

# SPARC Online Training

## FAQs for Students

### 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 competition

## 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 Juana Minaya at [SPARC@hostos.cuny.edu](mailto:SPARC@hostos.cuny.edu).

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

Students who encounter technical difficulty with the SPARC training should contact Juana Minaya at [SPARC@hostos.cuny.edu](mailto:SPARC@hostos.cuny.edu) 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 Juana Minaya at [SPARC@hostos.cuny.edu](mailto:SPARC@hostos.cuny.edu) 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 Juana Minaya at [SPARC@hostos.cuny.edu](mailto:SPARC@hostos.cuny.edu), 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).