Q: What is SPARC?

SPARC is an abbreviation for Sexual and Interpersonal Violence Prevention and Response. SPARC is an online mandatory training program developed by the State University of New York in partnership with the City University of New York that students must complete to continue their enrollment. Its purpose is to educate the institution's community on policies pertaining to sexual misconduct, how to report incidents, and available resources. The training is available in Blackboard to make it easier for students to access and maintain a record of their completion.

New York State Education Law, *Enough Is Enough*, requires that students enrolled in all NYS colleges and universities complete SPARC.

Q: Who must complete SPARC?

All new and transfer students, and students noted as part of a **designated population**, must complete SPARC. New students are required to complete SPARC once during their enrollment at CUNY. The requirement to only take SPARC once applies regardless of the campus or program in which the student is enrolled at the time of SPARC completion. SPARC training must be provided to all new students and transfer students who are new to CUNY during onboarding or new student orientation.

A **student** is defined as a person who is matriculated and enrolled in courses creditable toward a degree or a certificate approved and registered with the New York State Education Department. This definition includes undergraduate and graduate students and includes degree and certificate programs that are offered in an on-campus, hybrid, and online format. Students who have a question regarding their status should contact their campus Office of Student Affairs or Title IX Coordinator.

Designated Populations are listed in New York State Education Law Article 129-b as heads/officers of student organizations, student-athletes, and students studying abroad or partaking in domestic overnight travel. Designated populations are unique to each CUNY campus and defined based on their activities and offerings.

Annual Completion Requirements
Students who have been selected as designated populations **must** complete SPARC annually before they participate in a college recognized or sponsored activity. For example, student-athletes **must** complete SPARC annually before participating in intercollegiate competitions.

Q: What happens if a student who is a member of a designated population does not complete SPARC?

Any student who is a member of a designated population who has not completed SPARC or provide proof of completion will not be able to participate as a heads/officers of student organizations, student-athletes, and students studying abroad or partaking in domestic overnight travel.

Q: What if a student already completed SPARC?

Most students are not required to retake SPARC once the training is completed. Students who **must complete SPARC** are first-time students, students who are part of a designated population, or transfer students who are new to CUNY. Transfer students who are transferring within CUNY do not have to retake SPARC if the training was completed at the initial college of enrollment. For example, if a student completes SPARC while enrolled in Hostos Community College and subsequently transfers to Lehman College, that student does not have to retake SPARC at Lehman College.

Q: What does the SPARC service indicator in CUNYfirst mean?

- SPARC Online Training Reminder indicates that a student has not yet completed the training.
- SPARC Online Training Required indicates that a student will not be able to register until the training is completed.

Q: How long after a student completes SPARC is the service indicator removed?

The SPARC service indicator will be removed 24-36 hours after the training is completed.

Q: How do students access SPARC?

Students who are required to complete SPARC will have a link to the training on their CUNYfirst To Do List.

Q: What should a student do if required to complete SPARC and the training does not appear on the CUNYfirst To Do List?

Students who are required to complete SPARC and do not see a link to the training on the CUNYfirst To Do List, should contact their campus Help Desk.

Q: What if a student is experiencing a technical issue?

Students who encounter technical difficulty with the SPARC training should be directed to their campus Help Desk for initial troubleshooting in order to escalate the case to the SPARC designated campus personnel.

Q: What if a student completes SPARC, but does not receive a certificate of completion?

Upon completing the entire SPARC training, a student should receive a certificate of completion to be saved. A student who does not receive a certificate after completing the training should contact the campus Help Desk which will generate a ticket to resolve the issue.

Q: With whom should a student speak if unable to take SPARC for personal reasons?

A student who is unable to take or complete SPARC for personal reasons should reach out to the campus Title IX Coordinator. The Title IX Coordinator will discuss the reasons for which a student is unable to complete the training and how a student can best receive this vital information.

Q: What happens if the student does not print their SPARC completion certificate upon successfully completing the SPARC training?

While the SPARC completion certificate is available to the student upon completion of the training, it is not necessary to print up the SPARC completion certificate. The campus can confirm the students' successful completion of the SPARC training by running a query report in CUNYfirst.

Q: Can a student complete SPARC on a phone?

SPARC is mobile friendly, so students do not need to complete the training on a laptop or desktop. Students can use a mobile device or tablet to complete SPARC. Be sure to print or save your Certificate of Completion (especially because it is transferable).

FAQs for Administrators:

Q: My campus received an update from the University regarding my campus' enrollment data, where did the enrollment number come from?

Enrollment data reports are generated from CUNYSmart Admissions and Enrollment Dashboard.

Q: Who should I contact for access to a SPARC service indicator on a student's record? How do I place a service indicator on a student's record?

Staff requiring access to service indicator should fill out CUNYfirst Access request form with approval from their manager and campus registrar. If training is required, CIS CUNYfirst Training (CUNYFirstTrainingHelp@cuny.edu) can be contacted. On the campus, your Chief Student Affairs Office and/or Designee will have the access to place and/or remove service indicators from a student record.

Q: What is the difference between No Impact Negative Service versus No Enrollment Indicator?

No impact service indicator allows students to add/drop classes, whereas No Enrollment indicator prevents a student from making any changes to their enrollment.

Q: Will the college have access to the EMPLIDs of those students who have not completed SPARC to follow-up for compliance?

Yes, this data will be available via the CUNYfirst Compliance Report by campus.

Q: Why are the SPARC compliance reports being sent to the President instead of a designee who works directly with SPARC?

The President and/or Chief Operating Officer is responsible for ensuring campus compliance. Thus, they will receive the report and distribute it accordingly.

Q: The designated population must receive annual SPARC training. Who determines the designated population?

The Campus Chief Student Affairs Officer and/or their Designee will determine the designated population based on their campus activities and offerings.

Q: Our campus has a number of students who are enrolled via rolling admissions. How do you deal with rolling admissions? Who is contacting students and enrolling them on a rolling admissions process?

Students will be automatically enrolled, with 48 hours in the Blackboard SPARC course as they are admitted/enrolled. The Chief Student Affairs Officer and/or their Designee can enroll students' ad-hoc/manually into Blackboard SPARC course if needed.

Q: How will I know if a student completed SPARC prior to enrolling at my campus?

Administrators with access can run SPARC compliance report to review student SPARC training status.

Q: Will continuing education students be required to complete SPARC?

Those enrolled in Continuing Education programs that do not meet the definition of Students are not required to complete SPARC.

Q: Is compliance tracking for the designated population included in the SPARC compliance dashboard?

No, it is not included in the SPARC compliance dashboard.

Q: For the designated population, do we need to add the SPARC to the CUNYfirst To-Do List and load them into Blackboard? Or, do we only add SPARC to the To-Do List which would then trigger the load into Blackboard?

Designated Population enrollment should be managed in Blackboard.