



“Service that  
you can depend on ...”

OSD

Grove School of Engineering  
Office of Student Development

**STAFF**

- Rawlins Beharry, Director
- Nadine Bennett, Advisor/Counselor
- Regina Pierce, Administrative Assistant
- Lauren Shuman, Advisor/Counselor

**STUDY SPACE**

- \* OSD Learning/Tutorial Laboratory (2M14)
- \* OSD Study Commons (2M5-2)
- \* OSD Study Lounge (2M13)
- \* OSD Student Hall {2M5-1 (&2)}

**Office Hours**

Monday to Friday ~ 9:00 am – 5:00 pm

Grove School of Engineering  
Office of Student Development

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[http://www1.ccny.cuny.edu/prospective/  
gsoe/osd/index.cfm](http://www1.ccny.cuny.edu/prospective/gsoe/osd/index.cfm)

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**GROVE SCHOOL**  
**OF ENGINEERING**

**Office of Student Development**

**Academic Services**

**&**

**Student Affairs**

The Office of Student Development (OSD) is the unit for Academic Support Services and Student Affairs in the Grove School of Engineering (GSOE). OSD also serves as the School's central liaison with all student affairs offices on the college campus as well as one of the key GSOE divisions that works closely with all enrollment management functional areas at the college.

**Targeted Recruitment and Pre-Matriculation:** OSD will engage in concerted efforts to recruit a highly-qualified and diverse entering freshman class through pipeline relationships with New York City high schools and will facilitate pre-matriculation services for the entering class.

**Orientation and Registration of New Freshmen:** New freshman students receive their academic advising and registration services through the OSD. All new freshmen students participate in OSD-coordinated orientation including assistance with transition issues as well as navigating the college system and the GSOE academic curriculum.

**Academic Advising & Academic Counseling:** Each Grove School of Engineering student who has earned a total of 44 credits or less is assigned an OSD academic counselor. Academic development and counseling in areas such as time management, study skills, stress management, and test taking strategies are provided by OSD counseling staff.

**Academic Monitoring & Academic Quality Checks:** The progress of all GSOE students with less than 45 credits is monitored throughout the semester. Academic interventions are proactive including mid-term assessment and finite early warning system initiatives. At the end of each semester, the academic record of each student under 45 credits is reviewed. When students are about to take courses

in the upcoming semester for which they do not have the proper requisites, they are informed. Their course schedules are then rectified accordingly so that they do not violate academic rules regarding requisites as per the School's accreditation protocol.

**Academic Standards - Review and Student Appeals:**

Students who are at-risk (close to being placed on academic probation) and those who are not in good academic standing are identified once grades are posted for each semester. They are prescribed tailored intervention plans to assist them in better handling their studies. Students who are not in good academic standing are not allowed to participate in early registration; they can only register when their grades for the particular semester are posted and they have made satisfactory progress. Some students are required to take a reduced course load as part of their prescription. Students are provided with a mechanism to make academic appeals to these academic decisions. For lower-division students with academic issues, the OSD handles their academic affairs needs except when they are to be dismissed and when they want to repeat a course for the second time (in such scenarios, OSD works with the GSOE's Associate Dean of Undergraduate Affairs regarding these cases).

**Tutoring:** Free tutoring in math, science and engineering course work that are part of the engineering curriculum through enrichment courses, small group workshops, and individualized tutorials are provided to GSOE students.

**Academic Resources:** Some textbooks for lower-division courses in the engineering curriculum are housed in the OSD, and students are allowed to use these resources on site. Engineering software will be installed on computers in OSD's study spaces.

**Study Space:** All rooms in the OSD are multi-functional. They are mainly geared to provide space for academic study and group/project work for engineering students as well as for GSOE's student activities. OSD's space is also used to host other GSOE's events/meetings/functions including that of Grove's academic departments and research centers. Student space in the OSD will be equipped with computers for their use on projects/homework.

**Career Counseling and Mentoring:** OSD provides counseling on academic majors and careers. In addition, OSD facilitates career mentoring by engineering department faculty, upper-division peers, and external stakeholders such as Diversity in Engineering Advisory Board company representatives, professional societies, and alumni.

**Career & Professional Development:** OSD provides assistance with resume writing and interviewing strategies. In addition to coordinating GSOE's participation in the Black Engineer of the Year and other diversity conferences, all engineering undergraduates are provided with opportunity search assistance, including internships. Select students are developed for undergraduate research through the Alliance for Minority Participation.

**Leadership Development & Student Life:** Students are provided with guidance on their co-curricular programming. A forum for leadership development and student advocacy is available through the OSD-chaired Council of Engineering Student Presidents and Faculty Advisors. OSD provides a "community of scholars" culture at The Grove School. School spirit and college pride are promoted in all activities. OSD also handles disciplinary action and student satisfaction/"quality of life" issues for the GSOE undergraduate population.