

Respect | Integrity | Engagement | Excellence | Empowerment



Student Handbook

*2018-2019*



Provided by the Office of Student Life & the Office of Student Success

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\*\* This handbook is current as of June 30, 2018. Students are advised that information contained in this handbook is subject to change at the discretion of the College. The College reserves the right to add, repeal, or amend any rules or regulations affecting students and any dates reported herein. In any such case, the College will provide appropriate notice as is reasonable under the circumstances. As a student of Bronx Community College of the City University of New York, you assume an obligation to abide by all rules, policies, and regulations of the College and the University. It is expected that you have the knowledge and understanding of information contained in this handbook and in other publications as they are referenced. Matriculation at this college constitutes student's agreement to the standards of conduct outlined in this document. For more information on College and University rules, policies, and regulations, please consult the current BCC catalog, BCC website, and CUNY website at the links below:

<http://www.bcc.cuny.edu/College-Catalog/>  
<http://www.bcc.cuny.edu/>  
<http://www2.cuny.edu/current-students/>

BCC Academic Rules and Regulations:  
[https://www.bcc.cuny.edu/Codification/Academic\\_Rules\\_and\\_Regulations.pdf](https://www.bcc.cuny.edu/Codification/Academic_Rules_and_Regulations.pdf)

Information about Meningococcal Disease:  
<http://www.health.ny.gov/publications/2168.pdf>

# STUDENT RESOURCES

## BCC MISSION, VISION, AND GOALS

(Approved by the College Senate – December 8, 2006)

**Mission Statement:** Bronx Community College (BCC) serves students of diverse backgrounds, preparations, and aspirations by providing them with an education that is both broad in scope and rigorous in standards. Our mission is to give our students the foundation and tools for success, whether they choose to continue their education and/or enter a profession immediately upon graduation and to instill in them the value of informed and engaged citizenship and service to their communities.

**Vision Statement:** Bronx Community College will effectively invest in the success of all students by engaging with them in an integrative and supportive environment that facilitates the development and achievement of their educational and career goals. Graduates will be prepared to understand, thrive in and contribute to a 21st-century global community marked by diversity, change and expanded opportunities for lifelong learning and growth.

### **Goals:**

1. Build a Community of Excellence
2. Empower Students to Succeed
3. Deepen Student Learning
4. Develop World Citizens
5. Cultivate a 21<sup>st</sup> Century Curriculum
6. Enhance the Campus Environment
7. Promote a Reputation of Excellence

### **Values:**

- Respect
- Integrity
- Engagement
- Excellence
- Empowerment

## Accreditations

BCC is accredited by the Middle States Commission on Higher Education, 3624 Market Street, Philadelphia, PA 19104 (267-284-5000). The Middle States Commission on Higher Education (MSCHE) is an institutional accrediting agency recognized by the U.S. Secretary of Education and the Council for Higher Education Accreditation. CUNY/Bronx Community College has been a member of MSCHE since 1961, and was most recently reaffirmed on 11/20/2014. The next Self-Study Evaluation is due 2018.

The BCC's Early Childhood Center is accredited by the National Association of Education of Young Children (NAEYC), 1313 L Street NW, Suite 500, Washington, DC 20005. NAEYC is an institutional accrediting agency that is positioned as the gold standard to build quality pre-k and K programs. CUNY/BCC was most recently reaffirmed on February 2018 and is valid till March 2023.

## Academic Calendar Fall 2018

### ACADEMIC CALENDAR – FALL 2018

#### AUGUST

DATE	DAY	EVENTS
August 26	Sunday	Last day to drop with <b>100% tuition refund</b> Last day to file e-Permit request
August 27	Monday	<b>First day of classes</b>
August 27	Monday	Apply for Graduation, January 2019 Candidates (Submit applications online via CUNYfirst)
August 27-September 2	Monday – Sunday	Change of Program, Add/Change a course for all students

#### SEPTEMBER

DATE	DAY	EVENTS
September 2	Sunday	<b>Last day to drop with 75% refund of tuition.</b> <b>Last day to add a course</b> Last day to drop without a Grade of “WD” Verification of enrollment
September 3	Monday	<b>Course Withdrawal Drop Period Begins-a grade of “WD” is assigned</b>
September 3	Monday	Labor Day – College Closed
September 5	Wednesday	Classes follow a Monday schedule
September 9	Sunday	<b>Last day for 50% tuition refund.</b>
September 10-11	Monday/Tuesday	No classes scheduled.
September 16	Sunday	Last day to change or declare a major to be effective in Fall 2018. Course Withdrawal Drop (WD) period ends. Last day to drop without a grade of “W”. Last day for 25% tuition refund.
September 17	Monday	Course withdrawal period begins – a grade of “W” is assigned to students who officially withdraw from a course – September 17th – November 6th.
September 18-19	Tuesday-Wednesday	No classes scheduled
September 24 – October 5	Monday-Friday	Early Academic Progress Rosters available in Starfish.

#### OCTOBER

DATE	DAY	EVENTS
October 8	Monday	<b>College Closed</b> – No classes scheduled.
October 15- 22	Monday-Monday	Mid-term Examination period – Mid-term grade rosters available in OSSES.
October 22	Monday	Continuing Students: Registration for Winter and Spring 2019 begins.
October 26	Friday	Deadline for Mid-Term grades to be submitted electronically in OSSES.

#### NOVEMBER

DATE	DAY	EVENTS
November 6	Tuesday	<b>Last day</b> to withdraw from a course with a grade of “W”.
November 13	Tuesday	<b>Deadline to complete “INC” Grades, Spring 2018 and Summer 2018</b>
November 13	Tuesday	Last day to file for Graduation, January 2019 Candidates
November 22-25	Thursday-Sunday	<b>College Closed – no classes scheduled</b>

#### DECEMBER

DATE	DAY	EVENTS
December 12	Wednesday	<b>Last day of Classes</b>
December 13	Thursday	Reading Day
December 14	Friday	Reading Day/Final Examination Fall 2018 Final Grade Rosters available in CUNYFIRST.
December 15-21	Saturday-Friday	Final Examinations
December 21	Friday	End of Fall 2018 Semester
December 24-25	Monday-Tuesday	<b>College Closed</b>
December 28	Friday	Deadline for Fall 2108 Final Grade to be submitted in CUNYFIRST
December 31	Monday	<b>College Closed</b>

## ACADEMIC DEPARTMENTS

Bronx Community College offers various degree and certificate programs. Listed below are the locations and telephone numbers of the academic departments on campus.

Department	Office	Phone
Art & Music	BL 303	718.289.5341
Biology & Medical Lab Technology	ME 415	718.289.5535
Business & Information Systems	ME G18	718.289.5593
Chemistry & Chemical Technology	ME 813	718.289.5569
Communication Arts & Sciences	CO 700	718.289.5756
Education & Reading	CO 400	718.289.5679
English Department	CO 600	718.289.5731
Health, Physical Education & Wellness	AG 300	718.289.5268
History Department	CO 300	718.289.5653
Library & Learning Center	NH main	718.289.5974
Mathematics & Computer Science	CPH 315	718.289.5411
Modern Languages	CO 200	718.289.5632
Nursing & Allied Health	CPH 412	718.289.5426
Physics & Technology	CPH 118	718.289.5380
Social Sciences	CO 333	718.289.5670

## CAMPUS MAP



- AL** Altschul House
- AG** Alumni Gym
- BA** Brown Annex
- BH** Begrisch Hall
- BL** Bliss Hall
- BU** Butler Hall
- CC** Children's Center
- CP** Carl Polowczyk Hall (*Accessible*)
- CH** Community Hall (*Accessible*)
- CO** Colston Hall (*Accessible*)
- EP** Energy Plant (*Accessible On Ground Floor Only*)
- GH** Gould Hall (*Accessible On Ground Floor Only*)
- GM** Gould Memorial Library (*Accessible On Ground Floor Only*)
- GR** Greenhouse
- GU** Guggenheim Hall *Accessible On Ground Floor Only*)

- HF** Hall of Fame for Great Americans
- HA** Havemeyer Annex
- HL** Havemeyer Lab
- LH** Language Hall
- LA** Loew Annex (*Accessible*)
- LO** Loew Hall (*Accessible*)
- MH** Maccracken Hall
- ME** Meister Hall
- NL** North Hall & Library (*Accessible*)
- NH** New Hall (*Accessible*)
- NI** Nichols Hall
- PG** Patterson Garage
- PH** Philosophy Hall
- BC** Roscoe Brown Student Center (*Accessible*)
- SA** Sage Hall
- SH** South Hall
- SN** Snow Hall

## Emergency Closing

In the event that the Administration of Bronx Community College finds it necessary to close temporarily, the campus – due to adverse weather conditions or any other potentially hazardous situation – official announcements will be broadcast on the following local radio and television stations and/or posted on their websites:

<b>WCBS</b>	<b>880 AM</b>
<b>WINS</b>	<b>1010 AM</b>
<b>NY1 TWC</b>	<b>Channel 1</b>
<b>WNBC TV</b>	<b>Channel 4</b>
<b>WNYW FOX</b>	<b>Channel 5</b>

Other reliable sources of up-to-date information regarding the cancellation of classes and/or the suspension of College operations are:

- New York City's 311 information line
- The College website, [www.bcc.cuny.edu](http://www.bcc.cuny.edu)
- The CUNY website, [www.cuny.edu](http://www.cuny.edu)
- BCC's main telephone number 718.289.5100
- Campus-wide email
- Voice mail broadcast messaging
- **CUNY Alert** (Please make sure that you are signed up for this emergency notification system, our most efficient means of sending critical emergency information in the form of mass emails, telephone calls and/or text messages.)

## How to get to Campus

### Public Transportation

#### Taking the Metro North

- Take the **Hudson Line** to University Heights
- Walk east on West Fordham Road University Heights Bridge towards Major Deegan Expressway
- Turn right on Sedgwick Avenue
- Turn left on Hall of Fame Terrace
- Bronx Community College main entrance will be on your right hand side (446 feet)

#### Taking the New York City Subway System

- Take the **4 train** to Burnside Avenue
- Walk west on Burnside Avenue to Dr. Martin Luther King Jr. Boulevard/University Avenue
- Turn right on Dr. Martin Luther King Jr. Boulevard/University Avenue
- Bronx Community College University Avenue main entrance will be on your left hand side (0.1 mile)

#### Taking a New York City Bus

- **No. 3** - University Avenue Bus to 181 Street
- **No. 40/42** - Tremont Avenue Crosstown or No. 36 180 Street Crosstown Bus to University Avenue
- **No. 12** - Fordham Road Crosstown Bus stops at University Avenue where it connects with the No. 3 Bus

### By Car: Taking I-87

#### From Westchester County (Southbound)

##### Take I-87 South

- Take Exit 9 for West Fordham Road/ University Heights Bridge
- Turn left onto West Fordham Road
- Turn right onto Dr. Martin Luther King Jr. Boulevard/University Avenue
- Turn right onto Hall of Fame Terrace
- Bronx Community College main entrance will be on your left hand side (0.2 miles)

**From Queens, NY (Northbound)**

- Take **Grand Central Parkway West** to the Robert F. Kennedy (RFK) Bridge
- Take Exit 47 for Interstate 87 North/Major Deegan Expressway toward Albany
- Continue onto I-87 North
- Take Exit 8 for West 179 Street
- Continue onto Burnside Avenue
- Turn left onto Dr. Martin Luther King Jr. Boulevard/University Avenue
- Turn left onto Hall of Fame Terrace
- Bronx Community College main entrance will be on your left hand side (0.2 miles)





## WHERE TO GO FOR STUDENT RESOURCES...

Resources	Department/Office	Location	Phone
Academic Advising	Academic Success Ctr	Sage Hall 2nd fl	718-289-5401
Academic Probation	Academic Success Ctr	Sage Hall 2nd fl	718-289-5401
Admissions	Admissions Office	Loew Hall 224	718-289-5888
ATM	Student Center	Roscoe Brown, Main Lobby	n/a
Bicycle stands	Student Center	Front of BC,CPH, ME, NL see Campus Map	n/a
Books: New/Used/ Rental	Akados	Roscoe Brown, 1st fl	718-220-4695
Bulletin Board Posting	Office of Student Life	RBSC 309	718-289-5194
Bursar (pay for classes)	Bursar's Office	Colston Main	718-289-5617
Career Development	Career Development	Snow Hall, 1st fl	718-289-5908
Change of Address	Registrar's Office	Colston 513	718-289-5710
Change of Curriculum	Registrar's Office	Colston 513	718-289-5710
Child Care	Early Childhood Center	Children's Center	718-563-5437
Clubs & Organizations	Student Life/IOC	RBSC 309	718-289-5962
College ID	ID Room/Public Safety	Colston Main	718-289-5858
Co-Curricular Programs	Student Life/IOC	RBSC 309	718-289-5194
College Closings	BCC	<a href="http://www.bcc.cuny.edu">www.bcc.cuny.edu</a>	718-289-5100
College Work Study	Financial Aid	Colston 504	718-289-5700
Computer Access	Information Technology	various see campus map	n/a
Counseling	Personal counseling	Loew 432	718-289-5868
Continuing Education	Continuing and Professional studies	Snow Hall, 1st fl	718-289-5908
disAbility Services	Disability Services	Loew 213	718-289-5874
Emergencies	Public Safety	Loew 505	718-289-5923 /5911
Food Locations	Au Bon Pain Dining	Roscoe Brown & New Hall	718-289-5199
Food Pantry	Single Stop	Loew 120	718-289-5179
Financial Aid	Financial Aid Office	Colston 504	718-289-5700
Graduation Application	Registrar's Office	Colston 513	718-289-5710
Honors Program	Honors Program	Colston 342	718-289-5437
Health Services	Health Services Office	Loew 101	718-289-5858
Internships	Career Services	Snow Hall, 1st fl	718-289-5908
Leadership Opportunities	Office of Student Life	BC 302	718-289-5853
Learning Resources	Library	NL Main	718-289-5439
Library Circulation Desk	Library Information	NL Main	718-289-5441
Lost and Found	Public Safety	Loew 505	718-289-5923
Mailbox on campus	Student Center	Outside Roscoe Brown	n/a
Parking Information	Bursar's Office	Colston Main	718-289-5617
President of the College	Office of the President	LH 27	718-289-5151
Registration	Registrar's Office	Colston, 513	718-289-5710
Scholarships	Scholarship Office	Colston 504	718-289-3048
Shuttle Service	Office of Student Life	Roscoe Brown 309	718-289-5194
Student Government	Office of Student Life	Roscoe Brown 2nd fl	718-289-5201
Tutoring	Learning Commons	Meister Hall, SB 003	718-289-3139
Veteran Affairs	Veteran Affairs	Loew Hall, 332	718-289-5447

# DEPARTMENTS AND DIVISIONS

## ACADEMIC SUCCESS CENTER

**Director: Octavio Melendez, M.A.**

**Sage Hall [SA], Room 201 | 718.289.5401**

[www.bcc.cuny.edu/AcademicAdvising/](http://www.bcc.cuny.edu/AcademicAdvising/)

The Academic Success Center (ASC) is committed to promoting and delivering consistent high-quality academic advising designed to help students achieve excellence in their academic and professional goals. The Center also aims to assist students with the process of developing appropriate long-range educational plans that serve as clear pathways toward timely graduation. The Academic Success Center also serves as a valuable resource for students by:

- Providing accurate and timely information regarding testing, placement and graduation requirements.
- Clarifying academic policies and institutional procedures.
- Promoting the use of DegreeWorks, a degree audit web-based tool that allows students to easily track their progress toward degree completion.
- Providing effective referral to institutional resources The Academic Success Center is open Monday through Saturday with evening hours available.

## ASAP PROGRAM

**Assistant Dean: Francisco “Javier” Legasa, M.A.**

**Nichols Hall [NI], Room 113 | 718.289.5166**

**Email: [asap@bcc.cuny.edu](mailto:asap@bcc.cuny.edu)**

**Director: Nadine T. Browne, M.P.A.**

**Nichols Hall [NI], Room 114**

**Email: [asap@bcc.cuny.edu](mailto:asap@bcc.cuny.edu)**

**The Accelerated Study in Associate Programs (ASAP)** assists students in earning associate degrees within three years by providing a range of financial, academic, and personal supports including comprehensive and personalized advisement, career counseling, tutoring, waivers for tuition and mandatory fees, MTA MetroCards, and additional financial assistance to defray the cost of textbooks.

ASAP also offers special class scheduling options to ensure that ASAP students get the classes they need, are in classes with other ASAP students, and attend classes in convenient blocks of time to accommodate their work schedules. As students approach graduation, they receive special supports to help them transfer to 4-year colleges or transition into the workforce, depending on their goals.

## ATHLETICS

**Director: Ryan McCarthy, M.S.**

**Alumni Gym Building [AG], Room 403 | Phone: 718.289.5289**

[www.bronxbronzos.com/](http://www.bronxbronzos.com/)

The Athletics program at Bronx Community College provides opportunities for students to compete against community college and other intercollegiate athletic teams from throughout the Northeast.

Men’s intercollegiate teams include baseball, basketball, and soccer. Women’s intercollegiate teams include basketball and volleyball. Participation in the program fosters the values of discipline, cooperation and collaboration as well as the spirit of competition. Through team play, student-athletes learn how to

work with others for the achievement of individual and group goals. Individual contributions may include increased confidence, self-esteem, leadership abilities and time management skills.

Membership on individual teams is determined by the recruiting efforts of our coaching staff and open tryouts. Full-time students who meet NJCAA eligibility requirements may tryout and become a member of an athletic team. In addition, an acceptable medical report must be on file with the Health Services Office prior to participation. Bronx Community College is a member of the National Junior College Athletic Association (NJCAA Region XV) and the City University of New York Athletic Conference (CUNYAC).

#### *Athletic facilities*

The Alumni Gymnasium is home to our men's & women's basketball teams. The historic Ohio field is host to various Baseball and Soccer teams. Additionally, various Health, Physical Education, and Wellness classes and recreational offerings that are open to the campus community at various times throughout the week. Our recently renovated competitive-sized pool has a range of 4 feet to 11.5 feet and is 75 feet long and 38 feet wide.

## **BURSAR**

**Director, Clement Hemmings, MEd**  
**Colston Hall [CO], Main Level | 718.289.5617**  
<http://www.bcc.cuny.edu/Bursar/> | Fax | 718.289.6322

The mission of the Office of the Bursar is to maintain the financial records of business functions related to student activity. In addition, the Office of the Bursar has the direct responsibility to collect revenues related to Bronx Community College's business operations in accordance with professional standards and City University of New York policies and procedures. The Bursar's Office provides the following services to students, faculty and staff:

- Distribution of Paychecks
- Faculty and Staff Parking Information
- Collection and Receipt of any types of payments related to college business
- Student Financial Services handles all student accounts.

## **OFFICE OF CAREER DEVELOPMENT**

**Director: Alán Fuentes, LCSW-R**  
**Snow Hall [SN], First Floor | 718.289.5759**  
[www.bcc.cuny.edu/CareerDevelopment/](http://www.bcc.cuny.edu/CareerDevelopment/)  
**Email: [careerdevelopment@bcc.cuny.edu](mailto:careerdevelopment@bcc.cuny.edu)**

The purpose of this office is to provide all Bronx Community College students with quality career building services to prepare them for internships and employment in their fields of study. Students in need of immediate employment can receive assistance through our "Fast Track Jobs Checklist" program. To qualify for internships and jobs related to a major, students must complete the requirements of the "GOOD-TO-GO Checklist" program. The goal of the Career Development Team is to prepare students for the world of work through direct experience. The support and assistance of our office also includes:

- Use of self-assessments to determine a "major" in line with your career interests and goals
- Resume and cover letter writing made easy through online programs and workshops
- Big Interview, an online system that teaches you, through practice, how to answer interview questions
- On-Campus and Off-Campus job preparation events inform you about career expectations, creating targeted resumes, how to network in a specific career field, and more
- Ongoing recruitment events in diverse fields for internships and employment opportunities

If you want to make sure that you're in the right major, that you're prepared for the challenges of interviewing for an internship or a job, and that you graduate with experience in your field of study, visit or call the Office of Career Development to schedule an appointment with your Career Specialist and get started on your career path.

## COLLEGE DISCOVERY PROGRAM (CD)

**Manager: Cynthia Suarez-Espinal, M.S.**  
**Loew Hall [LO], Room 406 | Phone: 718.289.5882**  
[www.bcc.cuny.edu/CollegeDiscovery/](http://www.bcc.cuny.edu/CollegeDiscovery/)

College Discovery has been a part of The City University of New York since 1964 when it was established by a resolution of the Board of Higher Education. It is designed to provide comprehensive academic support designed to provide comprehensive academic support to capable students who otherwise might not be able attend college due to their academic and/or financial circumstances. The College Discovery Program provides eligible students with services to ensure academic growth and personal development. The main services include instruction, academic support, counseling and financial aid assistance, specifically:

- Free pre-freshmen summer class. A stipend is given to all students who complete the summer class
- Academic support services include basic skills instruction (college-sponsored summer), supplemental instruction and regular tutoring services, such as remedial, college level and/or development education
- Workshops, seminars, leadership training and co-curricular activities
- Assigned counselor to provide academic advisement, registration and assistance with personal and career advising
- Supplemental financial aid for assistance with payments for books and student fees each semester a student is registered full-time (minimum 12 credits per semester)
- Up to seven semesters of TAP to earn an associate degree
- Assistance with transferring to CUNY SEEK, HEOP, EOP for a bachelor's degree upon receipt of an associate's degree

### Eligibility Requirements:

- Resident of New York City for at least one year prior to applying for admissions
- First-time applicant for admissions to CUNY community college
- High school diploma or New York State high school equivalency diploma
- High school academic average that does not exceed an 80
- Full-time matriculated student
- Meet NYS income requirements by filing for FAFSA and submit proof of family income

\* Students may not participate in both SEEK/College Discovery and ASAP.

## CUNY EDGE

**Coordinator: Denise Comara, M. Ed.**  
**Loew Hall [LO], Room 113 | 718.289.5047**  
<http://www.bcc.cuny.edu/cope/?p=Graduate-Success-Initiative>



## EDUCATE • DEVELOP • GRADUATE • EMPOWER

### What is CUNY EDGE?

**CUNY EDGE** is a partnership between the New York City Human Resources Administration (HRA) and the City University of New York. CUNY EDGE is dedicated to helping CUNY students who are receiving public assistance achieve academic excellence, graduate on time, and find employment.

#### Services Provided:

- Structured, effective academic programming to help students complete their degree in a timely manner.
- Academic, personal, and career planning support.
- Whenever possible, CUNY EDGE encourages full-time enrollment in courses each semester and enrollment in intersession classes, as needed, so that students complete their degree in a timely manner
- Work opportunities and career preparation through its HRA Work Study Program (WSP) particularly in alignment with a student's major.
- Personal and professional development seminars are presented each semester to assist students with different topics such as, study skills, problem solving, career development, self-advocacy, financial literacy, and many more.
- A platform for academic excellence, which encourages students to learn, explore, and achieve.
- Mathematics and English tutoring for students.
- Modest incentives to encourage students to participate in seminars.

## DISABILITY SERVICES

**Manager: Maria Pantoja, M.A.**

**Loew Hall [LO], Room 211 | 718.289.5874**

[www.bcc.cuny.edu/Disability-Services/](http://www.bcc.cuny.edu/Disability-Services/)

Our mission is to provide access and equal educational opportunity for students with disabilities, enabling them to succeed academically, socially, and professionally. Once students have self-identified, applied for services, and provided documentation of their disability, our staff works to determine eligibility for reasonable accommodations.

Accommodations may include Exams administered and proctored in a distraction free environment, Class notes provided, accessible formatted class material, Academic and Career Counseling, use of assistive technology from our Technology lab. Under the Americans with Disabilities Act (ADA), both the student and the College must carry out these responsibilities in a timely manner. The Office of Disability Services also acts as a liaison between the student and faculty and staff. The Office of Disability Services is an official New York State Voter Registration site. Individuals who visit our office are given the opportunity to register as New York State voters. Assistance is available to complete the registration.

## EARLY CHILDHOOD CENTER

**Executive Director: Jitinder Walia, M.S., SAS**

**The Children's Center [CC], Room 221 | 718.289.5461**

[www.bcc.cuny.edu/Early-Childhood-Center/](http://www.bcc.cuny.edu/Early-Childhood-Center/)



The mission of the ECC is to provide and promote the delivery of developmentally appropriate, quality early care and education for the children of Bronx Community College students in a safe and nurturing environment. The Center provides a multicultural, educational, social, recreational and nutritional program to children between 2 years to 12 years of age. One of the first child care centers within The City University of New York, it has been committed to offering excellent child care since its founding in 1972. The Center offers affordable service to children of BCC students only. With such services, students can continue their studies with peace of mind, knowing their young ones are in a safe and secure environment.

The Early Childhood Program is licensed to service 114 preschool children between the ages of two and five years. It offers a free Universal Pre-K Program (UPK), funded by the NYC Department of Education, for 6-1/2 hours a day.

The School-Age Program is licensed to serve children 6 to 12 years old. The program operates afternoons and evenings while the semester is in session. They are open on Saturday's during the semester from 8-3 for preschool children only. Enrollment is on a first-come, first-served basis.

## EVENING AND WEEKEND OFFICE

**Coordinator: Stephanie Marshall, M.A.**

**Colston Hall [CO], Room 506A | 718.289.5703**

[www.bcc.cuny.edu/Evening-Weekend-Services/](http://www.bcc.cuny.edu/Evening-Weekend-Services/)

The Evening and Weekend Office at Bronx Community College is a full service, seven-day per week drop-in center that offers support and assistance for students enrolled in weekday evening and Saturday and Sunday classes. The office also provides administrative support to BCC adjunct instructors and staff and serves as the referral center and point of contact for all issues relevant to evening and weekend classes, programs and services including advisement, registration and financial aid. The Evening and Weekend Office Hours of Operation when classes are in session:

- Monday: 3:00PM – 8:30PM
- Tuesday – Thursday: 2:00PM – 8:30PM
- Friday: 12:00PM – 6:00PM
- Saturday: 8:30AM – 3:00PM
- Sunday: 8:00AM – 1:00PM

## FINANCIAL AID

**Director: Margaret Nelson, M.B.A.**

**Colston Hall [CO], Room 504 | 718.289.5700**

[www.bcc.cuny.edu/Financial-Aid/](http://www.bcc.cuny.edu/Financial-Aid/)



The Office of Financial Aid administers federal, state and college funded aid programs and all students are encouraged to apply for assistance. Each applicant should complete the Free Application for **Federal Student Aid (FAFSA) by April 15th of each year**. Please use the **FAFSA link at [www.fafsa.ed.gov](http://www.fafsa.ed.gov)** to file your FAFSA online each year. The six-digit code for Bronx Community College is **002692**.

Once the FAFSA application has been processed, you will receive an email from the federal processor. If you have been chosen for verification, your financial aid cannot be processed until documentation has been submitted for additional review. The Financial Aid Office will contact you regarding this requirement and you may also review your financial aid record through your CUNY portal account. Please note that if your FAFSA data has changed from the prior year, you will need to update your information to reflect the most recent tax year. We encourage all students to apply early in order to maximize your eligibility for financial aid. All students must reapply for financial aid every academic year and the information reported on the FAFSA is subject to verification by the Financial Aid Office in any given year.

## FINANCIAL AID - Scholarships

**Manager: Abdul Hashim, M.A.**

**Colston Hall [CO], Room 504 | 718.289.5700 Ext. 3048**

**Email: [scholarships@bcc.cuny.edu](mailto:scholarships@bcc.cuny.edu)**

The Scholarship Office serves students of all socio-economic backgrounds and levels of financial need by assisting them with conducting research and applying for scholarships. Through the Scholarship Office students receive guidance in locating financial assistance that may pay for the cost of their higher education. The Scholarship Office provides students with the foundation and the tools needed to successfully continue their higher education.

### **Presidential Academic Excellence Scholarship**

Presented to the valedictorian and salutatorian of the graduating class. No nomination forms. Selected by the Registrar's Office based on grade point average. \$500-\$1,000.

### **Bronx Community College Foundation Scholarships**

Our BCC Foundation offers many different scholarships from private donors who help our students succeed. Scholarship amount can range from \$200 to \$5,000. The application can be found online at: [www.bcc.cuny.edu/scholarship](http://www.bcc.cuny.edu/scholarship).

### *External Scholarships*

#### **Jack Kent Cooke Undergraduate Transfer Scholarship Program**

Must be a current student at an accredited U.S. community college or two-year institution with sophomore status OR a recent graduate (within the last five (5) years). Have a cumulative GPA of 3.5 or better. Plan to transfer to a four-year college or university to begin studies in the fall. Be nominated by his/her two-year institution and have an unmet financial need.

#### **Kaplan Leadership Foundation Program**

Must be enrolled in an accredited associate degree program in the New York City area; have a minimum GPA of 3.5 (on a 4.0 scale). Have earned 12 to 30 non-remedial college credits at time of application. Be a U.S. citizen or permanent resident. Be a current recipient of federal and/or state financial aid. Be a member of an underserved or underrepresented population. Have the desire to transfer to a bachelor's program immediately upon completion of an associate degree.

#### **NYU Community College Transfer Opportunity Program (CCTOP)**

Must be a current student at a participating community. Be nominated by a faculty or administrator at your community college. Have a cumulative GPA of 3.0 or better. Have 48 transferable credits towards an NYU Steinhardt program of study. Apply and be admitted into NYU Steinhardt and enroll full-time. Be a U.S. Citizen or Permanent Resident and eligible to complete FAFSA.

## **HEALTH SERVICES OFFICE**

**Manager: Victoria King, MPH**

**Loew Hall [LO], Room 101 | 718.289.5858**

[www.bcc.cuny.edu/Health-Services/](http://www.bcc.cuny.edu/Health-Services/)

It is the mission of the Office of Health Services at Bronx Community College of the City University of New York to identify, address and provide accessible, health care to BCC's underserved students and to improve the health care status of the student body, as well as the surrounding community. This will support the college's mission and improve academic outcomes and subsequent professional outcomes. The Office of Health Services provides health education and wellness activities to BCC's diverse campus community. Services for BCC students are provided on a walk-in basis and include: physical assessments, treatment of minor injuries and illnesses along with referrals or emergency triage, as well as referrals to community based healthcare providers. Over-the-counter medications are available upon request. Insurance navigators are on campus on a weekly basis.

Free and confidential HIV and STI testing is offered weekly. Free immunizations include measles, mumps and rubella. Seasonal Flu vaccine may also be offered during flu season. Ongoing Health and Wellness programs are provided for the BCC community.

### *Lactation room*

There is a Lactation Room is available for students in need of expressing milk in Loew Hall, Room 105.

## IMPACT - Male Empowerment Network Program (MEN)

**Manager: Clifford Marshall, B.A.**

**Brown Center [BC], Room 101 | 718.289.3417**

<http://www.bcc.cuny.edu/Student-Life/?p=MEN>

IMPACT/MEN is part of CUNY's BMI (Black Male Initiative). As a university-wide initiative, CUNY BMI's mission is to encourage, increase and support the inclusion and educational success of students from groups that are severely underrepresented in higher education, in particular African, African-American/Black, Caribbean and Latino/Hispanic males. CUNY BMI projects are open to all academically eligible students, faculty and staff, without regard for race, gender or national origin. BCCs IMPACT is one of more than 30 projects funded by CUNY BMI.

## INTERNATIONAL STUDENTS SERVICES

**Advisor/DSO: Esteban Rodriguez, M.A.**

**Colston Hall [CO], 513 | 718.289.5892**

[www.bcc.cuny.edu/InternationalStudents](http://www.bcc.cuny.edu/InternationalStudents)

The Office of International Student Services (OISS) fosters the education and development of non-immigrant students to enable them to achieve their academic and professional goals and objectives. The OISS mission is to provide advice, counseling, and advocacy regarding immigration, cross-cultural and personal matters. OISS supports an environment conducive to international education and intercultural awareness via educational, social and cross-cultural programs.

The Office of International Students Services (OISS) offers assistance and support to International Students in the following areas:

- Visa applications and immigration related matters
- Cross-cultural orientation and adjustment
- Success in the U.S. academic environment
- Understanding and following academic regulations
- Using academic services
- Complying with federal law concerning temporary-visa holders
- Referrals to community resource
- 

The office is also in regular contact with other University offices and departments, education officers at foreign embassies in the U.S. non-governmental sponsoring agencies, Social Security Administration, the NYC Motor Vehicle Administration, the Department of Homeland Security, the Department of State, and other scholarship/sponsoring agencies.

## LEARNING COMMONS

**Manager: Sahidha Odige, M.A.**

**Meister Hall [ME], SB-003 | 718.289.3139**

[www.bcc.cuny.edu/academic-support-services/](http://www.bcc.cuny.edu/academic-support-services/)

**Hours: Monday – Friday: 10 a.m. - 8 p.m. Saturday: 10 a.m. - 2 p.m.**

The Learning Commons is home to centralized academic support services, including group, peer and individual tutoring, supplemental instruction and exam review sessions. The Commons is also designed to encourage collaborative learning among students. Study rooms are available with whiteboards to work on group projects or study. Students may opt to find a comfortable spot on one of the many sofas in the Commons to catch up on their reading and studies. The Commons has computers and laptops available for research. Vending machines are also accessible. All BCC students are welcome to use the Commons as individual and group study space.



## LIBRARY

**Chief Librarian: Michael J. Miller, MLS; M.S. North Hall and Library | 718 289-5439**

**Reference Desk (718) 289-5974**

**Circulation Desk (718) 289-5441**

<http://bcc-libweb.bcc.cuny.edu/>

The mission of the BCC Library is to support the educational endeavor of the college through providing access to well organized quality information resources and instruction in their effective use.

The North Hall and Library building is a great learning space offering group study rooms, an Information Commons and areas for individual quiet study.

The Information Commons encourages collaborative learning and new media in a technology rich environment, hosting both Macs and PCs. Library users have access to twenty-five group study rooms, some with special features to practice and record presentations, or to view videos with a group. The circulating collection and the law collection are on the third floor.

## MATH START

**Managers: Pamela Eatman-Skinner, MEd and Norma Valenzuela, MEd**

**Butler Hall [BU], Room 304 | 718.289.5226**

[www.bcc.cuny.edu/math-start/](http://www.bcc.cuny.edu/math-start/)

CUNY Start's Math Start is an intensive eight-week program for incoming CUNY students. The program's goal is to increase students' math proficiency before starting credit classes. Modeled on CUNY Start's highly successful semester-long math program, Math Start provides intensive instruction and advisement to help students prepare to succeed in college and reduce or eliminate remedial math needs before matriculating at CUNY. The program also admits a limited number of matriculated students who are close to graduation but have not been able to pass the CUNY Elementary Algebra Final Exam.

*Math Start serves students who:*

- Enter CUNY as first-time freshmen or are matriculated students with less than 12 credits
- Have not passed both math sections of the CUNY

*Math Start helps students:*

- Eliminate or reduce remedial math needs and prepare for success in college math coursework
- Receive two opportunities to take the CUNY Elementary Algebra Final Exam (CEAFE)
- Prepare for campus life and make the most out of the college experience
- Save their financial aid award for credit courses –Math Start is only \$35 (including materials)
- Connect to CUNY's Accelerated Study in Associate Programs (ASAP), if eligible

## PERSONAL COUNSELING

**Director: Vasaliki Torres, M.A.**

**Loew Hall [LO], Room 430 | 718.289.5223**

[www.bcc.cuny.edu/Personal-Counseling/](http://www.bcc.cuny.edu/Personal-Counseling/)

The mission of the Office of Personal Counseling is to assist students with emotional, developmental or psychological concerns that may be interfering with their personal and academic growth. We provide free, confidential, short-term counseling to help students find healthy ways to cope with college and life stressors in order to enhance their personal growth and support their academic focus at Bronx Community College. All students are treated with respect and are seen as individuals with unique strengths. Our services are free and

We are also a liaison to the community, linking appropriate students to more intensive and longer term services as needed. We are committed to supporting the faculty and staff in the identification of students who may benefit from our services and then reaching out to those students in need. We provide educational programming to the campus community and work to emphasize wellness and prevention in our outreach efforts. Services Offered:

- Brief individual counseling
- Crisis intervention
- Groups and workshops

Referral to services within Bronx Community College (e.g., academic advisement, career services, tutoring, health services, student life etc.) and to mental health and social services in the community. Consultations to faculty and staff regarding students of concern

#### *Confidentiality*

The Office of Personal Counseling offers confidential counseling services and takes every reasonable precaution to protect the privacy of clients. Confidential information will not be shared with anyone outside of the Personal Counseling without your express (usually written) consent, except under conditions involving the potential for serious physical harm to yourself or other individuals, child or senior abuse or other legal mandate.

## **PUBLIC SAFETY**

**Campus Security Director, Chief James Verdicchio**

**Loew Hall, [LO], 507 | (718) 289-5923 | Emergency number/718.289.5911**

[www.bcc.cuny.edu/Public-Safety/](http://www.bcc.cuny.edu/Public-Safety/)

The Department of Public Safety consists of peace officers who patrol all campus and off campus locations on a 24-hour, seven-days-a-week schedule. The Public Safety office is located on the fifth floor of Loew Hall. The Department maintains a 24-hour emergency operator and responds to all emergencies on campus.

#### *Crime Statistics*

The Advisory Committee on Campus Safety will provide, on request, all campus crime statistics as reported to the United States Department of Education. To access campus crime statistics, please visit the USDOE website at <http://opaed.gov/security/>. You may also contact the Director of Public Safety at Bronx Community College at (718) 289-5923. Individuals requesting campus crime statistics will be mailed a hard copy within ten days of the request and that information will include all the statistics that the campus is required to ascertain under Title 20 of the U.S. Code Section 1092 (f).

## **REGISTRAR'S OFFICE**

**Registrar: Karen Thomas, M.S.**

**Colston Hall [CO], Room 513 | 718.289.5710**

[www.bcc.cuny.edu/Registrar/](http://www.bcc.cuny.edu/Registrar/)

The Registrar's Office supplies information to students about registration, grades, scholastic indexes and requirements for graduation. Our office supports the college's overall mission of excellence by providing the following quality of services to the college community:

- Readmission
- Registration
  - Auditing Classes
  - Requests to Take Courses at Other Colleges
  - Students on Permit from Other Colleges

- Program Allowances and Course Loads
- CUNY Student Identification Card
- Matriculation
  - Classification and Categories (Definitions)
  - Senior Citizens
  - Change of Curriculum Plan
- Withdrawal from the College
  - Withdrawal Procedure
  - Medical Emergencies
  - Military Leave
  - Transcripts
- Access to Student Records

### Access to Student Records

The Federal Education Rights and Privacy Act (FERPA) of 1974 and regulations grant students the right to be advised of:

- The types of student records and the information contained therein which are maintained by the College
- The name and position of the official responsible for the maintenance of each type of record, the persons who have access to those records and the purposes for which they have access
- The policies of the College for reviewing and expunging those records
- The procedures for granting students access rights to their student records
- The procedures for challenging the content of their student records
- The cost, if any, which will be charged to students for reproducing copies of their records

A student must file a Directory Information Non-Disclosure Form with the Registrar's Office to prevent the disclosure of directory information such as name, address, telephone number, etc.

### Auditing Classes

A student may audit a course only with official approval. Audit request forms are available in the Registrar's Office. Approval of the department chairperson is required. Students must register for an audit class in the same manner prescribed for regular classes. Students must also pay the required fees as if registering for credit in the course. Once registration is completed as an auditor, no credit for that course can be granted retroactively. Auditors are required to observe attendance regulations of the College and must participate in class to the extent deemed reasonable, desirable and necessary by the instructor.

### Change of Curriculum Plan

For a change of curriculum major (plan) and/or option (subplan), a student must contact the Registrar's Office and complete a Change of Major (plan) and Option (subplan) form. This form can also be downloaded from the Bronx Community College website. A student may change a curriculum no later than the 21st day of each semester. Once the change has been approved, a student must meet the prescribed requirements for the new curriculum. Credits taken and earned in the student's former curriculum may not necessarily be applicable to the new curriculum. A determination of the transferability of credits from one curriculum to another rests with the new Curriculum Coordinator. It is strongly recommended that students consult with a Financial Aid Counselor regarding TAP eligibility and conduct a preliminary degree audit (DegreeWorks) to understand the impact of the change in curriculum.

### Classification and Categories (Definitions)

**Matriculated Student:** A student who is a candidate for an associate degree or certificate and has met the basic college admission requirements is classified as a matriculant. A matriculant may carry a full or part-time program of courses leading to a degree. A matriculant may register for day and/or evening classes, according to choice and the availability of class space. A full-time course load is a minimum of 12 credits or equated credits up to the number listed for that semester on the curriculum in the Curriculum Patterns (found in "The

Curricula and Programs” section of this catalog). To graduate in four semesters, a minimum of 15 credits is to be taken and passed in each semester. For purposes of Selective Service, state scholarships and foreign student visa status, a student must carry a full-time load or its equivalent. Students taking fewer than 12 credits, or the equivalent, are not considered full time for purposes of Scholar Incentive Awards, Selective Service or U.S. Immigration Service. Non-degree Student: A non-degree student is one who is not admitted into a degree-granting program. A non-degree student may apply for matriculated status.

### **Matriculation**

Upon admission to the College, a student is designated as matriculant or non-degree. Matriculation status determines the course load a student may carry during a semester and the order of priority in registration. Official determination of scholastic index and certification of matriculation status of students already in attendance are made by the Registrar’s Office in accordance with standards set by the College’s Committee on Academic Standing.

### **Program Allowances and Course Loads**

Programs Exceeding Limits: A matriculated student may apply to the Provost and Senior Vice President for Academic and Student Success or designee for permission to exceed the maximum permissible student load of 18 hours after consulting with his or her adviser. Taking more than 18 credits will incur additional costs.

Enrolled Student: A student who has paid all tuition and fees or has a payment plan through Nelnet and attending classes is considered enrolled. The College will bar from classes any student who has never attended during the first three weeks or did not attend for weeks four and five. The student will be given a grade of “WN” without academic penalty for the course. (See “Absence from Class” in the “Academic Policies and Procedures” section of this catalog.) A student maintains standing at the College as long as he or she is enrolled. A student on probation is considered to be warned that he or she is compiling a record that could lead to loss of matriculation and/or suspension. Students on probation have standing with the College.

### **Readmissions**

After one or more semesters (fall and/or spring) of absence from the College, a student must apply for readmission. Readmission applications are available within the Registrar’s Office and on the webpage. Students must pay a \$20 non-refundable readmit fee to the Bursar’s Office.

Deadlines for the receipt of applications for readmission are Fall Semester, August 15; Spring Semester, January 15; Summer Session, May 15. Readmitted students who have been away from the College for more than a year must prove residency.

### **Registration**

All students must register for courses during the official registration period each semester. Students may register using CUNYfirst at the time designated for their classification, beginning with the Early Registration period (late March and late October). The Schedule of Classes Search function and Registration Guide are available online before the announced registration period. Prior to and during registration each semester, students must meet with their Success Coach in order to register. Late registrants will be charged a late registration fee. The College reserves the right to cancel late registration.

**NOTE:** Registration is not complete until satisfactory payment arrangements have been made with the Bursar’s Office.

*SPARC Training (Sexual and Interpersonal Violence Prevention And Response Course)*

**All new students must complete an on-line mandatory “SPARC” training session in order to register for their second semester at BCC. This free, short training is on the awareness and prevention of sexual misconduct.**

To complete the online training:

- 1 Login to your CUNYfirst account
- 2 Click “SPARC Training” under your To Do List
- 3 24 hours after the completion of your training, you will be able to register for your second semester

### Requests to Take Courses at Other Colleges

E-permit facilitates the process of CUNY students obtaining permission to register for courses offered at other CUNY colleges. Prior to taking courses at another institution, a student should inquire at the Host College for registration dates and procedures governing permit students. Please note that submission of an e-permit does not automatically register a student for a course nor does issuance of an e-permit guarantee enrollment at the Host College. Once you have enrolled at the Host College, cancellation of an e-permit does not delete your course registration at the Host College. These are student responsibilities in regards to applying for an E-Permit:

Eligibility:

- A matriculated student currently in attendance at a CUNY college (Home college);
- Undergraduate students with a minimum cumulative GPA of at least 2.00
- A student cannot have any holds on his/her record by hold, Bursar, Library, Advisement etc.
- A student must meet all Home College registration requirements, such as a completed immunization
- Courses taken on permit must meet a specific degree requirement.
- You cannot take a course on permit if you are a Non Degree Student at BCC
- First semester students / Transfer students are not eligible to take courses on permit their first semester at BCC.

Make sure you apply for e-permit before the deadline. E-permit forms submitted after the deadline will not be processed. The deadline to submit a permit is the day before the semester begins. Courses and grades on permit cannot be used towards the "F" policy. Courses must be taken at the same institution that the "F" grade was given. Please allow ten business days for the processing of your e-permit. Please make sure there is a valid email address on your permit request.

Once your permit has been approved and processed, a student granted approval to take courses on permit must check their CUNY First Student Center for the registration appointment time from the Host College. Note that an e-permit approval only grants permission to take a course at another CUNY college and does not enroll a student or guarantee a seat in a course. The student with the Host institution should then follow normal registration procedures. You must register for the course approved on the permit form. If you want to register for another course, you need to cancel the course you do not want and submit another e-permit for approval.

Courses will be transferred to the Home College, recorded with the grade assigned by the Host College and included in the cumulative GPA. The number of credits transferred for each course will be the value assigned by the Host College and not the Home College. The approved permit will show on your schedule as PERM 11 to 18 (one to eight credits) Courses that do not have the same number of credits will not be approved (ex. ACC 111 is a four credit course at BCC. ACC 101 is a three-credit course at Lehman College. This course will not approved because it is one credit short of the required credit at BCC. A student may cancel his/her e-permit request at any time prior to registering at the Host College however if the course is cancelled before the start of the semester.

An email must be sent to [epermit@bcc.cuny.edu](mailto:epermit@bcc.cuny.edu) for the course to be removed from your course schedule.

Since this course is by permission, student do not have access to drop the course from their schedule. If a student enrolls in a course at the selected Host College and decides not to attend the course, it is the student's responsibility to drop the course registration at both the home and host campuses as well as canceling the e-permit request. The student must notify his/her Home College of the cancellation before classes begin to avoid a tuition liability and to prevent any academic consequences. E-permit course cancellation adheres to the CUNY refund policy dates and deadlines published in the academic calendar.

Students must complete a minimum number of credits at their Home institution, including a minimum of the major courses, to satisfy the courses in residence requirement to be eligible for graduation. Permit credits are coded as transfer credits since the courses are taken outside of BCC. If you have transfer credits, the limit is 30 credits. Any questions, please email [anita.rivers@bcc.cuny.edu](mailto:anita.rivers@bcc.cuny.edu)

### Senior Citizens

Residents of New York City, 60 years and older, may enroll in undergraduate courses on a space-available basis, tuition-free at any unit of the University. Individuals seeking this waiver must present proof of age at the time of Admission and specify that they wish to participate in this program to receive the CUNY senior citizen rate. They are charged \$65 per semester and a \$15 City University consolidated fee, as well as any penalty fees that may incur (e.g., late registration payment, reprocessing fees, library fines). They are not charged any other regular fees. The \$80 is non-refundable and considered a non-instructional fee.

### Student Identification Card

Each student receives a CUNY ID card with his or her picture. This card must be carried and displayed at all times for purposes of identification. The ID card is also used as the College library card. A replacement fee is charged for lost or mutilated cards. ID cards must be validated every semester.

### Transcripts

Transcripts may be requested in the Registrar's Office or through the College's website at [www.bcc.cuny.edu/Registrar/Transcripts](http://www.bcc.cuny.edu/Registrar/Transcripts). Transcripts sent to colleges within The City University of New York are forwarded free of charge. For all other requests, there is a standard fee of \$7. Official transcripts bear the College seal and the signature of the Registrar. Official transcripts to other institutions or agencies at the request of the student. For faster service, all transcripts (official and unofficial) may be ordered online using "TranscriptsPlus" from the Registrar's Office webpage. A student may print unofficial transcripts free of charge for personal use through CUNYfirst.

### Withdrawal from the College

Students officially withdrawing from the College during the refund liability period may do so online using their CUNYfirst account. Students withdrawing for medical reasons may do so by mail or in person. All written documentation submitted within the refund liability period will be reviewed by the Registrar's Office. All written documentation submitted after the refund liability period should be forwarded to the Office of the Registrar [CO], Room 513. The date of the medical withdrawal will be determined by the date specified on the documentation submitted. The letter should include:

- The reason for withdrawal
- A listing of the student's courses and section numbers
- Any supporting documentation

To avoid academic penalty, students should be certain to receive and keep written acknowledgment of their withdrawal. Students are urged to seek guidance before withdrawing from the College. Counseling and advisement prior to the final decision to withdraw may make it feasible to remain in College. If a student does not withdraw officially, there may be financial and academic penalties (see "Withdrawal Procedure"). Under special circumstances, if withdrawal is made within the third week after opening of classes, proportional refunds of tuition fees only may be made according to a schedule prescribed by the Board of Trustees. An application for a refund of tuition fees should be made to the Registrar.

### *Withdrawal Procedure*

Students wishing to officially withdraw from any course in which they are registered may do so at any time through to the 10th week of class. No grade will be assigned if the student withdraws during the Refund Liability period (usually through the third week of classes). After the third week of classes, a student will be assigned a “W” grade indicating that he/she officially withdrew from the course. To be eligible for a grade of “W”, a student must initiate the official withdrawal process online through their CUNYfirst account. Official withdrawals will not be processed after the official withdrawal period has ended.

### *Medical Emergencies*

A student who experiences a medical emergency during the semester should consider discussing alternatives with a counselor regarding current and future academic plans. Some of these alternatives are continuation of attendance, a leave of absence or a program adjustment. A recommendation from a physician will help in determining what options are feasible. This recommendation, which is filed in the Health Services Office, is useful information to the College and beneficial to the student should the student require any medical services while on campus.

### *Military Leave*

Students who enlist in the armed forces or who are inducted or recalled into service must present and place on file at the College a copy of the official induction notice indicating the exact date on which they must report for duty. Additional information regarding special provisions for students in the military can be found in Appendix C.

## **ROSCOE C. BROWN STUDENT CENTER**

The Roscoe C. Brown Student Center is dedicated to serving the social, cultural and recreational needs of Bronx Community College students, and provides for a variety of services and educational experiences. The facility includes a cafeteria, theatre, club programming space, meeting rooms and the Akademos bookstore. For information regarding use of the facilities for programs, meetings or conferences, contact the Events Management office at 718.289.5993.

### **Akademos Virtual Bookstore**

For students, the Akademos solution means the right book delivered on time. Akademos maintains a dedicated inventory of new and used books for each class in one of our regional warehouses to ensure prompt delivery. In addition to traditional textbooks, Akademos also offer ebooks, custom coursepacks, school supplies and insignia items. For those who wish to sell their books, we offer an on-campus and online buyback program. Akademos is located on the first floor of the Brown Student Center. Regular operating hours are Monday through Thursday, 9:00am to 6:00pm, and Friday, 9:00am to 2:00pm. Please note that hours of operation may be subject to change. To confirm business hours, or for more information, please call (718) 220-4695.

### **Cafeteria**

The cafeteria is located on the first floor of the Brown Student Center, is operated by University Healthy Choice/Au Bon Pain (UHC), which is currently under contract with the College. In addition to meals and refreshments available for purchase, the cafeteria offers catering services for meetings and receptions throughout the campus. Regular cafeteria hours are:

- Monday through Thursday, 7:00am to 8:00pm
- Friday, 8:00am to 5:00pm
- Saturday, 8:00am to 2:00pm. Please note that hours of operation may be subject to change.

### **Campus Ministry**

Campus Ministry is here to serve and comfort the college community with an area for reflection and religious guidance offered by Reverend Sheehan. All are invited. Vengan Todos. Campus Ministry is part of the Student Center but is located in Loew Hall, Room 426. You can contact Reverend Sheehan by phone at 718.289.5954 or via email to [James.Sheehan@bcc.cuny.edu](mailto:James.Sheehan@bcc.cuny.edu).

### **Campus Service Center**

The mission of the Campus Service Center is to coordinate auxiliary and campus services, provide seamless access to services and products and to provide a student campus experience that rival an “away” experience. The Campus Service Center coordinates the Campus Card Program and monitors auxiliary, and client service contracts including: virtual bookstore, CUNY store, cafeteria, vending, print, transportation, parking pass, etc. The CSC also hosts pop up services and programs and works with the Events Management team to host on campus events.

### **LGBT Resource Room**

The LGBTQI+ Resource Room provides educational programming, curriculum assistance, academic resources and general information on LGBTQI+ issues, topics and needs in an open and supportive environment in order to enrich the knowledge and understanding throughout the campus community. It is located in room 301 of the Roscoe Brown Student Center.

### **Muslim Prayer Room**

The Muslim population has a peaceful place on campus to perform their daily prayers. The prayer room is located in room 204 of the Roscoe Brown Student Center. The space has many prayer rugs and enough room for everyone.

### **Quad Wi-fi**

BCC-WNET is a service that provides the Bronx Community College community with wireless access in several areas across the campus including the College’s beautiful outdoor quadrangle located at the center of campus. Access to the BCC-WNET is restricted to Bronx Community College students, staff, faculty and sponsored guests. No registration is required for access, only a valid user name ID is needed.

### **Recording Studio**

The BCC recording studio is fully equipped for creative musicians to produce and edit music. The recording studio is inside of a soundproof space. After recording, you can edit your music on Macs OS X platform. Visit the studio and lab supervisor, Adderlyn Garcia located in the Student Center, room 309 C.

### **Student Government Association (SGA)**

The Student Government Association, of Bronx Community College of The City of New York, is the primary elected body representing the students of BCC’s campus. The SGA body is comprised of five elected executive officers and 10 senators. The SGA is devoted to advocating for student issues, support the development, assessment, and execution of curricular, social, cultural and recreational programs. The Student Government Association ensures, upholds and protects the right of students on campus, and all the benefits that the Bronx Community College Association, Inc. provides regardless of race, sex, creed, color, religion, and/or nationality.

### **Women’s Resource Room**

The Women’s Resource Room serves as an on-campus resource for outreach and support services addressing the needs of women in the BCC student community. It is located in room 203 B of the Roscoe Brown Student Center.

## **SINGLE STOP PROGRAM**

**Manager: Dedra Polite, MSW**

**Loew Hall [LO], Room 125 | Phone: 718.289.5179**

**[www.bcc.cuny.edu/Single-Stop/](http://www.bcc.cuny.edu/Single-Stop/)**

Single Stop provides Bronx Community College students and their immediate families with access to benefits and services that help students stay in school and graduate. Whether it is afterschool programs, health insurance, legal advice, debt solutions, childcare, or government benefits, we can help to identify the services that are available to you. Single Stop offers the following:



### Benefits Screening

The free benefits screening takes you through a quick series of questions to see which public benefits you qualify for. We will discuss the options that are best for you, help you complete the appropriate application(s), and then help you prepare for the application process.

### Financial Counseling

Meet with a financial expert and learn lifelong strategies that will help you save money, build assets, and manage debt. We can also help you get your free credit report, establish credit if you have none, and improve your credit scores. We provide one-on-one, private counseling that will help you establish and achieve your financial goals. Financial counseling is available Tuesday and Wednesday afternoons. Contact us to make an appointment.

### Food Pantry

The Food Pantry will provide eligible BCC students with free food for their households. The Food Pantry was funded in part by BCC's Office of Advancement, Communications and External Relations in cooperation with Food Bank for New York City, which has partnered with The City University of New York to open similar pantries at other CUNY campuses. It will also accept donations from BCC faculty, staff and administrators, as well as from the general public.

### Legal Aid

If you have questions about divorce, child support, employment, housing, debt collection, public assistance, or another topic, come to the Single Stop office for a free and completely confidential consultation. Contact us to make an appointment with an attorney to answer any legal questions.

### Tax Preparation

Get a free tax preparation and e-file submission through this special IRS approved program. Come to see us during tax season from January through April 15.

## STUDENT LIFE

**Associate Dean for Student Development: Manny Lopez, M.S., M.A.**

**Brown Student Center [BC], Room 305 | 718.289.5194**

[www.bcc.cuny.edu/Student-Life/](http://www.bcc.cuny.edu/Student-Life/)

The Office of Student Life includes a variety of activities, special programs, college-wide organizations and clubs that are an integral part of college life. The purpose of this office is to enhance the overall student experience through exposure to diverse perspectives, leadership development, service learning, co-curricular programming, and volunteer service. Student Life, the Student Government Association (SGA), the Inter-Organizational Council (IOC) and the Office of Leadership and Success work collaboratively for the benefit of students and the campus community.

### Civic Engagement

The Office of Student Life provides Civic Engagement programs for BCC students. The programs work with communities within and beyond the BCC campus to provide various rewarding and meaningful opportunities to students, faculty, staff, alumni, and community members. The Office of Student Life supports the attainment of academic, personal, and professional growth through civic engagement to develop active and engaged citizens. We work closely with the Student Government Association, academic departments, CUNY Voters Registration Committee, NYPIRG, NYC Service Convening of Colleges and Partners, and on-campus developmental programs.

### Clubs and Organizations

There are over 30 student clubs and organizations at BCC with academic, cultural, and social themes. BCC students can join an existing club or start a new club with other BCC students of similar interests. Joining a BCC club is an excellent way to enhance the academic experience at BCC. Students who participate in BCC clubs can explore academic programs and majors, develop leadership skills, practice teamwork, build cross-cultural appreciation, and provide community service.

## Leadership and Success

The Office of Leadership and Success is committed to developing and offering opportunities for students to engage in, to elevate, and to explore the practice of leadership. We offer a variety of leadership programs, workshops, mentorship, information sessions, and events to help support and develop leaders at Bronx Community College. We strive to help students engage, explore, and elevate their college experience so that they may flourish as individuals and become life-long contributors to strengthened communities.

## SHUTTLE BUS

A free shuttle bus service provides evening students with transportation from campus to several subway and bus lines. The hours of operation are 5:30 to 10:30 p.m. in the fall semester and 5:30 to 10:30 p.m. during the spring semester. The service is provided Monday through Thursday, September through May, when classes are in session. The shuttle bus picks-up passengers in front of Meister Hall, every 30 minutes. Please be prepared to show your BCC identification card upon entering the shuttle.

## STUDENT NEWSPAPER – THE COMMUNICATOR

Colston Hall [CO], 605A

Email: [communipaper@gmail.com](mailto:communipaper@gmail.com)

The Communicator is Bronx Community College's campus newspaper. We are committed to showcasing the voices and talents of BCC students. We are not just on the lookout for new writers, but students interested in ad sales, marketing, and web design. We accept submissions of news articles, editorials, responses to items featured in the paper, poetry, prose fiction, and original art.

## STUDENT PARKING

Student parking is located on Hall of Fame Terrace, across the street from the main entrance to the College. The student parking lot is open from 7:00am to 10:30pm, Monday through Friday, when classes are in session. There are no assigned spaces – parking is first-come, first-served. Applications for student parking are available in the Bursar's Office, Colston Hall (entry level). Student decals are sold on a semester basis at the Bursar's Office beginning on the first day of each registration/validation period. There are three decal categories for students during the Fall/Spring semesters, one type of decal for the summer, and one decal for winter intersession:

Decal Type	Decal Cost	Parking Hours
Day and Evening Decal	\$55	7:00am-10:30pm
Day Decal	\$38	7:00am-3:30pm
Evening Decal	\$35	3:30pm-10:30pm
Summer Decal	\$25	7:00am-10:30pm
Winter Decal	\$15	7:00am-10:30pm

All payments must be in the form of cash or money orders made payable to Bronx Community College. Third party, payroll or personal checks will not be accepted. There are a limited number of parking spaces; therefore, only a limited number of decals will be sold in each category on a first-come, first-served basis.

General policy is that each student will be permitted to buy one parking decal per semester; therefore, all students are urged to finalize their programs before making the purchase. Lost decals will not be replaced.

Decals may not be transferred from one vehicle to another or from one person to another. In addition to the payment and a signed, completed parking application form, students requesting parking must provide the following validated, current documents:

- BCC registration receipt
- Bursar's receipt
- BCC ID card validated for that semester, if students attain another vehicle that replaces the one to which they affixed that semester's parking permit.

In order to obtain a replacement pass, they must:

- Remove the decal to the best of their ability and return it to the Bursar’s Office
- Complete a new application form and pay a \$10 fee. All parking fees are non-refundable

## TRANSFER SERVICES

**Manager: Thomas Bracken, M.A.**

Loew Hall [LO], Room 330 | 718.289.5759

[www.bcc.cuny.edu/TransferCounseling/](http://www.bcc.cuny.edu/TransferCounseling/)

<p><b>0-12 Credits</b></p> <ul style="list-style-type: none"> <li>• Read the College Catalog</li> <li>• Explore career and educational pathways</li> <li>• Select your degree program</li> <li>• Read articulation agreements</li> </ul>	<p><b>13-24 Credits</b></p> <ul style="list-style-type: none"> <li>• Check for new articulation agreements</li> <li>• Visit college websites</li> <li>• Read the CUNY transfer policy</li> <li>• Write your resume</li> </ul>
<p><b>25-30 Credits</b></p> <ul style="list-style-type: none"> <li>• Explore transfer options</li> <li>• Attend senior college open house events</li> <li>• Check for new articulation agreements</li> <li>• Begin scholarship search</li> </ul>	<p><b>35-35 Credits</b></p> <ul style="list-style-type: none"> <li>• Complete required mathematics and English courses</li> <li>• Check for new articulation agreements</li> <li>• See academic adviser for pre-graduation audit</li> <li>• Update your resume</li> <li>• Apply for scholarships</li> </ul>
<p><b>Final Semester</b></p> <ul style="list-style-type: none"> <li>• Apply for graduation</li> <li>• Send applications</li> <li>• Apply for financial aid and scholarships</li> </ul>	<p><b>Post-Graduation</b></p> <ul style="list-style-type: none"> <li>• Send final transcript to the school you have been accepted to</li> </ul>

### *Transfer Planning*

The primary reason for early and continuing transfer planning is to ensure that degree program and curriculum are consistent with future career or educational plans. Waiting until the last semester may limit options. Articulation agreements are excellent tools for transfer planning. They provide a course of action for students, including an outline of the most appropriate courses to schedule. Furthermore, some articulation agreements encourage students to continue in the same course of study they started at BCC, while others gear students toward a particular career or educational pathway. Transfer Services offers academic advisement and registration assistance for transfer students as well as with senior college, H/EOP, and SEEK/CD (educational opportunity program) transfer admission information, assistance, application, and acceptance.

**NOTE:** Students applying to CUNY senior colleges must have completed at least one college-level course in mathematics and English with a grade of “C” or better or must demonstrate college-level readiness based on SAT, ACT or New York Regents test scores. Students who do not demonstrate college-level readiness are strongly advised to complete mathematics and English courses before their final semester.

## VETERANS AND MILITARY RESOURCES

**Coordinator: John Rosa, MEd**

Loew Hall [LO], Room 123 | 718.289.5447

[www.bcc.cuny.edu/Veteran-Affairs/](http://www.bcc.cuny.edu/Veteran-Affairs/)

The Office of Veteran and Military Resources provides services for Veteran students and current service members enrolled at Bronx Community College. From application to graduation, the Office of Veteran and Military Resources takes a proactive approach to the educational process and helps students connect with the necessary resources, as well as other Veterans and service members. This office assists veterans and service members with educational benefits, provides information on financial aid, assistance with academic advisement, registration, and withdrawals due to active duty recalls.

# ACADEMIC ENRICHMENT OPPORTUNITIES

## HONORS PROGRAM

**Advisor(s): Professor M. Renee Briggs & Professor Anthony Durante**  
**Colston Hall [CO], room 305, 718.289.5841**

The Honors Program at Bronx Community College offers academically enriching and enhanced experiences to highly motivated and qualified students. Students can take designated honors courses, honors contracts in regular courses, and enroll in the Honors Scholar Program

*Honors Contracts:* Students enrolled in a non-honors course may opt for an honors contract in many of the courses offered at BCC. Upon approval from the instructor, students will enter into an honors contract that enables them to earn honors credit in a non-honors course. The honors contract is an agreement between the student and the instructor that specifies the honors level objectives and tasks to be completed by the student in addition to those of the normal class. To qualify, a 3.0 or higher GPA in a minimum of nine college credits is required for current students; incoming freshmen who meet specific criteria are also eligible. For students to receive an honors contract designation on their transcript, the course associated with the honors contract must be completed with a B+ or higher.

*Honors Courses:* Students can enroll in a designated honors course. Honors courses are for self-motivated students who are interested in challenging themselves academically. These courses are highly interactive and emphasize critical thinking and strong writing skills. To qualify, a 3.0 or higher GPA in a minimum of nine college credits is required for current students; incoming freshmen who meet specific criteria are also eligible. For students to receive an honors course designation on their transcript, the honors course must be completed with a B+ or higher.

*Honors Scholar:* Students who have earned a 3.2 grade point average with nine or more college credits are qualified to apply to the Honors Scholar at Bronx Community College. Students in the Honors Scholar Program must complete four or more honors courses or honors contracts with a grade of B+ or higher, complete a “beyond the classroom” project, and meet other program requirements. Interested students can apply to the Honors Scholar Program at the start of the fall or spring semesters.

## HONOR SOCIETIES

### Alpha Beta Gamma

**Advisor, Professor Thomas D’Arrigo**  
**Meister Hall [ME], room G08**  
**718.289.5585**

Alpha Beta Gamma is the international business society recognizing scholarship among community college students. To be eligible for membership with the BCC chapter, students must be enrolled as a business major, have completed 15 credit hours (with at least 12 credit hours taken in courses leading to a business degree), and have attained a 3.0 GPA both in business courses and overall.

### Chi Alpha Epsilon

**Advisor, Professor Cassandra Bellabe-Rosemberg**  
**Loew Hall [LO], room 403**  
**718.289.5460**

Chi Alpha Epsilon is the national honor society recognizing the academic achievements of students admitted to colleges and universities through non-traditional criteria. The organization serves educational opportunity program students such as SEEK and College Discovery students at The City University of

New York. Membership is offered to students who have earned at least 12 credit hours with a cumulative GPA of at least 3.0 for two consecutive full-time semesters.

### **Phi Theta Kappa**

**Advisor, Tiffany Dubon, M.S.**  
**Roscoe Brown Student Center [BC], Room 309**  
**718.289.5903**

Phi Theta Kappa is the international honors organization of two-year colleges. Membership is offered to students who have earned at least 24 credit hours at the College and have achieved a cumulative GPA of at least 3.5. Phi Theta Kappa offers a variety of leadership opportunities for student involvement in community service activities, and holds a bi-annual induction ceremony each fall and spring.

### **Tau Alpha Pi**

**Advisor, Professor Hamad Khan**  
**Carl Polowczyk Hall [CPH], room 108**  
**718.289.5371**

Tau Alpha Pi is the national honor society recognizing students enrolled in science and technology programs at two-year colleges. To be eligible for membership, students must have earned at least 24 credit hours with a cumulative GPA of at least 3.5. The organization holds an annual induction ceremony each spring.

### **STUDY ABROAD PROGRAMS**

**Coordinator, Loida Vicki Cedano, M.A.**  
**Colston Hall, [CO], 509 | 718.289.5332**  
[www.bcc.cuny.edu/InternationalStudents/](http://www.bcc.cuny.edu/InternationalStudents/)

Study abroad programs can enhance academia by providing experiential learning and cultural experience. Study abroad opportunities are sometimes offered in conjunction with various degree programs in areas like the arts and sciences or studies in foreign languages. Studies abroad not only enhances the educational experience of students but also prepares them for working in an increasingly multicultural world.

Programs have been established in Europe, Africa, South/Central America and The Caribbean. Study abroad programs span anywhere from two to four weeks or the full course of a semester, along with the possibility to study over the winter intersession and summer break. Some programs are service/professional development oriented or for-credit and all credits earned will be applied towards a CUNY degree. Financial support in the form of grants, scholarships, and financial aid can be solicited and applied towards any study abroad opportunity.

# TECHNOLOGY

## BRONXCC MOBILE APP

BRONXCC Mobile is designed for modern college students like you who need a convenient way to find and do the things that matter most to your college experience. BRONXCC Mobile keeps you connected 24/7 with your courses, campus updates, college maps, social media and much more all in one place. The app is available at the App Store and Google Play (search “Bronx Community College”). Visit <http://www.bcc.cuny.edu/mobile/> for more information.



## ACADEMIC COMPUTING CENTER

The Academic Computing Center is open to all students, faculty and staff to make maximum use of its facilities. Academic Computing consists of 13.5 computer labs located throughout the campus that are equipped with networked microcomputers. All of the labs have Internet access. The mission of the computer labs is to provide academic computing services to meet instructional and research needs, for both experts and novices. Listed below are the locations and telephone numbers of the computer labs.

Computer Labs	Platform	Phone
Brown Annex 107	Pentiums	718.289.3137
Colston Hall 602/603	Pentiums	718.289.5733
Carl Polowczyk Hall 320	Pentiums	718.289.5417
Loew Hall 320	Pentiums	718.289.5878
Meister Hall G01	iMacs	718.289.5578
Meister Hall G02	Pentiums	718.289.5578
Meister Hall G16	Pentiums	718.289.5592
Meister Hall G17	Pentiums	718.289.5592
Meister Hall 201	Pentiums	718.289.5442
Meister Hall 224	Pentiums	718.289.5424
Meister Hall 225	iMacs	718.289.5424
Meister Hall 302	Pentiums	718.289.5492
Meister Hall 318	Pentiums	718.289.5500
Meister Hall 320	Pentiums	718.289.5376
Meister Hall 328	Pentiums	718.289.5963
Meister Hall 329	iMacs	718.289.5504
NewHall23	Pentiums	718.289.5005
Brown Student Center 308 (wireless)	iMacs	718.289.3540



# GENERAL POLICIES AND PROCEDURES

## ACADEMIC APPEALS

Students may appeal their probationary or suspension status (Sage Hall, 2nd floor), Appeals Agent of the Committee on Academic Standing (CAS). These appeals are intended for students who have WU grades that could be converted to W grades, or for students who have poor academic grades that are older than 7 years and who have shown academic progress seven years after those grades were earned. FIN and FAB grades are resolved with the instructor who issued the grades. Usually, a student has 10 weeks into the semester following the semester in which the grade was given to resolve the INC or ABS grade, but an instructor may file an extension form to allow a student more time.

## ACADEMIC INTEGRITY

Academic dishonesty is prohibited in The City University of New York. Penalties for academic dishonesty include: academic sanctions, such as failing or otherwise reduced grades, and/or disciplinary sanctions, including suspension or expulsion.

### 1. Definitions and Examples of Academic Dishonesty

1.1. Cheating is the unauthorized use or attempted use of material, information, notes, study aids, devices, or communication during an academic exercise.

Examples of cheating include:

- Copying from another student during an examination or allowing another to copy your work.
- Unauthorized collaboration on a take home assignment or examination.
- Using notes during a closed book examination.
- Taking an examination for another student, asking, or allowing another student to take an examination for you.
- Changing a graded exam and returning it for more credit.
- Submitting substantial portions of the same paper to more than one course without consulting with each instructor.
- Preparing answers or writing notes in a blue book (exam booklet) before an examination.
- Allowing others to research and write assigned papers or do assigned projects, including using commercial term paper services.
- Giving assistance to acts of academic misconduct/dishonesty.
- Fabricating data (in whole or in part).
- Falsifying data (in whole or in part).
- Submitting someone else's work as your own.
- Unauthorized use during an examination of any electronic devices such as cell phones, computers, or other technologies to retrieve or send information.

1.2. Plagiarism is the act of presenting another person's ideas, research or writing as your own.

Examples of plagiarism include:

- Copying another person's actual words or images without the use of quotation marks and footnotes or citations attributing the words to their source.
- Presenting another person's ideas or theories in your own words without acknowledging the source.
- Failing to acknowledge collaborators on homework and laboratory assignments.
- Internet plagiarism, including submitting downloaded term papers or parts of term papers, paraphrasing or copying information from the internet without citing the source, or "cutting & pasting" from various sources without proper attribution.

1.3. Obtaining Unfair Advantage is any action taken by a student that gives that student an unfair advantage in his/her academic work over another student, or an action taken by a student through which a student

attempts to gain an unfair advantage in his or her academic work over another student. Examples of obtaining unfair advantage include:

- Stealing, reproducing, circulating, or otherwise gaining advance access to examination materials.
- Depriving other students of access to library materials by stealing, destroying, defacing, or concealing them.
- Retaining, using, or circulating examination materials that clearly indicate that they should be returned at the end of the exam.
- Intentionally obstructing or interfering with another student's work.

#### 1.4. Falsification of Records and Official Documents

- Examples of falsification include: Forging signatures of authorization.
- Falsifying information on an official academic record.
- Falsifying information on an official document such as a grade report, letter of permission, drop/add form, ID card, or other college document.

## DRUG AND ALCOHOL POLICY

### THE CITY UNIVERSITY OF NEW YORK DRUG/ALCOHOL USE AMNESTY POLICY

The City University of New York's ("CUNY's") Drug/Alcohol Use Amnesty Policy has two principal purposes. First, it is intended to encourage students to seek medical assistance related to drug and/or alcohol use without fear of being disciplined for such use. Because the use of drugs or alcohol may be life-threatening, CUNY wishes to reduce barriers to seeking and receiving medical help in those situations. Second, CUNY wishes to encourage students under the influence of drugs and/or alcohol who may be the victims of, witnesses to, or otherwise become aware of violence (including but not limited to domestic violence, dating violence, stalking, or sexual assault) or sexual harassment or gender-based harassment to report that violence or harassment. Toward that end, CUNY's Policy is that students who seek medical assistance either for themselves or others and/or are reporting violence or harassment will not be subject to discipline under the circumstances described below.

- I. Students who in good faith call for medical assistance for themselves or others and/or who receive medical assistance as a result of a call will not be disciplined for the consumption of alcohol (either if underage or if consumed in a CUNY-owned or operated residence hall or facility where alcohol consumption is prohibited) or drugs as long as there are no other violations that ordinarily would subject the student to disciplinary action. Similarly, students who may be the victims of, witnesses to, or otherwise become aware of violence or sexual harassment or gender-based harassment and who report such violence or harassment will not be disciplined for the consumption of alcohol or drugs in the absence of other violations that ordinarily would subject the student to disciplinary action. Other violations that would invoke discipline include but are not limited to (i) unlawful distribution of alcohol or drugs; (ii) sexual misconduct, as defined in CUNY's Policy on Sexual Misconduct; (iii) causing or threatening physical harm; (iv) causing damage to property; (v) hazing.
- II. The students involved will be encouraged to complete alcohol and/or drug education activities, assessment, and/or treatment, to be determined by the individual campuses or units of CUNY with which the students are affiliated. If repeated incidents of alcohol or drug use are involved, there may be issues of medical concern, which may result in parental notification, medical withdrawal, and/or other non-disciplinary responses.
- III. CUNY's Policy is intended both to implement Article 129-B of the Education Law (which mandates drug and alcohol amnesty for reporters of violence) and to complement New York State's Good Samaritan Law, which is designed to encourage individuals to call 911 in the event of an alcohol or drug-related emergency. Generally, the Good Samaritan Law protects persons who witness or suffer from a medical emergency involving drugs or alcohol from being arrested or prosecuted for drug or underage alcohol possession after they call 911. It does not protect against arrest or prosecution for other offenses, such as the sale of drugs.

Approved by the Board of Trustees on 6/30/2014, Cal. No. 7D and effective date of 7/1/2014 as 'Medical Amnesty-Good Samaritan Policy'. Amended and changed to 'Drug and Alcohol Use Amnesty Policy' on 10/1/2015. Cal. No. 6D.



## AFFIRMATIVE ACTION, COMPLIANCE AND DIVERSITY

Chief Diversity Officer

Jessenia Paioli, ESQ

Language Hall, Room 31 | 718.289.5100, ext. 3494

The mission of the Office of Affirmative Action, Compliance and Diversity is to promote an environment free of discrimination and inequity in accordance with the CUNY policies and procedures for Equal Opportunity, Non-Discrimination and Against Sexual Harassment, and with federal and state equal opportunity statutes and regulations. The Office of Affirmative Action, Compliance and Diversity is responsible for:

*The BCC Office of Affirmative Action, Compliance and Diversity is responsible for:*

- Developing and disseminating the college's Affirmative Action Plan;
- Recommend and monitor the attainment of faculty and staff employment goals;
- Handling both informal resolutions and internal charge of discrimination complaints;
- Train the college community on equal opportunity, diversity and affirmative action issues; and lastly,
- Fosters a diverse and inclusive learning and working environment.

The Office of Affirmative Action, Compliance and Diversity is responsible for upholding the college's commitment to equal opportunity for all members of the campus. As part of the mentioned monitoring efforts, the office regularly reviews:

- The college workforce to determine if job categories exist in which fewer women and minority group members are employed, than are available in the workforce. If such "underutilization" is discovered, placement goals are established for the affected job categories to encourage and concentrate recruitment and outreach efforts, and to help measure the effectiveness of these efforts. Annually, BCC prepares an Affirmative Action Plan that contains this utilization analysis and records affirmative action efforts to address it. Goals are targets, not quotas and represent the good faith efforts BCC utilizes in addressing underutilization. Good faith efforts not only include our outreach and analysis but also a systematic assessment of the quality and thoroughness of the work to implement programs and assure equal opportunity.
- All requests made by students, employees and faculty for accommodations based on either medical circumstances, participation in educational activities/programs, or for religious observance. These requests are monitored to ensure that the campus respects and values the differences in race, gender, ethnicity, age, physical and language abilities, disability, culture, religion, and sexual orientation, when opportunities become numerous. Approaches to problem solving and decision-making are multi-dimensional, leading to success and empowering students, employees and faculty to thrive and do their best work.
- Training initiatives to ensure that student, employees and faculty are educated about the CUNY policies and procedures for Equal Opportunity, Non-Discrimination and Against Sexual Harassment (see page 27). If you believe that you have been denied an equal academic and/or employment opportunity, please contact any of the following offices as soon as possible

All members of the Bronx Community College community are expected to conduct themselves with proper respect for one another and for each other's property (as indicated on page 24, under Bronx Community College Campus Behavior Code). Harassment of any kind is not acceptable behavior at Bronx Community College, as mentioned in the CUNY policies and procedures for Equal Opportunity, Non-Discrimination and Against Sexual Harassment.

### Student Conduct

To ensure the continuance and enhancement of the positive image and reputation of all members of the College community, in the interest of promoting student and faculty welfare at the College, and the safety and security of our entire College community, the following *Code of Behavior* is in effect. Behaviors that constitute potential student conduct violations:

- Possession of a rifle, shotgun, firearm, or any other weapon, dangerous instrument, or material that can be used to inflict bodily harm on an individual or damage upon a building or the grounds of the University or College, absent a written authorization of the educational institution.
- Sale, manufacture, use, dispensation, possession, or distribution of drugs or controlled substances, absent use as per a valid prescription (marijuana may not be used, regardless of the possession of a valid prescription<sup>1</sup>)
- Possession, distribution, use, or consumption of alcoholic beverages on campus, except for the lawful<sup>2</sup> consumption of beer and/or wine at special events sponsored by chartered student groups under the supervision of a faculty adviser with prior approval of the Vice President of Student Success
- Hazing via any action or situation which recklessly or intentionally endangers mental or physical health or involves forced consumption of any item for initiation into or affiliation with any organization 6. Disorderly or indecent conduct on University or College-owned or -controlled property
- Trespassing via failure to present a Bronx Community College identification card following a legitimate request; for being present on campus with no legitimate reason for presence
- Intentionally obstructing and/or forcibly preventing others from exercising their rights (i.e. interference with the institution's educational process or facilities, or the rights of those who wish to avail themselves of any of the institution's instructional, personal, administrative, recreational, and community services)
- Failure to comply with lawful directions issued by representatives of the University or College when those representatives are acting in an official capacity
- Occupying University or College facilities or blocking access to or from such areas without authorization; permission from appropriate college authorities must be obtained for removal, relocation, and use of University or College equipment or supplies
- Theft from or damage to University or College premises or property or the property of any person on the University or College premises
- Physical, verbal, or other abuse of a member of the academic community or invited guest
- Use of language or taking action reasonably likely to provoke or encourage physical violence by demonstrators, those being demonstrated against, or spectators of a demonstration to read the Campus Behavior Code in its entirety please access the BCC College catalog at the following website. <http://www.bcc.cuny.edu/College-Catalog/>

## COMPUTER RESOURCES ACCEPTABLE USE POLICY

This policy incorporates and supplements the CUNY Computer User Responsibilities found at [www.cuny.edu/abtcuny/policies/comp\\_user.html](http://www.cuny.edu/abtcuny/policies/comp_user.html). As part of the physical and social learning infrastructure, Bronx Community College and The City University of New York acquire, develop and maintain computers, computer systems and networks. At the College these computer resources are intended for College-related purposes, including direct and indirect support of the College's education, research and public service missions; of College administrative functions; of student and College life activities; and of the free exchange of ideas among members of the College community and between the College community and other communities. This policy applies to all users of College computing resources, whether affiliated with the College or not, and to all users of those resources, whether on campus or from remote locations. To read the Computer Resources Acceptable Use Policy in its entirety please access the BCC College catalog at the following website. <http://www.bcc.cuny.edu/College-Catalog/>

## E-MAIL POLICY

E-mail is one of Bronx Community College's core internal and external communication methods. The purpose of this policy is to ensure that e-mail systems used by College students, faculty and staff support the College's education, research and public service missions to the fullest extent. This policy advises all users of the College e-mail system of their responsibilities and provides guidance in managing information communicated by email. This policy incorporates and supplements the CUNY Computer User Responsibilities found at [www.cuny.edu/abtcuny/policies/comp\\_user.html](http://www.cuny.edu/abtcuny/policies/comp_user.html). *To read the College E-mail Policy in its entirety please access the BCC College catalog at the following website. <http://www.bcc.cuny.edu/College-Catalog/>*

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

A Federal law that is administered by the Family Policy Compliance Office (Office) in the U.S. Department of Education (Department). 20 U.S.C. § 1232g; 34 CFR Part 99. FERPA applies to all educational agencies and institutions (e.g., schools) that receive funding under any program administered by the Department. Once a student reaches 18 years of age or attends a postsecondary institution, he or she becomes an “eligible student,” and all rights formerly given to parents under FERPA transfer to the student. The eligible student has the right to have access to his or her education records, the right to seek to have the records amended, the right to have control over the disclosure of personally identifiable information from the records (except in certain circumstances specified in the FERPA regulations, some of which are discussed below), and the right to file a complaint with the Department. The term “education records” is defined as those records that contain information directly related to a student and which are maintained by an educational agency or institution or by a party acting for the agency or institution.

FERPA generally prohibits the improper disclosure of personally identifiable information derived from education records. Thus, information that an official obtained through personal knowledge or observation, or has heard orally from others, is not protected under FERPA. This remains applicable even if education records exist which contain that information, unless the official had an official role in making a determination that generated a protected education record. Under FERPA, a school is not generally required to maintain particular education records or education records that contain specific information. Rather, a school is required to provide certain privacy protections for those education records that it does maintain. Also, unless there is an outstanding request by an eligible student to inspect and review education records, FERPA permits the school to destroy such records without notice to the student. To read FERPA in its entirety please access the U.S. Department of Education website at the following web address: <http://www2.ed.gov/policy/gen/guid/fpco/ferpa/students.html>

## **GAINFUL EMPLOYMENT**

The Department of Education has issued rules regarding Gainful Employment. All institutions of higher education that offer one-year certificate programs are required to disclose the following information pertaining to employability and costs on all certificate programs:

- On-time graduation rates
- Estimated cost of the program including books and fees
- Placement rate for students completing the program
- Median loan debt incurred by students who have completed the program
- Potential occupational careers

## GENDER NEUTRAL BATHROOM LOCATIONS

Building	Room #	Building	Room #
Altschul Hall	BT02	Language Hall	1T02
Alumni Gym	401C & 113	Loew Hall	1 T03 & C 30C
Bliss Hall	WT01	Meister Hall	217 & 10 B
Butler Hall	2T02	New Hall	102C
Carl Polowczyk Hall	104B	Nichols Hall	110
Childrens Center	129	North Hall	111 & 3A
Colson Hall	543	Brown Center	1T01
Community Hall	2018	Receiving Building	1 T01
Gould Hall	1 T01 & 2 T06	Sage Hall	1T01
Gould Memorial Library	B6	South Hall	1T02
Guggenheim Hall	3T01 & 3 T02	Snow Hall	109 & 110
Havemeyer Annex	108 & 109		

## IDENTIFICATION

Your Bronx Community College ID card is the first step to a safe campus. Display it upon entering the campus and when requested by any College official. Showing your BCC identification is mandatory, not an inconvenience. If you require a new identification card please visit the ID room in Colston Hall, main level.

## NON-SMOKING POLICY

The following shall be prohibited at the City University of New York: (i) the use of tobacco on all grounds and facilities under CUNY jurisdiction, including indoor locations and outdoor locations such as playing fields; entrances and exits to buildings; and parking lots; (ii) tobacco industry promotions, advertising, marketing, and distribution of marketing materials on campus properties; and (iii) tobacco industry sponsorship of athletic events and athletes. To read the CUNY policy in its entirety, please access the Healthy CUNY website at:

<http://www.cuny.edu/about/resources/healthycuny/tobaccofreecuny/DevelopmentofTobaccoFreePolicy.html>

## PREFERRED NAME PROTOCOL

While CUNY recognizes the importance that a change of name might have to students during their time with the University, a preferred name is not a legal name, but is generally used to change how others refer to you. For this purpose, students may identify a preferred name to be recorded in the student system. No documentation is required to have a preferred name recorded. Documents and records that may display a preferred name include, among other things, course rosters, student identification cards, student email addresses, and other documents issued by the University. A preferred name will not be reflected on, among other things, a student's official academic record, diploma, or transcript. To change the name that is displayed/reflected on official academic record, diploma, or transcript students must follow the instructions on the Personal Data Change Request Form available in the Registrar's Office. Official and legal name changes require specific documentation outlined on that form. To access both the *Preferred Name Request Form* and the *Personal Data Change Request Form*, use the following link: [http://www.bcc.cuny.edu/Registrar/documents/Name\\_Changes\\_Memo.pdf](http://www.bcc.cuny.edu/Registrar/documents/Name_Changes_Memo.pdf).

## **PREGNANCY AND OR PREGNANCY RELATED MEDICAL CONDITIONS**

Bronx Community College does not discriminate against any student on the basis of pregnancy and/or any pregnancy-related medical condition(s). Absence from school and school-related activities due to such medical condition(s) related to pregnancy will be excused for as long as deemed medically necessary by the student's doctor. A student requiring this type of absence will be given the opportunity to make up missed course work. Students that require assistance can seek information on obtaining an accommodation from the Office of Disability Services at 718.289.5874, or contact the Office of Affirmative Action, Compliance and Diversity at (718) 289-5100, x3494. To read the CUNY policy in its entirety, please access the Office of Affirmative Action, Compliance and Diversity webpage. <http://www.bcc.cuny.edu/Affirmative-Action/?p=Pregnancy-Related-Medical-Condition>. Please note that the lactation room is located in the Office of Health Services in Loew Hall, room 105.

## **SERVICE ANIMAL POLICY**

Every CUNY facility must allow access to and equal use by a person using a trained service dog. In other words, the laws governing CUNY prohibit the University from denying access or use of a facility because of a person's reliance on a service dog. As applied to CUNY, "facility" means all college grounds and activities. This requirement applies equally to buildings, transportation services such as shuttle buses, and events such as commencement ceremonies. Similarly, the University may not impose additional rules that have the effect of limiting a disabled person's access to or participation in educational activities. Examples of prohibited rules include requiring an entry fee from those using service dogs, imposing an extra fee if the building has generally applicable entry fees, or requiring a disabled person to register his or her service dog or provide medical documentation of the need for the animal. Voluntary registration programs are legal, but a person may not be denied access for refusing to register his or her service dog.

These requirements imposed on all University facilities only relate to persons using trained service dogs. These are dogs trained to perform tasks for people with specific disabilities, including mental health disabilities. Examples include a guide dog for a blind person, a dog trained to interrupt inappropriate behavior by an autistic owner, or a dog that provides an environmental assessment when an owner with post-traumatic stress disorder shows signs of anxiety. University-wide obligations do not apply to dogs that solely provide emotional or psychological support, sometimes referred to as "therapy dogs." University-wide obligations also do not apply to any other kind of animal (there is an unusual exception for miniature horses, but it is unlikely to be an issue in New York City).

CUNY may not require documentation relating to a person's disability or a dog's training before allowing entry to one of its facilities. When a dog's function is not readily apparent, a university employee may ask if the dog is a service animal required due to a disability, and may also ask what task the dog is trained to perform.

But for dogs whose use is obvious, such as a guide dog for a blind person, even asking those two questions is illegal. There are only two situations in which access or use may be denied to an otherwise qualified dog: when the owner cannot control the dog, and when the dog is not housebroken. A failure to stop a dog from constantly barking counts as being unable to control it, and would justify a denial of access or use.

Beyond allowing access, all university facilities must make "reasonable accommodations" for persons using service dogs. This is a vague phrase, but a "reasonable accommodation" generally means allowing a disabled person to bring a service dog throughout a building and removing obstacles that may prevent the dog from accompanying its owner and performing its duties. Once a dog has been allowed in a building, it must be allowed to go anywhere with its owner, and reasonable accommodations must be made to ensure that no obstacles prevent it from doing so.

An accommodation does not have to be made if doing so would impose an undue burden or economic hardship on the University or fundamentally alter the operations of the University. These exceptions are very limited, however, and are almost never found by courts. As such, almost any possible

accommodation will be deemed reasonable. Whenever there is a question as to whether a particular accommodation is required, the best practice is to err on the side of providing it. If there is a question as to whether a particular accommodation is reasonable, please consult with the Office of the General Counsel.

## STUDENT COMPLAINT PROCEDURE

In many cases, it is best to try to come to a resolution of an issue by meeting with the department(s) or individual(s) directly involved. For example:

- If you have a complaint about a particular office or department, ask to speak to the department director.
- For complaints about academic matters (e.g., grade appeals), the process is to speak first to the professor and then to the department chair.

BCC has an online Student Issues Resolution System (SIRs) to assist with issues that you have not been able to resolve with an appropriate office, faculty, or staff member. As a student, you have the option to file a case as an anonymous user or by filling out your name and contact information. This is a semi-automated system; please be advised when you file a case in SIRs, you should hear back from someone within two (2) business days.

The BCC link to access SIRS is forthcoming.

Complaints in the following categories have a specific process associated with them; please click on the link to access processes or contact information for these matters.

- Discrimination: <https://www.bcc.cuny.edu/affirmative-action/?p=AA-Contact-Us>
- Safety concerns: <http://www.bcc.cuny.edu/Public-Safety/>
- Sexual Assault: <http://www1.cuny.edu/sites/title-ix/campus/bronx-community-college/>
- Information Technology: <http://www.bcc.cuny.edu/Information-Technology/?p=IT-Technology-Service-Center>
- Faculty Conduct in Academic Settings: [https://www.cuny.edu/about/administration/offices/la/PROCEDURES\\_FOR\\_HANDLING\\_STUDENT\\_COMPLAINTS.pdf](https://www.cuny.edu/about/administration/offices/la/PROCEDURES_FOR_HANDLING_STUDENT_COMPLAINTS.pdf)

## STUDENT OMBUDSPERSON

**Stephen Powers, Ph.D.**

**Colston Hall 431 | 718. 289.5469**

**Email: [StudentAdvocate@bcc.cuny.edu](mailto:StudentAdvocate@bcc.cuny.edu)**

According to the BCC Governance Plan, the Student Ombudsperson has the following responsibilities: Serve the College as an exceptional channel of redress for students when the normal administrative channels do not adequately respond. Receive, investigate and resolve student complaints that have not been resolved by the appropriate College agencies; complaints alleging unfairness, discourtesy, undue delay, or other malfunctioning in the process of the College. Have access to all pertinent records; collaboratively work with and/or make inquiries to any employee and/or faculty member of the College community; to receive full and complete answers; and maintain a level of confidentiality. The Student Ombudsperson is expected to prepare and submit a report at the end of each semester on the number, nature and resolution of complaints. This report is provided to the President of the College, the Office of the Executive Counsel, and the Chairperson of the Senate without breaching confidentiality.

## TITLE IX

**Chief Diversity Officer/ Title IX Coordinator**  
**Jessenia Paoli, ESQ**  
**Language Hall, Room 31 | 718 289-5100, ext. 3494**

Anyone of any gender, gender identity, sexual orientation, religious affiliation, citizenship status, race, class or educational level – can suffer from sexual harassment, including sexual violence. The goal of this website is to help you understand what sexual harassment means and let you know that there are people at CUNY and in the community who can help if you or others experience it. We want to make sure you understand your rights as a student, CUNY's policies, and other issues related to sexual harassment, gender harassment and sexual violence.

### Sexual Misconduct

It is the policy of The City University of New York to promote a cooperative work and academic environment in which there exists mutual respect for all University students, faculty and staff. Any form of misconduct of employees or students based upon sex is inconsistent with this objective and contrary to the University's Policy on equal opportunity and non-discrimination. Sexual harassment is illegal under federal, state and city laws and will not be tolerated within the University. The University, through its colleges, will disseminate this policy and take other steps to educate the University community about sexual harassment, gender based harassment and sexual violence. The University will establish procedures to ensure that investigations of allegations of sexual harassment, gender based harassment and sexual violence are conducted in a manner that is prompt, fair, thorough and as confidential as possible under the circumstances and that appropriate corrective and/or disciplinary action is taken as warranted by the circumstances when any form of misconduct has been determined to have occurred. Members of the University community who believe themselves to be aggrieved under this policy are strongly encouraged to report the allegations of sexual harassment, gender based harassment and sexual violence as promptly as possible. Delay in making a complaint of sexual harassment may make it more difficult for the college to investigate the allegations.

### **A. Prohibited Conduct**

#### **i) Sexual Harassment, Gender-Based Harassment and Sexual Violence**

This policy prohibits sexual harassment, gender-based harassment and sexual violence (together "sexual misconduct") against any CUNY student, employee or visitor. Sexual harassment includes unwelcome conduct of a sexual nature, such as unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, graphic and electronic communications or physical conduct that is sufficiently serious to adversely affect an individual's participation in employment, education or other CUNY activities.

Gender-based harassment is unwelcome conduct of a nonsexual nature based on an individual's actual or perceived sex, including conduct based on gender identity, gender expression, and nonconformity with gender stereotypes that is sufficiently serious to adversely affect an individual's participation in employment, education or other CUNY activities. Requesting or demanding sexual favors in exchange for employment or academic opportunities (such as hiring, promotions, grades, or recommendations); Submitting unfair or inaccurate job or academic evaluations or grades; or denying training, promotion, or access to any other employment or academic opportunity because sexual advances have been rejected is absolutely prohibited.

Sexual violence is an umbrella term that includes: (1) sexual activity without affirmative consent, such as sexual assault, rape/attempted rape, and forcible touching/fondling; (2) dating, domestic and intimate partner violence; (3) stalking/cyberstalking ("stalking") as defined in this policy. The complete definitions of these terms, as well as other key terms used in this policy, are set forth in Section D below.

## **ii) Retaliation**

This policy prohibits retaliation against any person who reports sexual harassment, gender-based harassment or sexual violence, assists someone making such a report, or participates in any manner in an investigation or resolution of a sexual harassment, gender-based harassment or sexual violence complaint.

## **iii) Certain Intimate Relationships**

This policy also prohibits certain intimate relationships when they occur between a faculty member or employee and any student for whom he or she has a professional responsibility as set forth below.

Amorous, dating or sexual activity or relationships (“intimate relationships”), even when apparently consensual, are inappropriate when they occur between a faculty member or employee and any student for whom he or she has a professional responsibility. Those relationships are inappropriate because of the unequal power dynamic between students and faculty members and between students and employees who advise or evaluate them, such as athletic coaches or workplace supervisors. Such relationships necessarily involve issues of student vulnerability and have the potential for coercion. In addition, conflicts of interest or perceived conflicts of interest may arise when a faculty member or employee is required to evaluate the work or make personnel or academic decisions with respect to a student with whom he or she is having an intimate relationship. Finally, if the relationship ends in a way that is not amicable, the relationship may lead to charges of and possible liability for sexual harassment.

Therefore, faculty members and other employees are prohibited from engaging in intimate relationships with students, for whom they have a professional responsibility, including undergraduates, graduate and professional students.

For purposes of this section, professional responsibility for a student means responsibility over academic matters, including teaching, counseling, grading, advising for a formal project such as a thesis or research, evaluating, hiring, supervising, coaching, making decisions or recommendations that confer benefits such as admissions, registration, financial aid, other awards, remuneration, or fellowships, or performing any other function that might affect teaching, research, or other academic opportunities.

## **B. Reporting/Confidentiality Obligations of the College Community**

A Student who speaks to a college employee about sexual harassment, gender-based harassment or sexual violence should be aware that employees fall into three categories: (1) “confidential” employees, who have an obligation to maintain a complainant’s confidentiality regarding the incident(s); (2) “responsible” employees, who are required to report the incident(s) to the Title IX Coordinator; and (3) all other employees, who are strongly encouraged but not required to report the incident(s).

### **i) Confidential Employees**

Students who wish to speak to someone who will keep all of the communications strictly confidential should speak to one of the following:

- Counselor or other staff member at their college counseling center;
- Nurse, nurse practitioner or other staff member in the college health office; or
- Pastoral counselor (i.e., counselor who is also a religious leader) if one is available at their college;

The above individuals will not report any information about an incident to the college’s Title IX Coordinator or other college employees without the student’s permission. The only exception is in the case where there is an imminent threat to the complainant or any other person. A student who speaks solely to a “confidential” employee is advised that, if the student wants to maintain confidentiality, the college may be



unable to conduct an investigation into the particular incident or pursue disciplinary action against the alleged perpetrator. However, these professionals will assist the student in receiving other necessary support. A student who first requests confidentiality may later decide to file a complaint with the college or report the incident to local law enforcement and thus have the incident investigated.

## **ii) “Responsible” Employees**

“Responsible” employees have a duty to report incidents of sexual harassment, gender-based harassment or sexual violence, including all relevant details, to the Title IX Coordinator. Such employees are not permitted under any circumstances to maintain a complainant’s confidentiality, except that the Title IX Coordinator may honor a request for confidentiality under certain circumstances. However, these employees will maintain a complainant’s privacy to the greatest extent possible, and information reported to them will be shared only with the Title IX Coordinator, the “responsible” employee’s supervisor, and other people responsible for handling the college’s response to the report. Before a complainant reveals any information to a responsible employee, the employee shall advise the complainant of the employee’s reporting obligations—and if the complainant wants to maintain confidentiality, direct the complainant to confidential resources.

CUNY has designated the following individuals as “responsible” employees:

- Title IX Coordinator and her/his staff
- Office of Public Safety employees (all)
- Vice President for Student Affairs and Dean of Students and all staff housed in those offices
- College President, Vice Presidents and Deans
- Athletics Staff (all)
- Department Chairpersons/Executive Officers
- Human Resources staff (all)
- College/unit attorney and her/his staff
- College/unit labor designee and her/his staff
- Faculty members at times when they are leading or supervising student on off-campus trips
- Faculty or staff advisors to student groups
- Employees who are Managers (all)
- SEEK/College Discovery staff (all)
- College Childcare Center staff (all)
- Directors of “Educational Opportunity Centers” affiliated with CUNY colleges

## **iii) All Other Employees**

Employees other than those identified in subsections “A” and “B” above are permitted but not required to report any possible sexual harassment, gender-based harassment or sexual violence; however, they are strongly encouraged by CUNY to make such a report.

## **C. Enforcement, Penalties and Disciplinary Actions**

Following an investigation, the College President may recommend that disciplinary action be commenced against the respondent student or employee.

### **i) Discipline Against Students**

In cases where a student is charged with a violation of this policy, including retaliation, the matter shall be referred to the college’s Office of Student Affairs and action shall be taken in accordance with Article XV of the CUNY Bylaws, which contains the student disciplinary process at CUNY. Under the student disciplinary process, complainants have the same right as respondents to receive notice of the charges, to attend and participate fully in a disciplinary hearing, to be represented by an attorney or advisor of their choice, to receive notice of the decision of the faculty-student disciplinary committee, and to appeal. Penalties for

students instituted after a hearing before the faculty student disciplinary committee range from a warning to suspension or expulsion from the University.

**ii) Discipline Against Employees**

In cases where an employee is charged with a violation of this policy, including retaliation, the matter shall be referred for disciplinary action in accordance with the applicable CUNY policies, rules and collective bargaining agreements. Penalties for employees include reprimand, suspension or termination of employment following applicable disciplinary procedures. For many respondent employees, these procedures may include a hearing before a non CUNY fact-finder, as required by collective bargaining agreements.

**iii) Action Against Visitors**

In cases where the person accused of sexual harassment, gender-based harassment or sexual violence is neither a CUNY student nor a CUNY employee, the college's ability to take action against the accused is extremely limited. However, the college shall take all appropriate actions within its control, such as restricting the visitor's access to campus. In addition, the matter shall be referred to local law enforcement for legal action where appropriate.

**iv) No Disciplinary Action**

In cases where a determination is made not to bring disciplinary action, the Title IX Coordinator shall inform the complainant and the respondent of that decision contemporaneously, in writing, and shall offer counseling or other support services to both the complainant and the respondent.

**v) Malicious Allegations**

Members of the CUNY community who make false and malicious complaints of sexual harassment, gender-based harassment or sexual violence, as opposed to complaints which, even if erroneous, are made in good faith, may be subject to disciplinary action

**D. Definitions of Terms in this Policy**

- i) **Affirmative Consent** is a knowing, voluntary and mutual decision among all participants to engage in sexual activity. Consent can be given by words or actions, as long as those words or actions create clear permission regarding willingness to engage in the sexual activity. Silence or lack of resistance, in and of itself, does not demonstrate consent. The definition of consent does not vary based upon a participant's sex, sexual orientation, gender identity or gender expression. Consent may be initially given but withdrawn at any time. Consent to any sexual act or prior consensual sexual activity between or with any party does not necessarily constitute consent to any other sexual act.

In order to give consent, one must be of legal age (17 years or older). Consent is required regardless of whether the person initiating the act is under the influence of drugs and/or alcohol. Consent cannot be given when a person is incapacitated, which occurs when an individual lacks the ability to knowingly choose to participate in sexual activity. Incapacitation may be caused by lack of consciousness or being asleep, being involuntarily restrained, or if the individual otherwise cannot consent. Depending on the degree of intoxication, someone who is under the influence of alcohol, drugs, or other intoxicants may be incapacitated and therefore unable to consent.

When consent is withdrawn or can longer be given, sexual activity must stop.

- ii) **Dating, Domestic and Intimate Partner Violence** is a pattern of coercive behavior that can include physical, psychological, sexual, economic and emotional abuse, perpetrated by one person against an intimate partner. Such violence may occur in all kinds of intimate relationships, including married couples, people who are dating, couples who live together, people with children in common, same-sex partners, and people who were formerly in a relationship with the person abusing them.

- iii) **Forcible Touching/Fondling** is intentionally touching the sexual or other intimate parts of another person without the latter's consent for the purpose of degrading or abusing such person; or for the purpose of gratifying the actor's sexual desire.
- iv) **Gender-Based Harassment** is unwelcome conduct of a nonsexual nature based on an individual's actual or perceived sex, including conduct based on gender identity, gender expression, and nonconformity with gender stereotypes that is sufficiently serious to adversely affect an individual's participation in employment, education or other CUNY activities. The effect will be evaluated based on the perspective of a reasonable person in the position of the complainant. An example of gender-based harassment would be persistent mocking or disparagement of a person based on a perceived lack of stereotypical masculinity or femininity.
- v) **Rape and Attempted Rape** is the penetration or attempted penetration, no matter how slight, of any body part by a sex organ of another person, without the consent of that person.
- vi) **Retaliation** is adverse treatment of an individual as a result of that individual's reporting sexual harassment, gender-based harassment or sexual violence, assisting someone with a report of sexual harassment, gender-based harassment or sexual violence, or participating in any manner in an investigation or resolution of a sexual harassment, gender-based harassment or sexual violence report. Adverse treatment includes threats, intimidation and reprisals by either a complainant or respondent or by others such as friends or relatives of either a complainant or respondent.
- vii) **Sexual Activity** is:
  - penetration, however slight, of the vulva or the anus by the penis, hand/fingers or other object;
  - contact between the mouth and the penis, the mouth and the vulva, or the mouth and the anus;
  - intentional touching, either directly or through the clothing, of the genitalia, anus, groin, breast, inner thigh, or buttocks of any person; or
  - intentional touching, either directly or through the clothing of any other body part, with an intent to abuse, humiliate, harass, degrade or arouse or gratify the sexual desire of any person.
- viii) **Sexual Assault** is any form of sexual activity that occurs without consent.
- ix) **Sexual Harassment** is unwelcome conduct of a sexual nature, including but not limited to unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, graphic and electronic communications or physical conduct of a sexual nature when:
  - submission to or rejection of such conduct is made either explicitly or implicitly a condition of an individual's employment or academic standing or is used as the basis for employment decisions or for academic evaluation, grades, or advancement (quid pro quo);
  - or
  - such conduct is sufficiently serious that it alters the conditions of, or has the effect of substantially interfering with, an individual's educational or work experience by creating an intimidating, hostile, or offensive environment (hostile environment). The effect will be evaluated based on the perspective of a reasonable person in the position of a complainant.

Conduct is considered "unwelcome" if the individual did not request or invite it and considered the conduct to be undesirable or offensive. While it is not possible to list all circumstances that might constitute sexual harassment, the following are some examples of conduct that might constitute sexual harassment depending on the totality of the circumstances:

- Inappropriate or unwelcome physical contact or suggestive body language, such as touching, groping, patting, pinching, hugging, kissing, or brushing against an individual's body;

- Verbal abuse or offensive comments of a sexual nature, including sexual slurs, persistent or pervasive sexually explicit statements, questions, jokes or anecdotes, degrading words regarding sexuality or gender, suggestive or obscene letters, notes, or invitations;
- Visual displays or distribution of sexually explicit drawings, pictures, or written materials; or iv. Undue and unwanted attention, such as repeated inappropriate flirting, staring, or making sexually suggestive gestures.

For purposes of this policy, sexual harassment also includes acts that violate an individual's right to privacy in connection with her/his body and/or sexual activity such as:

- Recording images (e.g. video, photograph) or audio of another person's sexual activity, intimate body parts, or nakedness without that person's consent;
  - Disseminating images (e.g. video, photograph) or audio of another person's sexual activity, intimate body parts, or nakedness, if the individual distributing the images or audio knows or should have known that the person depicted in the images or audio did not consent to such disclosure;
  - Viewing another person's sexual activity, intimate body parts, or nakedness in a place where that person would have a reasonable expectation of privacy, without that person's consent.
- x) **Sexual Violence** is an umbrella term that includes: (1) sexual activity without affirmative consent, such as sexual assault rape/attempted rape, and forcible touching/fondling; (2) dating, domestic and intimate partner violence; (3) stalking as defined below.
- xi) **Stalking** is intentionally engaging in a course of conduct directed at a specific person with whom the perpetrator currently has, previously has had, or desires to have, some form of sexual or romantic relationship, that:
- is likely to cause reasonable fear of material harm to the physical health, safety or property of such person, a member of such person's immediate family or a third party with whom such person is acquainted; or
  - causes material harm to the mental or emotional health of such person, where such conduct consists of following, telephoning or initiating communication or contact with such person, a member of such person's immediate family or a third party with whom such person is acquainted; or
  - is likely to cause such person to reasonably fear that her/his employment, business or career is threatened, where such conduct consists of appearing, telephoning or initiating communication or contact at such person's place of employment or business, and the actor was previously clearly informed to cease that conduct.

Complaints regarding misconduct are to be made to the following offices:

Office of Public Safety	Loew Hall room 505	718 289-5923/5911
Chief Diversity Officer	Language Hall, 31	718 289-5100, ext. 3494
Office of the Vice President for Student Success	Loew Hall, 201	718 289-5864
Office of the Provost and Senior Vice President for Academic and Student Success	Language Hall, 11	718 289-5139

## Enough is Enough

In signing the “Enough is Enough” law in 2015, Governor Andrew Cuomo made combatting all forms of sexual assault on college and university campuses in New York State an important priority. The law requires that all New York State colleges and universities adopt comprehensive procedures for addressing the problem, including campus climate surveys to measure the prevalence of sexual assault on campus, assess students’ attitudes and awareness about sexual misconduct, and help schools identify ways to prevent misconduct.

In the spring of 2016, CUNY launched its Sexual Violence Campus Climate Survey. It was sent to 270,000 students and CUNY Presidents sent messages encouraging participation, stating: “The City University of New York is committed to ensuring a safe, healthy, and nondiscriminatory learning environment for all CUNY students...Your voice matters.” We received 30,000 responses.

The survey took approximately 20 minutes to complete and contained questions on:

- Campus Climate
- Campus Involvement
- Information and Resources
- Knowledge of Policies, Procedures and Resources
- Affirmative Consent
- Training and Bystander Intervention
- Prevalence
- Sexual Harassment
- Stalking
- Non-consensual Touching
- Non-consensual Penetration
- Intimate Partner Violence
- Location of Incident

Among the findings from our survey are:

- CUNY students say they generally feel safe on their campuses and trust their college to treat a report of sexual violence seriously.
- Many students say they are not familiar with CUNY’s sexual misconduct formal reporting procedures.
- The vast majority of CUNY students demonstrate a willingness to intervene to help protect others.
- A high percentage of students show an applied understanding of affirmative consent but few students say that they are knowledgeable about CUNY’s policy on affirmative consent.
- While students who participate in trainings report that most trainings are thorough and covered key topics (e.g., affirmative consent, reporting procedures, resources available, CUNY policies), a low percentage of students report attending a training.
- In cases of sexual assault, CUNY students report that the majority of perpetrators are neither enrolled at nor employed by CUNY.
- When an incident of sexual violence occurs, CUNY students say they are far more likely to go to a friend or a family member for help than to a college official.
- The majority of incidents of sexual misconduct experienced by students take place, they say, off-campus, and not at CUNY nor at CUNY-affiliated events or programs.
- As an institution deeply committed to a safe, healthy, and nondiscriminatory learning environment for all students, moving forward, CUNY will focus on a number of issues, including increasing the number of students who:
  - understand their rights if they experience sexual misconduct at CUNY;
  - understand the role and responsibilities of the campus Title IX coordinator;
  - receive training;
  - are knowledgeable about formal reporting procedures;

- understand the concept of affirmative consent and CUNY's policy on Sexual Misconduct; and
- are familiar with the many on-campus and off-campus resources available.

One finding in particular requires that CUNY evaluate services for students who experience sexual violence off-campus. We learned that, for our students, the majority of incidents of sexual misconduct take place off campus (e.g., on public transportation, at work) and not on CUNY campuses or at CUNY-affiliated events. Our students come to school with these experiences and we must be prepared to be responsive to their needs. Experiences with sexual violence can affect their academic experience at CUNY and so the university must be equipped to detect and address those needs. A task force will be formed to examine current supports and services for these students. The task force will issue recommendations on how support services can be more responsive to these students.

The City University of New York will use the results of this survey to improve our ability to meet the needs of our students and other community members. CUNY will work closely with students, staff and faculty to develop strategies and programs for improving the university's responses to sexual misconduct and ensuring that we are protecting the community from all forms of sexual assault.

Click below to access the CUNY Enough is Enough website:

<http://www1.cuny.edu/sites/title-ix/campus/university/>

**SPARC Training** *Sexual and Interpersonal Violence Prevention And Response Course*

**All new students must complete an on-line mandatory "SPARC" training session in order to register for their second semester at BCC. This free, short training is on the awareness and prevention of sexual misconduct.**

To complete the online training:

- 1 Login to your CUNYfirst account
- 2 Click "SPARC Training" under your To Do List
- 3 24 hours after the completion of your training, you will be able to register for your second semester

# ACADEMIC POLICIES AND PROCEDURES

## APPEALS PROCESS GUIDELINES

Students may appeal their probationary or suspension status to the Appeals Agent of the Committee on Academic Standing (CAS). Students should contact the Office of Student Affairs to find out who is the current appeals agent. Appeals are intended for students who have WUs that could be converted to Ws, or for students who have poor academic grades that are older than 7 years and who have shown academic progress seven years after those grades were earned. FIN grades are resolved with the instructor who issued the grades. Usually, a student has 10 weeks into the semester following the semester in which the grade was given to resolve the INC grade, but an instructor may file an extension form to allow a student more time

## CLASS ATTENDANCE

Class attendance and participation are significant components of the learning process and play a major role in determining overall student academic achievement. Therefore, students are strongly encouraged to attend and participate in all class sessions of the courses in which they are registered. For further details, please refer to course syllabi.

In the event of excessive absences, faculty have the option to lower the grade, request completion of additional assignments, or assign a failing grade. Faculty members will verify by the end of the fifth week of each semester, or at least 1/3 into the duration of any semester, through the Commencement of Attendance (COA) process, whether-or-not a student has ever attended the course. Afterwards, faculty are encouraged to monitor class participation in order to facilitate and support the College's student retention effort.

### *Lateness*

Classes begin promptly at the times indicated in the Schedule of Classes. Arrival in class after the scheduled starting time constitutes lateness.

## COMMITTEE ON ACADEMIC STANDING

The Committee on Academic Standing formulates policy on matters regarding the maintenance of matriculation, grading structure, satisfaction of requirements for degrees and certificates, and advanced standing. It adjudicates and takes final action on waivers of suspension, statute of limitation and administrative grade appeals. Communications with the Committee should be made through the Registrar, who serves as its Executive Secretary. The College Community may review a copy of the Codification of Academic Rules and Regulations on the College website.

## DISMISSAL GUIDELINES

**PROBATION/SUSPENSION** Students are placed on academic probation for the following semester if they do not meet the minimum GPA in the above chart. Students who are unable to bring their GPA to the required standards while on probation will be suspended, and must be separated from the University for at least one semester. Students who have been suspended twice may not be readmitted at BCC.

## GRADING POLICY

**Mid-Term and Final Grades** Instructors assign and inform students of mid-term and final grades during a period designated in the Academic Calendar. **Administrative Grades** During the semester, and under circumstances described below, instructors may assign the following special grades:

GRADE	% EQUIVALANT	GPA-VALUE POINT
A+	97-100	4
A	93-96.9	4
A-	90-92.9	3.7
B+	87-89.9	3.3
B	83-86.9	3.0
B-	80-82.9	2.7
C+	77-79.9	2.3
C	73-76.9 Average	2.0
C-	70-72.9 Below Average	1.7
D+	67-69.9 Below Average	1.3
D	63-66.9 Below Average	1.0
D-	60-62.9 Below Average	0.7
F**	0-59.9 Failing	0.0
R*	Repeat	0.0

\*Issue only in remediation courses (equated credit skills improvement courses).

### \*\*F Grade Policy

When a student receives the grade of "F" or an administrative failing grade, and he/she subsequently retakes that course and receives a grade of "C" or better, the initial grade will no longer be computed into the Grade Point Average. The original grade will remain on the transcript with the notation "not calculated in Grade Point Average." The number of failing credits that can be deleted from the Grade Point Average is limited to 16 for the duration of the student's undergraduate enrollment in The City University of New York. All 16 credits may be used at the associate degree level, but once used; they are unavailable at the CUNY senior college level. For this reason, students should be advised of the desirability of holding some or the entire credit bank for later studies at the senior college.

### Special Grades

<b>J or W</b>	Officially withdrew from course. No penalty
<b>H or WU</b>	Withdrew unofficially and/or Excessive Absence. No penalty
<b>NC</b>	Grade received prior to fall 1996
<b>G or WF</b>	Withdrew failing or student was dropped for poor scholarship
<b>WA</b>	Applied to students who are excluded from classes for non-compliance with immunization regulations
<b>U or AUD</b>	Audit -- course not taken for credit or grade.
<b>NC</b>	Received at the end of fall 1976 semester or after. Official withdrawal from all courses. Leave of absence granted. No penalty.
<b>WN</b>	Withdraw unofficially and never attended
<b>P</b>	Passing grade but carries no quality points. Still- credits are counted toward graduation.

### Temporary Grades

<b>L or INC</b>	Incomplete. The student has failed to complete course work- but upon completion is expected to pass. If unresolved by the 10th week of classes during the following semester; the grade will convert to "FIN" equivalent to an "F".
<b>Z</b>	Administrative grade assigned temporarily when an instructor has been delayed in submitting the final grade.
<b>E</b>	Doubtful. Becomes either a "D" or "F" after examination or special audit.
<b>PEN</b>	Temporary grade given when final grade requires further evaluation. The "PEN" grade does not automatically change to and "F" equivalent; final grade determined by the instructor or the outcome of the college's academic review process.



## GRADUATION

To be considered for graduation at Bronx Community College, students must meet five requirements. They must have:

- Completed all the required courses in the curriculum
- An overall academic index of at least C (2.0)
- Completed the minimum degree credits required
- Passed the CUNY Assessment Test in Writing Exam (CATW).
- Completed two designated Writing Intensive (WI) courses (students who entered BCC in Fall 2004 or later).

### *Participation in graduation ceremony*

Students can participate in the 2019 Commencement ceremony when **they have no more than one (1) course outstanding and are registered for the outstanding course during the summer of 2019.**

To Apply for Graduation Students file as a “Candidate for Degree” in the semester they expect to graduate. The candidate for degree card is available in the Registrar’s Office, Colston Hall, Room 513. Students who fail to submit a candidate degree card will not be evaluated for graduation purposes. The diploma will be dated the semester that the degree is conferred, not necessarily the semester that the coursework was completed. It is strongly recommended that students conduct a preliminary degree audit (DegreeWorks) at least two semesters before they expect to graduate

# TUITION AND FEES

## OFFICE OF THE BURSAR

Tuition is charged each semester and should be paid in full by the payment due date. All tuition and fees charges are subject to change at any time by action of The City University of New York (CUNY) Board of Trustees without prior notice. In the event of an increase in the tuition or fees charges, payments already made to the College will be treated as a partial payment and notification will be given of the additional amount due and the time and method for payment.

Students can make tuition and fee payments at the Office of the Bursar by cash or money order and also make inquiries about their accounts. Students interested in a payment plan can contact the office for information about convenient payment plans that may be available to help students and their families spread out the cost of education over the semester.

All applications for financial aid grants or loans needed to cover the cost of tuition and fees should be completed in advance of registration. All grants and loans should be available to be used during registration.

**Third Party voucher:** Students who have a voucher from an outside agency, a union or job to pay for their tuition/fees must bring the voucher to the Bursar's Office with any additional payment required. Third party vouchers are applicable only when the college is authorized to directly bill the company.

If paying by mail, please send money orders or certified checks made payable to Bronx Community College to:

Bronx Community College  
2155 University Avenue  
Bronx, New York. 10453  
Attn: Office of the Bursar, Colston Hall, Main Lobby

The following are not accepted: personal checks, company checks, paychecks, third party checks. Please mail your payments in timely manner so it can be received and processed by your payment due date.

Students can make payments using eCheck via a US checking or savings account. The student routing and account numbers will be needed. To pay by eCheck log into CUNYfirst > Self Service > Student Services Center and under the Finance tab select "make a payment" then follow the prompts to make a payment.

Where tuition charges are reduced by place of residence, legal proof of such is required to establish eligibility. All students who are not residents of New York City but who are residents of New York State are required to have a Certificate of Residence on file in the Bursar's Office three weeks prior to registration. Certificates of Residence are normally valid for one year from the date of issue and must be renewed each year. Application forms may be obtained from the Admissions Office, Office of the Bursar or from the Office of the Chief Fiscal Officer of the county in which the applicant resides. Those who qualify will be granted a Certificate of Residence issued by the county. A student must have a current, valid Certificate of Residency on file with the Office of the Bursar in order to be eligible to register for classes.

## Payment Plans for Tuition and Fees

Payment plans are available to pay tuition and fees in installments. The Payment plans are administered by Nelnet Business solutions. To sign-up for a payment plan, log into CUNYfirst > Self Service > Student Services Center and under the Finance tab select "Enroll/Manage Payment Plan" then follow the prompts to sign-up for the plan.

The payment plans are normally available prior to the start of classes and up to a week of the start of classes for the fall and spring semesters. The summer plan has a different schedule please check with the Office of

the Bursar for information. The payment plans are designed based on a number of payments (example 6 pay plan, 5 pay plan ...) but the plan (one plan only) that will be offered to the student will be based on when the student signs-up for the payment plan.

The Enrollment Fee is \$40 if you link your payments to your checking/savings account via eCheck, which will automatically deduct from your account on a schedule. **Effective Fall 2018** the Enrollment Fee will be \$75 if you opt to link your payments to a credit or debit card (American Express, Discover, Visa and MasterCard). The enrollment fee will be added to your first payment. There will be a \$30 return payment fee charged for each return payment.

**\*Please note that credit and debit cards are no longer accepted as DIRECT Payment for Tuition and Fees.**

Any change in your obligation to the college will change the total payment plan balance and remaining monthly payment amounts.

For Nelnet Business Solutions customer service, call (888).470.6014.

- The plans are not available for winter session.
- Enrollment for the payment plans can only be accessed through CUNYfirst.
- For students who sign up for a Payment Plan and receive financial aid, which covers the entire balance or part of the balance, Nelnet Business Solutions will adjust the payment plan to show the correct balance.

### Fall 2018 and Spring 2019 Semesters: Tuition and Fees <sup>1</sup>

**Full-Time Degree Students** | \$2,400 per semester

New York City resident or New York State resident with a Certificate of Residence. Non-New York State resident, including international (foreign) students \$320 per credit/hour and New York State residents not eligible for a Certificate of Residence.

**Part-Time Degree Students** | \$210 per credit/hour<sup>1</sup>

(fewer than 12 credit weight)

New York City resident or New York State resident with Certificate of Residence.

**Non-degree Students** | \$265 per credit/hour<sup>2</sup>

New York City resident

**Non-degree Students**

Non-resident, including international student | \$420 per credit/hour<sup>3</sup>

<sup>1</sup> City University of New York reserves the right to make changes or increases to the tuition and fees as set forth in this publication, without advance notice to students.

<sup>2</sup> There is no maximum tuition for non-resident and non-degree students in these categories.

<sup>3</sup> See "Classification and Categories" section under the Office of the Registrar of this handbook for definition of non-degree student.

*Courses where tuition is based on hours rather than credits:*

Remedial courses at the College are charged based on the number of contact hours - not credits (except \*CHM 2) — that the courses are scheduled to meet.

Developmental courses are also calculated based on the number of contact hours that the course is scheduled to meet. There are two developmental courses currently offered at the college. ENG 110 is a three-credit course, for which tuition is calculated based on five contact hours it is scheduled to meet. ENG 110 also has a 6<sup>th</sup> non-

billable conference hour. HIS 11 is a three-credit course and the tuition is based on the four hours it is scheduled to meet.

\*CHM 2 is a five-hour remedial course. The tuition charged for CHM 2 is calculated based on four hours not five, as this remedial course has a lab component.

### **Non-Instructional fees**

These non-refundable fees are subject to change:

a.	Application for Admission	
	Freshman Student <sup>6</sup>	\$65.00
	Transfer Student <sup>6</sup>	\$70.00
	Non-Degree Student <sup>6</sup>	\$70.00
b.	Transcript	\$7.00
	(there is no charge for transcripts sent to other CUNY colleges)	
c.	Make-up and special examinations	
	First examination per semester	\$25.00
	Each additional examination	\$5.00
d.	Commitment Deposit	\$100.00
	New student	
e.	Late registration	\$25.00
f.	Late payment	\$15.00
g.	Change of program	\$18.00
	(Charged after the 1 <sup>st</sup> day of classes for adding a course or changing from one course to another course; changing from one section of a course to another section of the same course.)	
h.	Duplicate ID card	\$10.00
i.	Senior Citizen Fee	\$80.00 per semester
	(Administrative fee of \$65 plus Consolidated fee of \$15. See senior Citizen fees heading for more details)	
j.	Duplicate Record	\$1.00
	(i.e., grade report, registration receipt)	
k.	Duplicate Bursar's Receipt	\$5.00
l.	Readmission application	\$20.00
m.	Diploma	\$30.00
n.	Return check	\$20.00

For parking rates and detail please access the BCC Public Safety website at:

<http://www.bcc.cuny.edu/Public-Safety/?p=Parking-Information#3>

<sup>6</sup> Money order payable to Bronx Community College.

### **Senior Citizen Fees**

Residents of New York State sixty years of age or older may enroll and audit undergraduate courses as non-matriculated students without tuition charge and without credit, on a space-available basis. Individuals who enroll shall be charged an administrative fee of \$65 plus the student consolidated services fee of \$15 per semester (fees are non-refundable) as well as any other fees they may incur. Senior citizens are not charged a student activity fee or application fee. Individuals must satisfy New York City / State residency requirement. Interested individuals must specify that they wish to participate in this program and be admitted to the program. Proof of age must be presented at the time of admission.

### **Student Activity Fees<sup>4</sup>**

The student activity fee must be paid by all students, matriculated and non-degree. This fee is non-refundable.

Full-time students: \$77.60 per semester<sup>5</sup>  
(12 or more credits/hours)

Part-time students: \$52.60 per semester<sup>5</sup>  
(fewer than 12 credits/hours)

### **Technology Fee<sup>4</sup>**

The technology fee must be paid by all students, matriculated and non-degree. This fee is non-refundable and is in addition to tuition.

Full-time students: \$125.00 per semester  
(12 or more credits/hours)

Part-time students: \$62.50 per semester  
(fewer than 12 credits/hours)

<sup>4</sup> Subject to change.

<sup>5</sup> This includes the CUNY \$15 Consolidated Fee, Student Senate fee of \$1.45 which are required of all students each semester in addition to tuition. These fees are non-refundable.

Note: Senior citizens may enroll in degree programs identically to any other student and will be charged tuition and fees.

### **Refunds**

All refunds are subject to the policies of the City University of New York. In accordance with City University of New York (CUNY) policy, no refund will be processed until after all enrollment and change of program activities are completed.

Students who pay their tuition bill and then officially drop their classes during the first three weeks of school will have their refund or liability calculated according to the tuition refund schedule below:

<b>Refund Schedule for Fall and Spring Semesters</b>	<b>Tuition Refund</b>	<b>Tuition Obligations</b>
Drop course(s) before 1 Official Day of the Semester	100%	-0-
Drop course(s) within 7 calendar days of opening date	75%	25%
Drop course(s) between 8 & 14 calendar days of opening date	50%	50%
Drop course(s) between 15 & 21 calendar days of opening date	25%	75%

Refund Schedule for Fall and Spring Semesters	Tuition Refund	Tuition Obligations
Drop course(s) beyond 21 calendar days after opening date	None	100%

For summer and winter session(s), the refund period is the first 20% of the total days (including Saturday, Sunday & Holidays) in the session. The refund period is divided into two equal segments corresponding to a 50% and 25% refund period. BCC has multiple summer sessions. Please check with the Office of the Bursar for the refund dates related to each term/session or visit: <http://www.bcc.cuny.edu/Student-Financial-Services/?p=sfs-Refund-Policy#degTop2>

Refunds for credit card online payments (via the Nelnet payment plans) will be processed on the credit card that was used to pay the tuition. There is no refund of the credit card convenience fees. Failure to attend class, either by merely giving notice to the instructor or stop attending, is not considered officially dropping classes. Refunds are mailed from the University's Central Office directly to student's home address that is on file with the college or students may sign-up for direct deposit to their bank account or Scholar Card. No cash refunds are given at the Bursar's Office.

***Military Refund***

Special military refund regulations apply to students who enlist or are called to serve in the military service of the United States of America.

- Any refund request for U.S. Military, Peace Corps or VISTA service must be documented in order to process it.
- In the case of the U.S. Military, a copy of induction or military orders is required. In order to obtain a grade, a student must have attended class regularly for approximately 13 weeks (5 weeks for Summer Session) or 85% of the term's work through acceleration may be given full credit for each course in which he or she has a grade of C or better.
- The student must follow their college's policy on incompletes, and sign an incomplete contract with the instructor. The normal regulations apply, and grades will be recorded as failures if courses are not completed.
- Faculty makes the decision regarding eligibility for a grade.
- No refund will be made to a student who has been assigned an earned grade, regardless of whether the grade is passing or failing.

In instances where students enlist in the U.S. Military, the Peace Corps, or VISTA and do not attend class for a sufficient time to qualify for a grade but continue to attend class within 2 weeks of induction, a refund of tuition and all other fees except application fees will be made in accordance with the following:

- 100% refund for students who withdrawal before the beginning of the 5th calendar week (3rd calendar week for Summer Session) after the scheduled opening date of the session.
- 50% refund for students who withdraw after the beginning of the 5th calendar week (3rd calendar week for Summer Session/Winter Session) after the scheduled opening date of the session.

***Permit Students Refund***

Bronx Community College students, on permit to other colleges, who have classes cancelled or are otherwise not able to complete registration, must obtain a written statement from the Registrar's Office at the permit college stating what course they are registered for or not registered for at that college.

Upon obtaining this information, bring the written statement and all registration receipts to Bronx Community College Office of the Registrar so your records will be updated which will initiate the process for a refund if eligible.

