to be involved—very involved—which can sometimes feel overwhelming. If you find it difficult to juggle your commitments, your [Advisor or Director](#) is your best resource. They can answer questions, suggest other resources, and generally help you figure out strategies to succeed in college to the best of your abilities.

MACAULAY CENTRAL STAFF

Those who work at Macaulay, from the Dean on down, are there to help you make the most of your academic experience. If you have any questions or concerns, you can [find contact information for all Macaulay staff here.](#)

FACULTY

Macaulay Honors College faculty are drawn from the eight senior partner colleges, Macaulay Central and the larger CUNY community. Macaulay faculty consists of distinguished professors, accomplished researchers, and experienced academic instructors. Macaulay Scholars develop close relationships with Macaulay faculty, working with them in laboratories, in fieldwork, and in the creative arts.

Community

STUDENT LIFE

The Macaulay Honors College building includes state-of-the-art classrooms, a reading room, a lecture hall, student performance space, a screening room, seminar and meeting rooms, administrative offices, and other common gathering spaces. Macaulay is both a campus and a home in the center of your city.

Macaulay is two minutes from Lincoln Center and Central Park, in the heart of Manhattan's cultural center. The welcoming, convenient space provides an elegant learning environment, a location for cross-campus community, and a place for all Macaulay Scholars to study and socialize. [We encourage you to plan events, participate in a student club, or start a student group!](#)

To learn about upcoming events at Macaulay, as well as events of interest around New York City, [visit the Macaulay events page](#).

BUILDING USE

To enhance their college lives, students are welcome to use the Macaulay building's amenities to study, conduct meetings, hold events and parties, and more.

The welcoming, convenient space is sought even for non-CUNY functions. Giving students access to this wonderful facility is a priority, but because of heavy demand, rooms are not always available. Reserving your space well in advance is encouraged. If you would like to reserve space in the Macaulay building, please complete a [Student Event Form](#).

PLEASE NOTE: The fourth floor is for staff only. Anyone wishing to speak with a member of staff on the fourth floor must be cleared by security.

There are a number of spaces open to students whenever the building is open, without reservation. See Student Spaces information.

Important Links:

- [Learn about the Macaulay Building](#)
- [Guidelines for Building Use](#)
- [Student Reservations & Events](#)
- [Student Spaces](#)

Individuals or groups who do not adhere to these guidelines may be denied the use of Macaulay Honors College facilities in the future.

For questions any concerns or suggestions regarding the student use of the Macaulay building:

Sara Mazes, Office & Building Services Coordinator at sara.mazes@mhc.cuny.edu.

COMMUNITY WELLNESS

The Macaulay Mental Health and Wellness Center provides multiculturally sensitive counseling within a nonjudgmental, objective, safe space so that students from all walks of life can openly discuss their concerns. We aim to provide a purposeful counseling experience for you, and the number of sessions provided will be adapted to your needs.

We offer the following free and confidential services:

Individual counseling
Workshops and Groups
Crisis intervention
Referral to outside resources
Consultation for alumni, faculty, and staff

Contact, Hours, and Location

We are located in the Macaulay building, Room 305. Counselors are available during business hours Monday through Friday, with some limited evening availability.

You can schedule an initial consultation via our online scheduler: [**Schedule an Appointment**](#)

If you need to get in touch for any reason, please email wellness@mhc.cuny.edu or call 212-729-2914 to speak with the staff.

COMMUNICATION

Email is the primary channel that we use to share news with students. Please be sure we have your correct email address. You may send any corrections [here](#) or contact your advisor.

In order to receive important messages regarding your scholarship, student life, student records, internship/service/leadership opportunities from Macaulay, be sure to update your contact information as often as necessary, including your preferred email address, telephone number, and mailing address. You can do so at the online [Macaulay Student Directory](#).

All incoming students are provided with a Macaulay email address in the following format: [firstname.lastname@macaulay.cuny.edu](#). Scholars can access their Macaulay email accounts at <http://mail.macaulay.cuny.edu>.

The Macaulay email address is provided as a unique benefit to scholars. It is optional and therefore separate from students' campus-issued email addresses. However, unlike most institutions, you may request to keep your account after graduation.

Please take the time to review the complete [Macaulay Student Email Policies](#).

Macaulay's social media channels are also reliable news sources. Students are encouraged to follow us on [LinkedIn](#), [Facebook](#), [Instagram](#) [Twitter](#) @macaulayhonors to learn about student achievements, events, policies, and important dates.

Also join the LinkedIn Student Network for career development events and opportunities: <https://www.linkedin.com/groups/1000057/>

MACAULAY SCHOLARS COUNCIL

[The Macaulay Scholars Council](#) plays a vital role in creating a shared community for students enrolled at all eight partner campuses of Macaulay Honors College. Led by four representatives from each of the eight campuses, the Council is the voice of students' decision making. The MSC's mission is to foster cross-campus community through sponsorship of extracurricular activities. Think about joining!

Check the [Macaulay Scholars Council website](#) for more information.

Academic Enrichment Opportunities

CULTURAL PASSPORT

As a Macaulay student, you have the privilege of studying in one of the greatest cities in the United States—and the world. We encourage you to consider the entire city as your campus and explore its vast cultural riches with your Cultural Passport.

By presenting this special identification card at participating historical, scientific, and artistic cultural institutions, you can gain entry to them at a free or discounted admission cost. There's no limit to the number of times you can present your Cultural Passport to these diverse, storied landmarks throughout your four years of City Seminars and general studies at Macaulay.

Some of the participating institutions have included:

- [Alice Austen House](#)
- [American Folk Art Museum](#)
- [Bronx Arts Ensemble](#)
- [The Cathedral Church at Saint John the Divine](#)
- [Center for Architecture Foundation](#)
- [The Flea Theater](#)
- [Goethe-Institute New York](#)
- [The Hispanic Society of America](#)
- [International Center of Photography](#)
- [The Irish Repertory Theatre](#)
- [Jacques Marchais Museum of Tibetan Art](#)
- [The Jewish Museum](#)
- [Ma-Yi Theater Company](#)
- [MoMA PS1](#)
- [Museum of American Illustration](#)
- [The National Academy Museum and School](#)
- [New York Academy of Sciences](#)
- [New-York Historical Society](#)
- [Noble Maritime Collection](#)
- [The Paley Center for Media](#)

- [Pan Asian Repertory Theatre](#)
- [Repertorio Español](#)
- [Snug Harbor Cultural Center and Botanical Garden](#)
- [Staten Island Museum](#)
- [The Studio Museum in Harlem](#)

Please be advised that in the event your Cultural Passport is lost or stolen, there will be a \$5.00 replacement fee to be paid upon receipt of your new card. However, this fee may be waived if proof of a stolen card or wallet is provided (i.e., a police report). If you would like to request a new card, please complete the form on the Cultural Passport web page: <https://macaulay.cuny.edu/opportunities/nyc-cultural-passport/>.

INTERNAL SCHOLARSHIP PROGRAMS

Among the small working groups mentioned above are the [Horace W. Goldsmith and William R. Kenan Scholars programs](#). These internal scholarship programs offer additional programming, mentorship and opportunities to participating students.

THE KENAN LEADERSHIP SCHOLARS PROGRAM

“I’d never really considered the option of immersive and personalized education. I was raised in very traditional school environments, kindergarten through twelfth grade. The Kenan Scholars are given opportunities to see the world and truly learn who we are. The program has inspired new ideas, the formation of lasting values, and a foundation for student leaders preparing to make their paths in the world.”

—Julia D’Alessio ‘18, College of Staten Island

In the aftermath of September 11, the William R. Kenan Jr. Charitable Trust made a generous pledge and created an endowment to promote a new generation of

leadership in New York City. The William R. Kenan Scholars Program was founded to enhance honors education at CUNY by sponsoring a group of outstanding Macaulay students who have demonstrated an early commitment to service and civic engagement.

The Kenan Leadership Scholars Program names six Macaulay students each year, at the beginning of the sophomore year, after a campus nomination and interview process.

The goals of the William R. Kenan Scholars Program at Macaulay Honors College are to incubate and foster social vision and courage; to build identity and intention as agents of change; and to draw meaningful lines of connection between scholarship and the communities in which we live.

The program offers unique travel opportunities, including annual trips to global sites of post-traumatic growth and reconciliation. Our Kenan Scholars traveled as a group to South Africa in 2015, Northern Ireland in 2016, and Namibia in 2017.

The program also offers material support to the Kenan Scholars, with the aim of fostering each student's individual gifts—as well as encouraging cooperative endeavors. Kenan Scholars have founded or co-founded organizations like Avasara and Speak Up Speak Out. Kenan Scholars have developed and hosted panel events on topics ranging from global midwifery to eradicating the scourge of sex trafficking.

Additionally, the program hosts the Kenan Lectures in Ethics and Resistance, a lecture series established to connect members of the Macaulay community to world-class artists, theorists and activists who offer creative, productive obstructions to the dominant culture. Past invitees have included poet and rock frontman David Berman and renowned cultural critics Hilton Als and Jessica Hopper.

THE HORACE W. GOLDSMITH SCHOLARS PROGRAM

The Horace W. Goldsmith Scholars Program seeks students with a focused sense of their academic trajectory and an innovative approach to their discipline. The specific field of study is less important than the passion and creativity the student demonstrates. Students apply for the program in the fall of either their sophomore or junior year.

The program offers selected students personalized advising, mentorship and internship support. Students take part in workshops focused on personal essay writing, public speaking and interviewing.

Goldsmith Scholars were instrumental in creating the Supporting Excellence initiative at Macaulay—designed to address questions of higher education and underrepresented minorities—which resulted in the Supporting Excellence conference (now in its seventh year) as well as a series of educational events and social gatherings to build community and foster civic engagement. The initiative has hosted film screenings, panel discussions, and talks by figures such as Cornel West, Reina Gosset, and Max Kenner.

The Goldsmith Scholars Program also offers specialized support for those applying for national scholarships and fellowships and has been instrumental in helping Goldsmith Scholars win Rhodes, Fulbright, Truman, Marshall, Goldwater, and Mitchell scholarships—as well as National Science Foundation Graduate Fellowships.

The Goldsmith Program has a ripple effect—across Macaulay and across CUNY. It is an incubator not only of students who go forward and change the world after graduation, but of innovative new ideas in education. The small-cohort model allows us to prototype and experiment with novel pedagogies and enrichment, which can then be replicated across the campuses. The success that CUNY students—many of whom are Goldsmith Scholars—have had in garnering prestigious scholarships and fellowships is the backbone of a multi-year public relations campaign by the University, drawing national attention to “the CUNY renaissance” and the twin goals of access and excellence.

To learn more about the Department of Immersive and Personalized Education and the Goldsmith and Kenan programs, please contact:

Cameron Stewart, Student Writing Specialist & Facilitator of Literary Projects:
cameron.stewart@mhc.cuny.edu

INTERNAL SCHOLARSHIP PROGRAMS

Among the small working groups mentioned above are the [Horace W. Goldsmith and William R. Kenan Scholars programs](#). These internal scholarship programs offer additional programming, mentorship and opportunities to participating students.

The Kenan Leadership Scholars Program

“I’d never really considered the option of immersive and personalized education. I was raised in very traditional school environments, kindergarten through twelfth grade. The Kenan Scholars are given opportunities to see the world and truly learn who we are. The program has inspired new ideas, the formation of lasting values, and a foundation for student leaders preparing to make their paths in the world.”

—Julia D'Alessio '18, College of Staten Island

In the aftermath of September 11, the William R. Kenan Jr. Charitable Trust made a generous pledge and created an endowment to promote a new generation of leadership in New York City. The William R. Kenan Scholars Program was founded to enhance honors education at CUNY by sponsoring a group of outstanding Macaulay students who have demonstrated an early commitment to service and civic engagement.

The Kenan Leadership Scholars Program names six Macaulay students each year, at the beginning of the sophomore year, after a campus nomination and interview process.

The goals of the William R. Kenan Scholars Program at Macaulay Honors College are to incubate and foster social vision and courage; to build identity and intention as agents of change; and to draw meaningful lines of connection between scholarship and the communities in which we live.

The program offers unique travel opportunities, including annual trips to global sites of post-traumatic growth and reconciliation. Our Kenan Scholars traveled as a group to South Africa in 2015, Northern Ireland in 2016, and Namibia in 2017.

The program also offers material support to the Kenan Scholars, with the aim of fostering each student’s individual gifts—as well as encouraging cooperative endeavors. Kenan Scholars have founded or co-founded organizations like Avasara and Speak Up Speak Out. Kenan Scholars have developed and hosted panel events on topics ranging from global midwifery to eradicating the scourge of sex trafficking.

Additionally, the program hosts the Kenan Lectures in Ethics and Resistance, a lecture series established to connect members of the Macaulay community to

world-class artists, theorists and activists who offer creative, productive obstructions to the dominant culture. Past invitees have included poet and rock frontman David Berman and renowned cultural critics Hilton Als and Jessica Hopper.

THE HORACE W. GOLDSMITH SCHOLARS PROGRAM

The Horace W. Goldsmith Scholars Program seeks students with a focused sense of their academic trajectory and an innovative approach to their discipline. The specific field of study is less important than the passion and creativity the student demonstrates. Students apply for the program in the fall of either their sophomore or junior year.

The program offers selected students personalized advising, mentorship and internship support. Students take part in workshops focused on personal essay writing, public speaking and interviewing.

Goldsmith Scholars were instrumental in creating the Supporting Excellence initiative at Macaulay—designed to address questions of higher education and underrepresented minorities—which resulted in the Supporting Excellence conference (now in its seventh year) as well as a series of educational events and social gatherings to build community and foster civic engagement. The initiative has hosted film screenings, panel discussions, and talks by figures such as Cornel West, Reina Gosset, and Max Kenner.

The Goldsmith Scholars Program also offers specialized support for those applying for national scholarships and fellowships and has been instrumental in helping Goldsmith Scholars win Rhodes, Fulbright, Truman, Marshall, Goldwater, and Mitchell scholarships—as well as National Science Foundation Graduate Fellowships.

The Goldsmith Program has a ripple effect—across Macaulay and across CUNY. It is an incubator not only of students who go forward and change the world after graduation, but of innovative new ideas in education. The small-cohort model allows us to prototype and experiment with novel pedagogies and enrichment, which can then be replicated across the campuses. The success that CUNY students—many of whom are Goldsmith Scholars—have had in garnering prestigious scholarships and fellowships is the backbone of a multi-year public relations campaign by the University, drawing national attention to “the CUNY renaissance” and the twin goals of access and excellence.

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STUDYING ABROAD

“I thought studying abroad would be a chance to learn about cultures different from my own; but my trip to Cuba during January intersession taught me that sometimes you might learn more about your heritage than you think. In Cuba I found out that a majority of the Afro-descendents were of the Yoruba tribe, my father’s people from Nigeria. I learned the ways in which his ancestors influenced Cuban music, food, religion, and dance. I was never so excited to return home and share with my father this connection he had with a tiny country across the pond. This is what study abroad is all about: discovering relationships between your culture/history and another and sharing that knowledge with others.”

—Ayodele Oti ’12, City College

Macaulay Scholars understand the challenges and opportunities presented by an increasingly interconnected world. As such, studying abroad can be a transformative, educational experience, providing scholars the chance to live with students from a given host country, learn a foreign language, and immerse themselves in a uniquely cross-cultural setting. Study abroad experiences will heighten your awareness of and sensitivity towards diverse cultures and prepare you to collaborate with them beyond your time at Macaulay. Venture beyond our urban campus by learning in an entirely different environment.

Many study abroad options exist, and programs can vary in length. In seeking intellectual breadth and global awareness, we strongly encourage you to seize the opportunity to study in an honors-level program abroad. Macaulay Honors College sponsors several honors opportunities where you can participate in innovative coursework and primary research abroad. Macaulay Scholars have studied sustainability in Israel, architecture in Barcelona, and marine and plant biodiversity

in Cuba. With approval, you may also choose from a vast array of courses and programs offered through CUNY and elsewhere. Study abroad programs must be offered at accredited institutions of higher education that offer courses for university credit. These credits must transfer to your home campus.

How can I locate my study abroad options?

When and where you go and what you study are up to you but note that you will be able to undertake long-term study abroad only after you complete your four City seminars in sequence.

Begin your search for a study abroad experience by visiting your campus Study Abroad office or search all CUNY Study Abroad Office websites and programs through the Online Directory of CUNY Study Abroad and International Exchange Programs. Macaulay offerings are available on the study abroad page. You can also participate in programs outside offered by other universities, such as SUNY. Search university websites for program information. Finally, organizations such as University Study Abroad Consortium (USAC) and SIT sponsor programs in a host of nations.

***Please note that all Macaulay students must complete at least one internship or global learning experience prior to graduation.**

How can I finance my study abroad program?

Macaulay Resources

Tuition*–Macaulay will pay tuition, according to tuition policy relevant to the term(s) abroad, for any credit-bearing program.

The Macaulay scholarship is drawn from a combination of sources: CUNY, TAP, Federal, City/State scholarships/grants, and other scholarships you may receive. The following types of scholarships/aid will be applied towards your tuition bill: TAP, NYS HESC Scholarships, NYS TAP waiver, CUSTA, PELL, NYC Council Merit Scholarship, and other scholarships/grants received.

✱ Students must meet CUNY NYS residency requirements for in state tuition to receive the tuition scholarship

Opportunities Fund: You can apply to access the Opportunities Fund to request funding for program costs—including airfare, housing, and meals (see Opportunities Fund).

Additional Resources

Nationally competitive and country-specific scholarships may help. A partial list follows below:

[AIFS Scholarships](#) (Offers various scholarships including Diversity Scholarships)

[Boren Awards for International Study](#)

[DAAD- German Academic Exchange Service](#)

[Freeman Asia Program](#)

[Gilman International Scholarship Programs](#)

*** All Macaulay students must complete at least one internship or global learning experience prior to graduation.**

To satisfy the Macaulay requirement for studying abroad, you must:

Study abroad only at accredited institutions of higher education. Credits earned during study abroad and paid for with Opportunities Fund must be transferred back to your home campus.

Receive academic credit at your home college for your study abroad course work. All courses must be approved by your Macaulay Advisor before you study abroad.

Submit an online [Study Abroad Evaluation Form](#) (on the Macaulay website) after you complete your study abroad.

Submit evidence of successful academic completion of your course of study, such as a transcript.

Studying abroad requires thoughtful academic and financial planning. Consult your major department, your Macaulay Advisor, and your campus Study Abroad Coordinator for help in making your plans. You should also check [CUNY's Helpful Resources for study abroad](#) for additional information.

INTERSHIPS

“Macaulay has given me all the resources I need to land an internship. My professors, my peers, and the Macaulay staff and advisors have helped me gain the confidence needed to ace an interview and network efficiently.”

—Maria Tsampas '19, CCNY

One of the goals of Macaulay Honors College is to prepare you for leadership in your chosen field. Internship and research opportunities will enrich your study, expand your horizons, and provide valuable practical experience to prepare you for potential careers. Resources for exploring these opportunities include the [Office of Career Development](#) at Macaulay, [Handshake](#) (Macaulay's online job portal), your Macaulay Advisor, the Career Centers on your campus, departmental listings and internship courses, and individual faculty members.

Macaulay Honors College Definition of an Internship

An internship is a carefully monitored, substantive preview of a career or profession with clear learning goals. To reach these learning goals, an internship encompasses: defined expectations, orientation and training, supervision and mentoring, evaluation of the experience by the student and the supervisor, and meaningful work (less than 35% clerical). Internships are also learning experiences; tasks should be varied, involve decision-making and engage and develop your abilities as an intern. Macaulay students are required to complete an internship or study abroad, but many go on to complete more than one internship during their tenure at Macaulay.

To qualify for the internship portion of the internship/study abroad requirement, the internship must meet the following criteria:

Summer/Fall/Winter/Spring Semester Internships: minimum of 100 hours

Students may use internships for which they are receiving payment/compensation or academic credit to satisfy the requirement.

Some internships may not provide financial compensation but nonetheless offer significant learning experiences. The Opportunities Fund may be used to cover the cost of an experience that meets the Macaulay Honors College definition of an internship but is unpaid and for which you do not receive academic credit. In some

cases, the Opportunities Fund may be used to finance travel expenses associated with internships outside New York City.

Internships must meet the internship definition above.

Internships may include research assistantships and arts apprenticeships.

Political campaigning may occur during internship hours if a CUNY campus did not choose the student's position.

Internships with religious organizations may qualify if they meet all other criteria.

For family-owned businesses, the supervisor cannot be a family member.

Student-run organizations, charters, or student club activities will not qualify as internships.

Throughout the academic year, Macaulay Honors College announces internship opportunities specifically for Macaulay Scholars, on our online job portal: [CareerPath](#), in Macaulay Monday student news, and through on-campus recruiting events. Macaulay also organizes visits to major companies so you can learn more about various careers and existing internship programs and requirements.

To work towards satisfying the Macaulay requirement for completing an internship, you should:

Prepare for internship experiences through resume, interviewing, networking, and other workshops through your home campus and/or Macaulay Honors College.

Conduct informational interviews with professionals to learn more about a field you are considering.

Attend all one-on-one and group interactions with employers, alumni and other professionals (including interviews, information sessions, employer site visits, and fairs) that you have scheduled. Be sure to give advance notice if you must cancel.

Create and maintain a professional online presence (e.g. using LinkedIn or creating a portfolio of your work).

Search for internships and research assistantships through the variety of resources listed above in addition to your own networks. *Pursue internship opportunities that advance your academic and professional goals.*

Identify a possible internship as early as possible, ideally, three months prior to the beginning of the term in which you will intern. *Please note that some industries have specific recruiting seasons that could be earlier than expected.*

Discuss the potential internship with your Macaulay Advisor and submit an [Internship Learning Agreement](#) once you secure the internship.

IMPORTANT: You can submit the internship/research experience up to two weeks after the start date. We highly encourage students to submit the form as soon as they accept the offer so that the Career Development Office has ample time to review it and notify you of any issues.

Please note that approvals are not guaranteed, and the experiences must meet specific requirements.

Withdraw from internship search activities once you have accepted an offer for that semester.

Report all internship experiences, even those undertaken after meeting the Macaulay Honors College requirements.

Contact the [Office of Career Development at Macaulay](#) or your Advisor during the internship if you have any concerns about the position or need assistance.

Once you have completed your internship, you must submit an online Internship Evaluation Form which can be found as part of their Internship Learning Agreement record on [CareerPath](#).

For more information on internships offered by Macaulay Honors College, forms, and policies, [visit the Internships site](#).

COMMUNITY SERVICE

“Not only did [service] reinforce the ideals of loving your neighbor as yourself but also helped me understand who I am and where I come from, strengthening the ideals that I was raised with: continuously fighting for human rights and social responsibility, even in the toughest of times.”

—Olga Barskaya '10, Baruch College

Take the critical examination from the classroom and apply it to real world challenges. At Macaulay, we believe that every Macaulay Scholar should find ways to meet the challenges faced by his or her community. We encourage you to participate in service opportunities that reflect your individual values and concerns and your educational and professional goals.

Service opportunities take many forms, from one-time events to long-term activities. Service is about sustained contact with people in a community, working on a specific issue, understanding the root causes of that issue. By the time your service project is completed, you should know that you have made a difference. You should not only be able to feel this, but to see your tangible impact as well. After your service, you leave knowing that your contribution will live on whether you are still serving or not. Service is a key component of what it means to be an honors student—it is critical learning in action. There are also service opportunities attached to course work and part of a formal learning experience: these are known as service-learning programs. Whatever form you choose, it is vital that you find ways to give, thereby giving back to the communities that help support your education.

Macaulay Scholars have found these programs personally fulfilling and worthwhile uses of their breaks. If you participate, you will have the opportunity not only to learn about social issues through service, but also to learn about yourself, others, and the world around you. Students who participate in these service experiences gain the satisfaction of knowing they can have a profound impact on the communities they encounter, while forming genuine connections or lasting bonds with their fellow students.

To satisfy the Macaulay requirement for service:

- You must complete at least 30 hours of community service, with at least 10 hours during each of your first three years at Macaulay. Individual campuses may require additional community service hours.
- You may not count an activity for which you are compensated in any form (e.g., monetary, material gifts or service in-kind) towards your community service requirement. Unpaid internships, including those at nonprofit organizations or government agencies, are not considered community service.
- Political campaigning or participating in religious services such as proselytizing, faith-based instruction, or other acts as an expression of faith are not considered community service.
- You must [submit an online Community Service Verification Form](#) documenting your completed community service, to be approved by your MHC honors advisor.
- If you are unsure if your service will fulfill the requirement, contact your advisor.

Check out photos from community service [here](#).

How to Submit Service Hours

- You must [submit an online Community Service Verification Form](#) before participating in Community Service.
- You will receive an email with your form responses, which you must print or save as a PDF. The supervisor of the service you participate in must sign the form. Alternatively, students may provide their advisor with a confirmation email from the service supervisor confirming the hours.
- Submit form to your advisor for approval.

Optional Exercise: Reflect on Service

Reflecting on your community service experience can help you gain an in-depth understanding of the value and impact of your work. You can visit [this link](#) to see prompts for journaling your community service experience and submit a reflection. While this is an optional exercise, we hope that reflecting will help you make the most of your community service experience.

See your individual campus honors office for additional service requirements, policies and procedures.

Also, [visit the Service Opportunities site](#) to find more detailed information.

Scholarship & Grant Support

FINANCIAL AID

Macaulay students who meet CUNY's New York State residency requirements for [in-state tuition](#) receive a tuition scholarship, which ensures full tuition funding for eight semesters of full-time undergraduate study. The Macaulay Tuition Scholarship also covers a limited number of summer and winter classes between the start of the first year and the end of the 8th semester but does not include fees. The total of the Macaulay tuition scholarship is tuition charges remaining after financial aid and other scholarships, including federal, state, and local scholarships and grants, and those awarded by or through CUNY, its schools, and affiliated entities apply to the tuition costs.

The FAFSA is made available on October 1st for each upcoming academic year and may be submitted online [here](#). Immediately after completing the FAFSA, follow the appropriate link on the FAFSA confirmation page to complete your TAP application (if you are a New York State resident). If you missed the link, after your FAFSA is processed, you can access the TAP directly via www.tapweb.org.

FAILURE TO COMPLETE THE FAFSA AND TAP APPLICATION WILL RESULT IN THE TUITION SCHOLARSHIP BEING RESCINDED, AND THE STUDENT WILL BE RETROACTIVELY CHARGED FOR TUITION FOR THE ENTIRE YEAR.

Macaulay Honors College does not have a designated college code for the FAFSA and TAP applications. You should supply the college code that corresponds to the CUNY College to which you have applied. For example, if you applied to Macaulay at Brooklyn College you would use the Brooklyn College school code on your financial aid application. Click [here](#) for a list of all CUNY college codes.

✱ Students must meet CUNY NYS residency requirements for in-state tuition to receive the tuition scholarship.

DIRECT DEPOSIT ENROLLMENT

Direct Deposit is a great way to get your financial aid funds secure and fast. Once you enroll in direct deposit, your Opportunities Fund, financial aid, and scholarships will be issued electronically. We strongly encourage you to enroll in direct deposit, as a lost check can take weeks to reissue.

Sign up by going to CUNYfirst -> Student Center -> CUNY Direct Deposit -> Enroll in Direct Deposit -> Verify Password -> Enter your Banking Information. [Click here](#) for more detailed instructions.

TUITION LIABILITY CHARGES

Students who receive an NC grade, audit classes, or drop/withdraw (withdrawals include but are not limited to W, WN, and WU grades) from one or more classes after the deadline for receiving a tuition refund will be liable for all charges, including tuition. If you have any questions about this policy, contact your Macaulay Advisor.

FEDERAL PELL GRANTS

The Pell Grant assists eligible students with paying for college costs such as school supplies, transportation, lunch, and other supplemental educational and personal expenses. You are automatically considered for PELL funding when you submit a FAFSA.

ADDITIONAL FINANCIAL AID OPPORTUNITIES

There are several other kinds of financial assistance besides the FAFSA and TAP applications. They include:

COLLEGE SCHOLARSHIPS

Check with your campus and speak to your Macaulay Honors Advisor for information about additional campus-based scholarship programs available for Macaulay Scholars.

NAMED SCHOLARSHIPS

The Macaulay Honors College Opportunities Fund—which supports study abroad, internship, and research experiences—comes from various individual, business, and foundation sources. We also provide named scholarships to outstanding students and offer them opportunities to meet the donors who make the unique aspects of a Macaulay education possible.

While no additional money is associated with these honorific scholarships, receiving one is a distinction that will remain on the student's permanent record. Students often add these named scholarships to their résumés.

PRESTIGIOUS SCHOLARSHIPS AND FELLOWSHIPS

CUNY maintains a list of prestigious scholarships and fellowships sorted by discipline. Click [here](#) to see the list.

SCHOLARSHIP SEARCH

CUNY's Scholarship Search website allows you to discover CUNY and New York State scholarship opportunities and utilize various scholarship search engines. Click [here](#) to start your search.

EXTENDED TUITION FUNDING

Each year, Macaulay Honors College offers an opportunity for up to 10 students to receive an additional one or two semesters of scholarship funding (for a total of nine or ten semesters of funding). The "Extended Tuition Funding" initiative considers applications from sophomores and juniors in good standing (and only seniors in exceptional cases) at the end of each fall semester. Students must be enrolled as undergraduates to receive Extended Tuition Funding and will not be eligible to access the Opportunities Fund during their prospective fifth year. A specially convened evaluation committee will consider all applications and make final determinations according to criteria based on a firm academic rationale. The application can be found [here](#), and the deadline is November 15 for every upcoming academic year.

THE OPPORTUNITIES FUND

In addition to receiving a [tuition scholarship](#), Macaulay students are eligible to receive \$1,500 to support study away or abroad, internship or research work. Students may also apply for competitive enhanced grants ranging from \$2500 – \$5000. Students may receive either general or enhanced funding, but not both.

This funding comes to us from the generous contributions of private philanthropists and organizations committed to enhancing the Macaulay experience for all our students.

WHAT DOES THE OPPORTUNITIES FUND GRANT SUPPORT?

The Opportunities Fund can support experiences such as:

Study Abroad/Study Away

You may use the Opportunities Fund to complete part of your college program at an approved accredited program in another country or, in certain circumstances, in another part of the United States.

Internships

You may use the Opportunities Fund to cover the cost of an approved internship that is unpaid and for which you do not receive academic credit. The program must meet our definition of an [internship](#).

Research

You may use the Opportunities Fund to cover the cost of an approved research experience that is unpaid and for which you do not receive academic credit. The program must meet our definitions of [research](#).

Important Points to Consider

Extended study abroad may entail substantial costs. Depending on the activity, you may need to apply for supplemental funding sources for certain activities, such as long-term study abroad.

Consider your academic goals carefully before you apply to access the Opportunities Fund. Speak with your Macaulay Advisor before you submit an application. Your Advisor will assist you in choosing your activities and writing a successful grant proposal.

You may apply to access the Opportunities Fund only during designated Access Periods.

You cannot access the Opportunities Fund after the eighth semester.

Opportunities Funds may only be used for items or activities as approved by the Opportunities Fund Committee. If you anticipate a change in the purpose of approved funds, you must contact your Macaulay Advisor and the Office of Scholarships and Grants (scholarships@mhc.cuny.edu) immediately. Any funds

used for items or activities not approved by the Committee must be returned, and you will be responsible for costs incurred.

For more information on the Opportunities Fund policies and procedures, visit our Opportunities Fund web page

at: <https://macaulay.cuny.edu/opportunities/opportunities-fund/>.

Technology

As a Macaulay student, you are joining a learning community that spreads beyond New York to the world, linked by classrooms, common events, and technology. Throughout your time at Macaulay, you will create and complete digital projects. At all times, you may rely on Macaulay staff, particularly the TLCs, to support you in these projects.

If you received an Apple laptop computer, it was leased to you by the University for a period of three years. In your junior year, you will have the opportunity to purchase your laptop for \$1.00.

If you withdraw or are dismissed from the Honors College, **you must return the laptop to your campus Macaulay Honors Office.**

For more information about technology policies, your TLC, Eportfolios, or CUNY computer usage policies, [consult the Macaulay website](#).

EPORTFOLIOS

Eportfolios are often used in Macaulay Seminars to help tie the work of the course together. In addition, all Macaulay Scholars and alumni may create a personal eportfolio: a digital museum of you. Your eportfolio allows you to share your thinking, your learning, your plans and possibilities while you're a Macaulay Honors College student and beyond.

[Visit the eportfolios website](#) for more information about eportfolios and how to begin building one.

TEACHING AND LEARNING COLLABORATORY

[The Teaching and Learning Collaboratory \(TLC\)](#) are recent doctoral recipients and doctoral students in various disciplines whose role is to collaborate with faculty on the design and implementation of learning activities. As experienced teachers, researchers, and technologists, TLCs develop technological solutions to pedagogical problems and help students to perform in course activities by giving workshops and private coaching. They hold regular office hours, offer [workshops](#),

and participate in Macaulay Seminar activities. They are also available via email and by appointment to answer questions, provide computer tech tips, and act as informal mentors for Macaulay Scholars interested in pursuing graduate study in their academic fields.

A TLC can be a partner, a mentor, and a consultant—helping you to use technology to enhance your learning.

To contact the TLC, email tlc.help@macaulay.cuny.edu or set up an [appointment](#).

STUDENT EMAIL (G-SUITE ACCOUNT)

All incoming students are provided with a Macaulay email address in the following format: firstname.lastname@macaulay.cuny.edu. Scholars can access their Macaulay email accounts at <http://mail.macaulay.cuny.edu>.

Scholars are provided their username and temporary passwords during orientation. It is important to change the temporary password to a memorable and secure password. We also highly recommend you set up recovery options when you claim your account. Without that, password resets will require the manual intervention from the Macaulay and at least one business day to process. Please email tlc.help@macaulay.cuny.edu if you need a password reset.

STORAGE

Your free account provides 15GB of storage space for email, Google Drive and Google Photos. Here are some important maintenance tips:

- To review how much storage you use and delete large or unnecessary files in Drive, go to [Drive Storage](#).
- To review and delete large or unnecessary files in shared drives, go to [shared drives](#).
- To search for and delete large or unnecessary emails, follow the instructions for Gmail in [Manage files in your Google Drive storage](#).

HONORABLE TECHNOLOGY

INTRODUCTION

When you joined Macaulay Honors College, you joined a learning community that is linked by campus classrooms, Common Events, and technology. Through the Macaulay website, social networking site, and discussion boards organized by the Instructional Technology Fellows, as well as through eportfolios and blogs, you will be interacting in virtual communities across CUNY. As you develop relationships with other members of the Macaulay community, you will also likely engage with them in non-Macaulay virtual spaces (e.g. Facebook, Twitter).

Given this element of the Macaulay educational experience, we want to offer some tools to help you think about how to participate in the virtual realm with honor and integrity.

THE VIRTUAL REALM AS A PUBLIC SPACE

Your ongoing experience in cyberspace has already shown you that the virtual realm is not a separate, hidden space but one that is increasingly integrated into our everyday academic and social lives. Our online conduct is a form of academic and/or social behavior, and we need to be aware of the benefits and consequences involved.

We are working with students, faculty, and staff to develop, through conversations and case studies, a Digital Ethics Code for Macaulay.

TECHNOLOGY CARE AND REPAIR

Laptops, tablets, and other devices are essential tools to enhance your academic experience in today's technologically innovative and data-driven world. While usually sturdy, a liquid spill, a bump or a fall can damage them. We urge you to handle your equipment carefully, carrying it in a padded case or sleeve at all times. In addition, you should always back up your work to an external drive or to cloud storage as frequently as possible.

Students can check if they are covered for apple care by going to this page <https://checkcoverage.apple.com/>

- Connect to Apple support here: <https://getsupport.apple.com/> or by calling 1-800-APL-CARE. The support agents are trying to help by doing remote screen shares and FaceTime discussion when possible.
- If Apple is not able to assist you, email help.desk@mhc.cuny.edu. We will figure out what we can do to help on a case-by-case basis, depending on the situation.

If you accidentally damage your equipment, experience any software problems, have any hardware issues, or if your equipment is stolen or lost, consult your TLC, or contact help.desk@mhc.cuny.edu.

Please include your name, campus, and class year in all emails.

TECHNOLOGY RE-INVENTORY

Each spring semester, MHC scholars who were issued Macaulay hardware must complete the technology re-inventory process in order to track their MHC-issued equipment. Notifications are sent to scholars and reminders posted within the Macaulay Monday e-newsletter by our IT department. Students who do not complete the re-inventory process by the announced deadline are subject to registration blocks and other measures, including permanent revocation of the hardware.

Policies

This section contains information that you must know. It is your responsibility as a Macaulay Scholar to understand these policies and to keep up to date with any changes. Macaulay Honors College will alert you to any changes to these policies – it is important that we have up-to-date contact information for you so that you will never miss any critical changes. [Visit this site to update your contact information.](#)

GRADUATION REQUIREMENTS

Macaulay students have two academic standings simultaneously: one at Macaulay and one at their home campus. Only the home campus's academic standing is reflected in CUNYFirst. Students are notified in writing of any changes in their Macaulay academic standing. Some of the eight partner colleges may have additional requirements beyond those stated below. It is each student's responsibility to be familiar with all requirements and be aware of policy changes, all of which are posted on the Macaulay website.

The following are the requirements for graduation from Macaulay Honors College as well as the minimum academic requirements to remain in good academic standing at Macaulay.

- Macaulay students must achieve a GPA of 3.3 in each of their first three semesters at Macaulay, and a 3.5 GPA in each semester thereafter. If a student's GPA falls below the minimum for a semester, they will be identified for Academic Support (see *Academic Support* below).
- Macaulay students must successfully pass all of the four Macaulay Seminars in their first four semesters. Seminars may be taken out of sequence or in other semesters only with special permission from Macaulay's chief academic officer. Failure of a Macaulay Seminar may result in dismissal from Macaulay. (see *Dismissal* below)
- Macaulay students must successfully complete a minimum of four additional honors courses. The honors programs at some colleges require more.
- Macaulay students must complete honors in their major and a senior thesis or capstone project.
- **IF these options are not available**, or with special permission, students may, with the approval of the chief academic officer, choose among these three

options: (1) Students may take two extra upper division Honors classes on any campus, including at Macaulay. (2) Students may enroll in Macaulay's Springboard Senior Thesis class (a two-semester commitment; students will not be permitted to enter mid-year). (3) Students may complete an independent senior thesis project at their home campus, in consultation with their Macaulay advisor.

- Macaulay students must either study abroad or complete a qualifying internship or research experience.
- Macaulay students must complete a minimum of 30 hours of community service, with a minimum of 10 hours during each of your first three years at Macaulay. Individual campuses may require additional community service hours.
- Macaulay students are expected to be enrolled as full-time students (minimally 12 credits) unless the Dean and/or Chief Academic Officer of Macaulay Honors College gives a student permission to do otherwise due to exceptional circumstances. However, some campuses and degree programs may require additional credits per semester; your honors advisor should be consulted regarding your program planning.
- Macaulay students must adhere to the Honors Integrity Pledge at all times. Violation of the Honors Integrity Pledge may result in dismissal from Macaulay. (See Dismissal information [here](#))

ACADEMIC SUPPORT, DISMISSALS AND APPEALS

Failure to meet the requirements and standards of the Honors College, including violations of the Honors Integrity Code, may result in academic support or dismissal from Macaulay and termination of the Macaulay Scholarship and all associated privileges. However, dismissal from Macaulay Honors College does not necessarily mean dismissal from the home college.

ACADEMIC SUPPORT

At the end of each semester, the campus director, advisor(s), Macaulay's chief academic officer and Macaulay staff (the Progress Review Principals) will review the progress of all Macaulay students. These Progress Review meetings allow Macaulay to monitor the progress and achievements of all students.

If a student's GPA for any semester falls below the required minimum, that student will be identified for Academic Support. The student will be notified of this by letter, and the Academic Support status will include both required and recommended steps for the student during the next semester (these may include meetings with an advisor, tutoring, reducing outside activities, and others).

If the student's GPA for the next semester is back above the required minimum, that student will be returned to Good Standing, and any required steps will no longer be in effect (although there may still be some recommendations).

If, in any future semester, the student's GPA falls below the required minimum again, that student may be returned to Academic Support status or (at the discretion of the campus director, and with the advice of the Progress Review Principals) the student may be dismissed.

DISMISSAL

A student who fails any of the Macaulay City Seminars, or violates the Honors Integrity Pledge may be subject to dismissal from Macaulay Honors College.

A student whose GPA for any semester is below the required minimum, if that student has already had at least one semester in Academic Support standing, may be dismissed from Macaulay Honors College.

Students being dismissed will receive a dismissal letter from Macaulay's chief academic officer on behalf of their campus director no more than 10 business days after the progress review period. The dismissal letter will clearly specify the exact reasons for dismissal (i.e., which Macaulay requirements have not been satisfied). Students who are dismissed after the end of the fall semester will have their Macaulay benefits (Advising, priority registration, Opportunities Fund, club participation etc.) discontinued, except for tuition coverage during the spring semester.

APPEALS

Students dismissed from Macaulay Honors College will have an opportunity to appeal within ten (10) business days upon receipt of their dismissal letter using the official [Macaulay Appeal Form](#). All materials must be received before this 10 business day deadline or the dismissal is considered final and an appeal will not be

considered. Appeals must contain a statement from the student explaining the justification for the appeal. All of the specific points listed in the dismissal letter must be addressed in the student appeal letter. Appellants may also include letters of support from faculty, advisors, and others, and should certainly provide these letters if they will include information that will be helpful to the committee in considering the appeal. Any medical or practical difficulties or obstacles must be documented with objective evidence. Claims asserted in the appeal letter but not supported by documentation shall hold little or no weight in the appeals decision.

The appeals committee shall be composed of Macaulay's chief academic officer, two Macaulay Directors, two Macaulay advisors, one Macaulay faculty member, one member of the Macaulay student affairs staff and one member of the Macaulay academic affairs staff. Directors and advisors will be appointed to the committee by the Dean on a rotating basis. If the student appellant is from the same campus as a Macaulay Director who is on the committee, or is one of the advisees of one of the advisor who is on the committee, that committee member will not vote on that appeal (clarification added 5/2/2018). In addition to reviewing the transcript, probation/dismissal letters, the student appeal letter, and other academic records, the appeals committee will consult with the student's advisor before making a final decision. A majority vote of the appeals committee shall be sufficient to sustain or deny the appeal and the committee may choose to establish specific conditions, the fulfillment of which are required to sustain a successful appeal. If the appeals committee is unable to reach a decision, the chief academic officer will make the final decision on the appeal. In no case will the chief academic officer overrule a majority decision of the committee.

The appeals committee will meet to consider appeals within 20 business days of the receipt of the dismissal letter, and will communicate their decision in a letter to the appellant within 10 business days of their meeting. If that letter includes specific conditions as requirements of the reinstatement, failure to meet those requirements shall result in dismissal without the possibility of further appeal.

The committee may decide to deny the appeal, to grant the appeal and return the student to good academic standing, or to grant the appeal and place the student on Academic Support status. In the case of a decision to place the student on Academic Support, the appeals committee's letter will clearly specify recommended and/or required steps the student needs to take to return to Good Standing. A student may only be reinstated to Macaulay Honors College one time. If a dismissed student is reinstated to the College and is subsequently dismissed again for any reason, the second dismissal is considered final.

MACAULAY'S GPA REQUIREMENT

Based on extensive study and feedback from students, faculty, and staff, and a comprehensive survey of best practices from honors programs and colleges across the country, Macaulay's GPA requirement was modified in 2019.

Effective immediately in fall 2019 (beginning August 27, 2019) the GPA requirement will be calculated on a semester-by-semester basis, instead of using the cumulative GPA.

The former status of "Academic Probation" will no longer exist. Instead, students who do not meet the minimum GPA requirement in a specific semester will be placed on "Academic Support" status. Academic Support will include a specifically tailored list of recommendations and requirements (selected by the [Progress Review Principals](#)) designed to help the student achieve the required GPA.

If a student's semester GPA is below the required minimum in a second (or any future) semester, the student may be academically dismissed from Macaulay Honors College.

Questions? Consult with your advisor on your campus, or email at OAP@mhc.cuny.edu.

Or maybe your question is answered below!

WHAT IS THE REQUIRED MINIMUM GPA FOR MACAULAY STUDENTS?

All Macaulay students must achieve a GPA of 3.3 in each of the first three semesters (or through the 45th credit), and a GPA of 3.5 in each succeeding semester.

THIS SOUNDS LIKE THE SAME REQUIREMENT WE'VE ALWAYS HAD. WHAT'S THE DIFFERENCE?

In the past, the Macaulay GPA requirement was based on a cumulative GPA. Under the new rules, although the requirement itself is unchanged, it is based on a per-semester GPA.

WHAT HAPPENS IF A STUDENT DOESN'T MEET THE REQUIREMENT?

If a student's GPA falls below the required minimum in any given semester, that student will be placed on Academic Support status. Academic Support status will carry a prescribed set of support measures, individually tailored to the student's needs. These measures might include required tutoring, required meeting with advisors, limiting non-academic activities, or others.

IF A STUDENT IS ON ACADEMIC SUPPORT ONE SEMESTER, AND THEN IN THE NEXT SEMESTER THAT STUDENT'S GPA IS BACK ABOVE THE REQUIRED MINIMUM, WHAT HAPPENS TO THAT STUDENT?

A student who has been on Academic Support can return to Good Standing as soon as the semester GPA is back above the required minimum.

BUT WHAT IF IT DOESN'T GO SO WELL? WHAT HAPPENS TO A STUDENT WHO IS ON ACADEMIC SUPPORT WHO STILL DOESN'T MEET THE REQUIREMENT IN THE NEXT SEMESTER?

After one semester on Academic Support, **any** future semester with a GPA below the minimum will be grounds for dismissal from Macaulay Honors College (but not necessarily the home campus). Alternatively, at the discretion of the Campus Director and with the advice of the Progress Report Principals, the student may be granted additional time on Academic Support.

WHAT IS THE PROGRESS REPORT AND WHO ARE THE PROGRESS REPORT PRINCIPALS?

At the end of every semester, the Chief Academic Officer, Macaulay Academic Affairs and Student Services staff, and the Campus Advisors and Director meet to discuss the progress of every student. This allows us to give each case individual consideration and make a holistic decision. This group is called the Progress Report Principals, and their role is to advise the Campus Director, who makes the final decisions.

WHAT ABOUT THE MACAULAY SEMINARS? DO STUDENTS STILL NEED TO PASS THESE?

A failing grade in any Macaulay seminar is grounds for dismissal from Macaulay Honors College. This requirement remains unchanged, regardless of GPA in that semester or cumulatively.

WHAT IF I'M DISMISSED AND I THINK THE DECISION IS WRONG? IS THERE ANY WAY TO APPEAL?

Macaulay students who have been dismissed will still have the right to [appeal their dismissals](#).

HOW DOES ACADEMIC SUPPORT STATUS AFFECT OPPORTUNITIES FUNDS ELIGIBILITY?

Academic Support status does not preclude you from applying for Opportunity Funds (see Opp Funds eligibility requirements.)

CAN I GRADUATE FROM MACAULAY IF I AM ON ACADEMIC SUPPORT STATUS?

Yes, provided all requirements are met. If a student has achieved the necessary term GPA, met the requirements of Academic Support at the end of their last term, and has met all other requirements, the student can graduate without first having been returned to Good Standing. If you are concerned about your academic standing and graduation, please consult your advisor and/or campus director.

I HAVE ANOTHER QUESTION THAT IS NOT ANSWERED HERE!

You can always ask your advisor if you have questions, or feel free to email Chief Academic Officer at oap@mhc.cuny.edu.

TUITION AND FEES

MACAULAY TUITION SCHOLARSHIP

As a Macaulay Scholar, you will receive a tuition* scholarship, which funds four years of full-time undergraduate study, excluding fees. The Macaulay scholarship is drawn from a combination of sources: *CUNY, TAP, Federal, City/State scholarships/grants, and other scholarships you may receive*. The following types of scholarships/aid will be applied towards your tuition bill: TAP, NYS HESC Scholarships, NYS TAP waiver, CUSTA, PELL, NYC Council Merit Scholarship, and other scholarships received.

** Students must meet CUNY NYS residency requirements for in-state tuition to receive the tuition scholarship*

The deadline for completing the FAFSA and TAP is October 15 each year for the upcoming academic year. Failure to complete the FAFSA and TAP application will result in the tuition scholarship being rescinded, and the student will be retroactively charged for tuition for the entire year.

Note: There are different policies for tuition coverage for summer and winter sessions. See the Summer Session and Winter Session Tuition Policy sections.

Students who register for graduate courses may be billed at the graduate rate of tuition. In these instances check your bill for tuition charges. You will be responsible for tuition charges that exceed the amount of your tuition scholarship. Questions can be directed to the Office of Scholarships and Grants at scholarships@mhc.cuny.edu.

FEES

You are responsible for all fees associated with CUNY including, but not limited to, Student Activity, USS, Accelerated Study, Consolidated Service, Material, Technology, Change-of-Program, and late fees. A description of fees charged by the University can be found [here](#) (Look under Fees). For a quick calculation of fees subtract your tuition charges from your total charges for each semester.

TUITION LIABILITY CHARGES

As a rule, students who drop/withdraw from one or more classes after the deadline for receiving a full tuition refund will be liable for all tuition charges.

SUMMER SESSION TUITION POLICY

In general, Macaulay Honors College encourages students to pursue internship and research opportunities, study abroad, or service programs during the summer. However, there are some instances in which summer course work may be appropriate and will be funded:

- If you accumulate fewer than 30 credits at the end of your first year (including AP credits).
- If your major requires more than 120 credits and you need to take summer courses in order to graduate within four years.
- If you want to devote more time to difficult or unusual courses.

If your Macaulay Advisor approves, Macaulay Honors College will fund up to 8 credits during each summer, starting after completion of the first year. If the summer classes equal more than 8 credits, you are responsible for paying the

tuition balance. Summer courses taken after the 8th semester and/or after graduation are not covered by the Macaulay Tuition Scholarship.

WINTER SESSION TUITION POLICY

- One winter session class (up to 4 credits) per academic year will be covered by the tuition waiver, provided that the student obtains Macaulay Advisor approval prior to registration.
- Macaulay Scholars should also obtain Macaulay Advisor approval for winter study abroad plans. One study abroad class of up to 4 credits will be covered by the tuition waiver. Macaulay Scholars taking more than one class, or more than 4 credits abroad, must submit the [Winter Study Abroad Tuition Policy Exception Form](#) to obtain prior approval from the Office of Scholarships and Grants in order to have the additional tuition covered.

ADDITIONAL POLICIES AND REGULATIONS

“I’m sure if I didn’t go to Macaulay, I wouldn’t have been as successful as I am now. A lot of things wouldn’t have happened. A Macaulay person told me about [my summer program], [my] internship, [and] Macaulay paid for my LSATS. They’ve really given me so much. They give more to you than other colleges. That’s the most important thing—they really care. And they’re always behind you.”—Matthew Signorile ’10, College of Staten Island

WORK POLICY

Your primary responsibilities as a Macaulay Scholar are your academic studies; working during the semester is highly discouraged.

Your advisor is your advocate and primary resource regarding academic issues, opportunities, and programs. Please discuss all academic plans with them.

TRANSFERRING

Although students are generally discouraged from transferring from one CUNY campus to another, an exception may be made if a particular major is unavailable at your home campus. If you are interested in pursuing this option, discuss it with your advisor as soon as possible.

EXTENDED TIME TO GRADUATION

Students typically graduate in four years. However, if you need more time to complete your studies, you should make a formal request using the [Enrollment Status Change Form](#).

PART-TIME STATUS

In exceptional circumstances, such as an acute medical condition, you may be granted permission to take a lighter course load. (If such a situation arises for you, be sure to discuss it with your Advisor.) To request permission, please complete the [Enrollment Status Change Form](#).

WITHDRAWAL

If you decide to withdraw from Macaulay Honors College, you should write a letter announcing your intention and submit it to your Advisor/Director. Once your Advisor/Director approves, you must submit the [Enrollment Status Change Form](#). Afterward, you must participate in an exit interview with your campus Advisor or Director, return your Macaulay laptop and Cultural Passport, and submit any outstanding documentation requested. If you withdraw from courses during a semester, you will be responsible for all financial consequences, such as tuition charges. Students should be aware that withdrawal from Macaulay Honors College, once approved, is irreversible.

LEAVE OF ABSENCE

In exceptional circumstances, such as an acute medical condition, you may be granted a leave of absence from Macaulay Honors College (however, your participation in an approved study abroad program does not constitute such a leave). To request permission, please complete the [Enrollment Status Change Form](#).

HONORS INTEGRITY PLEDGE

At Macaulay Honors College, “honors” does not refer only to intellectual depth and academic rigor. Being a Macaulay Scholar also means being part of an ethical community. We build our community at Macaulay, on our home campuses, across campuses, and through the virtual realm. To act with honor, to be an honorable person: these are the core values of Macaulay Honors College.

- I pledge to engage, think, and learn to the very best of my abilities, both in and out of the classroom.
- I will strive to establish an academic environment that allows members of the Honors College community to grow academically and personally in a spirit of cooperation and fellowship.
- I pledge to work to better our neighborhoods, communities, and the world around us.
- I will treat all members of the University community with civility and respect, regardless of national or ethnic origin, religious or social affiliation, heritage, disabilities, sexual orientation, race, gender, or political affiliation.
- I understand that fairness and honest competition are more than just words; they are core values that provide a foundation for our education. Plagiarism, cheating, and other methods of gaining an unfair advantage devalue my own work and the work of my peers. These practices are impermissible and I pledge not to take part in them.
- In the pursuit of academic excellence, I will steadfastly adhere to the policies— provided by my campus of enrollment—regarding academic honesty. Any work that I submit under my own name for academic evaluation will be original and will properly credit the work of others. Acts of academic dishonesty may result in dismissal from the honors college in addition to other penalties imposed on the home campus.
- I pledge to uphold the values of honesty and integrity beyond the classroom, laboratory, studio, or workplace during activities such as study

abroad, internships, service, common events, and in all events sponsored by Macaulay Honors College, the Macaulay Scholars Council and the University. I pledge to uphold the values of honesty and integrity through my participation in the virtual realm, including social networking sites, the blogosphere, websites, and other cyberspaces.

I have read and understand these policies. I will uphold the standards of Macaulay Honors College and adhere to all rules, codes, and policies thereof. Serious violations of any one of these policies will be reviewed by the Macaulay Honors College Judiciary Board and may result in dismissal from Macaulay Honors College or other penalties.

Please be sure to sign and return the copy of the Pledge that you received during Orientation.

DISABILITY SERVICES

In courses offered at Macaulay Central, Macaulay cross-honors all accommodations required at home campuses. If you are enrolled in a Macaulay Central course, please provide your instructor with a copy of your accommodations letter from your home campus disability services office.

If you need assistance with physical access to the building or accommodations at an event at the Macaulay building, please contact Lisa Brundage, Director of Academic Affairs, at lisa.brundage@mhc.cuny.edu.